[Date]

Dear [Mr./Mrs./Ms.] [Name of Parent],

Your child [Name of Child] has been at [Name of Daycare] since [Date of First Visit] and while they are a bright and creative child, their behavior has become increasingly difficult to manage.

Several times a day, [Name of Child] [describe behavior], which is not tolerated. They have also [describe behavior] despite being told not to multiple times. When put into time-out, [Name of Child] yells and disrupts the other children and refuses to sit still.

These behaviors are cause for concern among daycare workers who are taking time away from the other children in an attempt to address [Name of Child]'s frequent outbursts. We do not feel well enough equipped to handle the needs of a child like [Name of Child] and are terminating daycare services on [Date of Termination].

We wish you luck in finding a new daycare center.

Regards,

[Name of Center Operator]

