

Notification of Schedule Changes

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you of some changes to our childcare schedule that will take effect on [Effective Date].

The updated schedule is as follows:

- Monday: [New Hours]
- Tuesday: [New Hours]
- Wednesday: [New Hours]
- Thursday: [New Hours]
- Friday: [New Hours]

We understand that schedule changes can be challenging, and we appreciate your understanding and flexibility. If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us.

Thank you for your continued trust in our childcare services.

Sincerely,

[Your Name]

[Your Position]

[Childcare Provider Name]

[Contact Information]