

Date

Dear Name,

This letter is to inform you that I am currently operating with a Probationary Child Care License issued by the Department of Children, Youth, and Families (DCYF). This means I am licensed to provide child care, but that I am operating under the following conditions:

List specific conditions here, if more than one, hit enter to add additional conditions

I was issued a probationary license on Date by DCYF for the following reasons:

List reasons here

The probationary license is valid for six months with a possibility to extend the probationary period an additional six months.

Please read, sign and return this letter to me. I appreciate your cooperation and wish to continue to care for your children. My goal is to provide quality child care. If you have questions about this letter, please feel free to talk with me or call my child care licensor, Licensors name at Phone Number.

Thank you,

\_\_\_\_\_  
Provider name

\_\_\_\_\_  
Child Care Parent's Name (Please Print)

\_\_\_\_\_  
Child Care Parent's Signature

\_\_\_\_\_  
Date