

[Date]

Dear [Name of Parent],

It has come to our attention that you have been unnecessarily rude to the staff members at [Name of Daycare] on multiple occasions. Our staff works very hard to provide care and enrichment for all of the children at our center. We do not appreciate your rude comments and aggressive behavior toward our staff.

We have also received several complaints that you have been rude to other parents on our campus. We strive to create a welcoming and friendly environment that you have chosen not to participate in.

We do not tolerate bullying in any form with our children or our parents, as outlined in the Code of Conduct you signed with your contract. As a result, your child's daycare contract will terminate on [Date of Termination].

Regards,

[Name of Center Operator]