



Sample Letter to Neighbors

Before Opening A Family Child Care Business*

Large family child care providers can use this as a model for information to share with neighbors before they get their license, as early in the process as possible. If a land use permit is required by the City or County, neighbors are usually notified as part of the permit application and approval process.

Dear Neighbor,

I am interested in establishing a child care program within my home located at 1414 Riverside Terrace, where we will serve no more than 14 children. Because I do not wish to inconvenience you or your family, I thought that I would take this time to explain to you the nature of my new business, its potential impact on our neighborhood, and the steps I will take to minimize this impact.

How do Family Child Care Homes operate?

Although I will determine my own program services, hours, parent fees, etc., most programs operate weekdays from 7 a.m. to 6 p.m. Since parents' work schedules differ, children usually arrive over a period of two or more hours in the morning and leave during a similar period in the late afternoon. This reduces the number of vehicles likely to stop at the home at one time, as do siblings or carpoolers arriving together. Parents are encouraged to escort children safely to and from cars to the home. By implementing these measures, my business will not increase traffic congestion on our street. While children are in my care, my assistant and I are responsible for their supervision at all times, including indoor activities, outdoor play, and on walks or vehicle trips away from my home. I anticipate outdoor play time to be limited to (one hour) after (9 am) and (one hour) after (1 pm) and noise will be kept below the maximum stipulated by city officials.

For more information

If you have questions or concerns, or if you would like me to consider other impacts to our neighborhood, please contact me. Gathering your input now will help me to better plan my program and prevent issues that might arise in the future. Feel free to call me to arrange a visit of my home to familiarize yourself with my program, especially if you might want to refer a family or to volunteer.

If you need further information or assistance, please contact:

[Your City Here] Planning Department: [Phone Number]
(regarding neighborhood impact issues)

[Your Local Child Care Resource and Referral Agency]: [Phone Number]