

**I am not a robot!**

## Daycare reference letter template

If you need to write a reference letter for a childcare provider or nanny, it can be challenging to know where to start.

### SOPHIE SPENCER

1b Some Lane, Sometown XX17 1XX | sophie.spencer@gmail.com

18th November 2020

Adam Strell  
ABC Company  
24 Doe Street, Sometown XX19 1XX

Dear Mr Strell,

When I came across your opening for a sales assistant at ABC Company, I was beyond thrilled. I would value the opportunity to contribute the same award-winning customer service as I have of my current role at XYZ Corp.

I have seen that ABC Company will soon be relocating to a larger site, following three consecutive years of increasing trade. My most recent experience involved a similar situation. As a retail assistant at XYZ Corp I assisted with a move to a new 200 square metre site, helping to successfully adapt visual merchandising for the larger space. To further assist the move I helped train 5 new incoming staff to manage the increase in footfall.

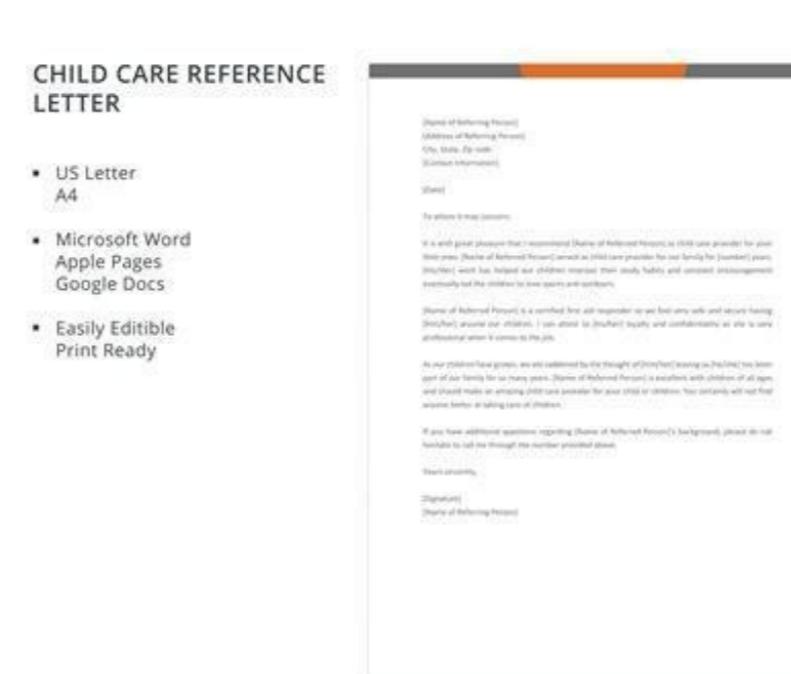
After the move to the larger premises my own sales figures improved by 50% per month, contributing to an overall sales increase of £700,000 per annum. I'd love to be able to help achieve the same success for a vibrant local business such as ABC Company.

Thanks so much for taking the time to consider my application. Please do give me a call at your convenience, so we can discuss the role further. I'd love the opportunity to develop my skills at a business that's a Merseyside success story.

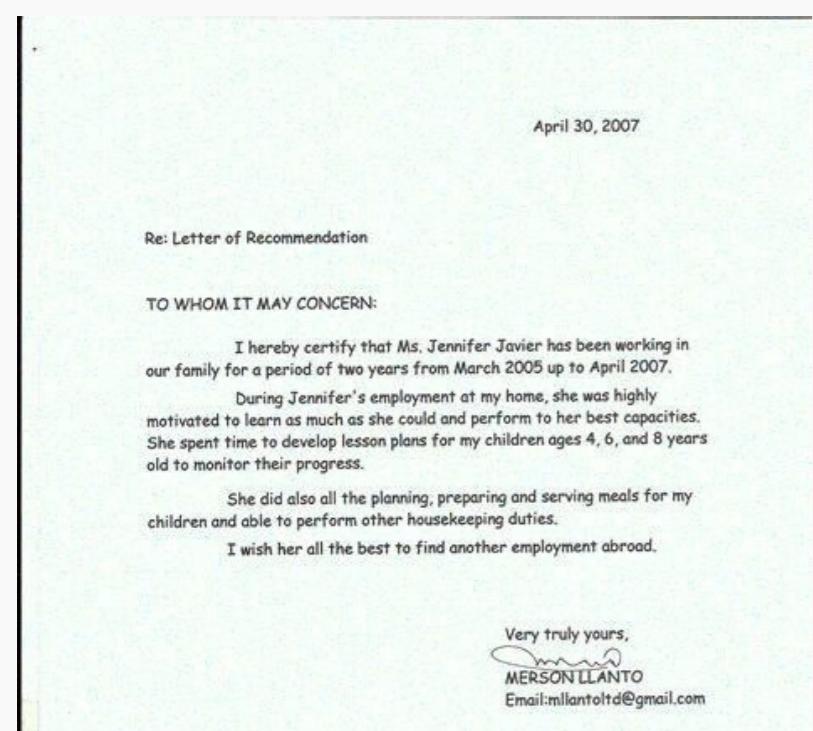
Yours sincerely,

Sophie Spencer

When it comes to childcare, reference letters can be essential, especially if someone is looking for a new job or needs to demonstrate their experience to a new family. A reference letter can provide an objective perspective on an individual's performance and can also highlight their strengths and areas of expertise. Tips for Writing a Childcare Reference Letter Before we dive into the examples, here are some tips to keep in mind when writing a childcare reference letter: 1. Start with a Title Having a title for your letter can help make it clear what the letter is about. Consider something like "Reference Letter for Childcare Provider" or "Childcare Reference Letter for [Name of Provider]." 2. Be Specific Make sure to include specific details about the person you are writing about. You might mention their years of experience, specific skills, or special achievements. 3. Use Concrete Examples Whenever possible, use examples to support your claims. For instance, if you want to highlight someone's ability to handle multiple children at once, you might mention how they managed three toddlers during a particularly challenging day. 4. Be Honest While it may be tempting to emphasize only positive qualities, make sure to be honest about any areas where the individual could improve. This can help provide a well-rounded picture of their abilities and character. 5. Edit as Needed While we provide samples below, make sure to edit the letter to fit your specific circumstances. You might want to customize it to highlight different abilities or experiences depending on the position the individual is applying for. 6. Keep it Professional Even if you know the individual personally, make sure to maintain a professional tone throughout the letter. This will help demonstrate your objectivity and credibility. 7. Use a Clear Structure Consider breaking up the letter into specific sections, such as an introduction, body, and conclusion. This can help make the letter easier to read and can also provide a clear structure for your thoughts. Examples of Childcare Reference Letters Greetings, I am writing to recommend [Name of Provider] for any future positions as a daycare provider. [Name of Provider] worked at [Name of Daycare] for [length of time] and was an invaluable member of our team. [He/She] consistently demonstrated [specific skills or attributes, such as patience, creativity, and attention to detail]. [Name of Provider] was particularly skilled at [specific task or responsibility, such as organizing activities or managing difficult behavior]. [He/She] was also able to establish strong relationships with both the children and their families, making them feel comfortable and happy. I would not hesitate to recommend [Name of Provider] for any position involving childcare. [He/She] is professional, caring, and dedicated, and would be an asset to any organization. Please feel free to contact me if you need any additional information. Best regards, [Your Name] Dear [Name of Family], I am writing to recommend [Name of Nanny] for any future nanny positions you may have. I had the pleasure of working with [Name of Nanny] for [length of time] and was consistently impressed with [his/her] abilities and character. [Name of Nanny] was not only skilled at [specific responsibilities, such as feeding, changing diapers, and managing schedules], but was also able to build a strong connection with [child/children's name]. [He/She] consistently demonstrated patience and kindness, and was able to handle any challenges that arose with grace and creativity.



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100 Broadway Lane  
New Parkland, CA, 91010  
Cell: (555) 987-1234  
example-email@example.com

Dear Hiring Manager,

Please allow me to recommend Brandi Gardner for the position of babysitter of children from the ages of infant to 12 years old. Brandi was my babysitter for years before her family had to move due to her father's work transfer. Myself and my children were devastated when Brandi moved, but I also wanted to make sure that others could benefit from her good work as well.

Brandi is not only excellent with children, she is also a responsible babysitter who remains calm in a crisis situation. She is a certified expert in first aid and CPR, which was something that always put my mind at ease. Brandi follows instructions to the letter and is very smart when it comes to screening phone calls and any unexpected visitors.

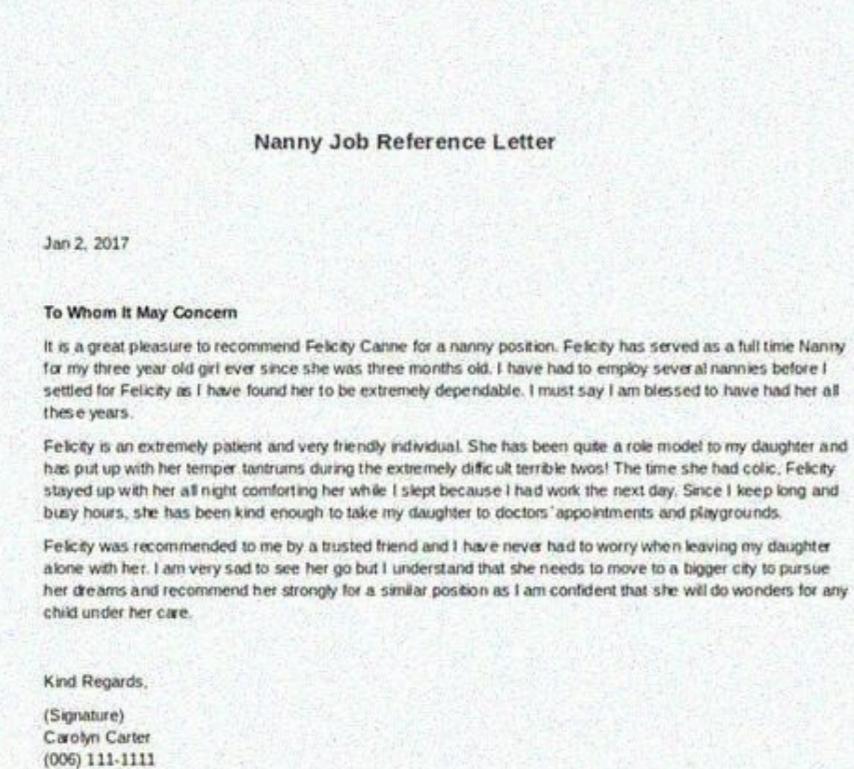
One of the aspects of Brandi's personality that I appreciated the most was her ability to always keep the children calm. Whether there was a strange noise outside the house or the kids just did not want to go to bed, Brandi was always able to maintain order. If you have the opportunity to hire Brandi as your babysitter, I would recommend strongly that you do so.

Regards,

Louise Williams

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I would highly recommend [Name of Nanny] for any future positions in childcare.

Please feel free to contact me if you need any further information. Best regards, [Your Name] Dear Hiring Manager, I am writing to recommend [Name of Coordinator] for any future positions as an after-school program coordinator. I had the pleasure of working with [Name of Coordinator] at [Name of School] for [length of time] and was consistently impressed with [his/her] abilities and dedication to the program. [Name of Coordinator] was responsible for [specific responsibilities, such as organizing activities, supervising staff, and communicating with parents]. [He/She] was able to handle these tasks with ease, always going above and beyond to ensure that the program ran smoothly and that the children were happy and engaged. [Name of Coordinator] was also an excellent communicator, consistently keeping me informed about any concerns or issues that arose.

[He/She] was always professional and reliable, and I feel confident in [his/her] abilities as a leader. I would highly recommend [Name of Coordinator] for any future positions as an after-school program coordinator. Please feel free to contact me if you need any additional information. Sincerely, [Your Name] Dear [Name of Family], I am writing to recommend [Name of Babysitter] as a babysitter for your family. [Name of Babysitter] worked for me for [length of time] and was consistently reliable and responsible. [Name of Babysitter] was always punctual and able to handle any situation that arose. [He/She] was also great with [child/children's name], consistently engaging them in creative activities and making sure they were safe and happy. [Name of Babysitter] was also very communicative, consistently keeping me informed about any issues or concerns. [He/She] was always professional and courteous, and I felt confident in [his/her] abilities to care for [child/children's name]. I would highly recommend [Name of Babysitter] for any future babysitting positions. Please feel free to contact me if you need any additional information. Best regards, [Your Name] Dear Hiring Manager, I am writing to recommend [Name of Director] for any future positions as a childcare center director. I worked with [Name of Director] at [Name of Center] for [length of time] and was consistently impressed with [his/her] leadership skills and commitment to quality childcare.

[Name of Director] was responsible for [specific responsibilities, such as managing staff, overseeing program development, and ensuring that the center was in compliance with state regulations]. [He/She] was able to handle these tasks with ease, always demonstrating a high level of professionalism and dedication. [Name of Director] was also a skilled communicator, consistently keeping staff, parents, and other stakeholders informed about any concerns or issues. [He/She] was able to build strong relationships with staff and families, making them feel valued and respected.

I would highly recommend [Name of Director] for any future positions in childcare leadership. Please feel free to contact me if you need any additional information. Sincerely, [Your Name] Greetings, I am writing to recommend [Name of Au Pair] as an au pair for your family.

I had the pleasure of working with [Name of Au Pair] for [length of time] and was consistently impressed with [his/her] abilities and dedication to childcare. [Name of Au Pair] was responsible for [specific responsibilities, such as preparing meals, organizing activities, and helping with homework]. [He/She] was able to handle these tasks with ease, always demonstrating patience, creativity, and a genuine love of children. [Name of Au Pair] was also proactive in communicating with me and keeping me informed about any issues or concerns. [He/She] was always professional and reliable, making me feel confident in [his/her] abilities as an au pair. I would highly recommend [Name of Au Pair] for any future positions as an au pair. Please feel free to contact me if you need any additional information. Best regards, [Your Name] Dear Hiring Manager, I am writing to recommend [Name of Counselor] for any future positions as a summer camp counselor. I had the pleasure of working with [Name of Counselor] at [Name of Camp] and was consistently impressed with [his/her] enthusiasm and dedication to the campers. [Name of Counselor] was also a skilled communicator, consistently building strong relationships with the campers and making them feel comfortable and happy. [He/She] was also a good listener, making the team feel cohesive and supportive. I would highly recommend [Name of Counselor] for any future positions as a summer camp counselor. Please feel free to contact me if you need any additional information. Sincerely, [Your Name] Frequently Asked Questions Q: What should I include in the letter? A: Your letter should include specific details about the person you are writing about, including their skills, abilities, and character. You might also want to include examples that demonstrate their strengths or mention any areas where they could improve. Q: Can I write a reference letter for someone I don't know well? A: While it is always best to write a reference letter for someone you know well, you can still write a letter for someone you have worked with in a more limited capacity. Just make sure to be honest and provide specific details about their abilities and character based on your experience with them. Q: Should I be positive in the letter even if I have concerns? A: While it may be tempting to only emphasize the positive qualities of the person you are writing about, it is important to be honest. This can help provide a well-rounded picture of their abilities and character and can also demonstrate your objectivity and credibility. Q: Can I include personal information about the person I am writing about? A: While you might want to include personal information, such as their hobbies or interests, make sure to focus on their professional abilities and character. This can help demonstrate their qualifications for the position in question.

Q: Do I need to use a specific format for my letter? A: There is no specific format that you need to use for your letter, but consider breaking it into specific sections, such as an introduction, body, and conclusion. This can help make the letter easier to read and can also provide a clear structure for your thoughts. Q: Can I include contact information in the letter? A: Yes, you can include your contact information in the letter in case the recipient has any questions or needs further information. You might include your email address or phone number.

Child Care Recommendation Letter (Free Sample) When a person is seeking a job in child care, they need to have one or two child care recommendation letters to give to prospective employers. Parents are usually very careful with whom they leave their children, and require good and positive references from the applicant's past employers. Also, when a parent is especially satisfied with a person who has provided quality care for their children, a child care recommendation letter to help the caregiver get another good job is one way of saying thank-you. The parent or guardian who is writing the letter may begin by making a list of the qualities of a good child caregiver. These qualities may include patience, responsibility, reliability, kindness, loyalty and the ability to organize. A new employer will also want a caregiver to have these qualities and may look for them expressed in any child care recommendation letter. Explain Relationship with Applicant The letter should begin with a statement explaining how the writer knows the applicant and what their relationship has been. For example, it may say that the applicant is the daughter of a friend, and has cared for the writer's children for the past five years. Another example is that the applicant was recommended by a local university and provides two excellent reference letters. Either way, the person writing the current letter must give his or her personal experience and recommendation. It's important for children to like their caregiver, so the relationship of the children to the caregiver should also be mentioned. Some of the jobs a child caregiver may apply for are: Live-in nanny/Babysitter/Au-pair/Parent's helper/Employee at a day-care center Child Care Recommendation Letter (Free Sample) The writer should mention the caregiver's overall character and personal traits in regards to the children, but examples often carry more weight than mere narrations. For example, the letter could state how much fun the activities that are provided by the caregiver are for the child and how the child looks forward to the caregiver's arrival every morning. Some tips for writing a good letter of recommendation: The letter should have a personal tone and show how the caregiver affected the lives of the children for whom he or she cared. The letter should not only give credentials such as a degree in education, but it should also mention the good character traits of the applicant. The letter should give details about the caregiver's previous experience. The letter should give an anecdote to illustrate the actions of the caregiver. The letter should be positive and highlight achievements. Below is a sample child care recommendation letter. It may be hand-written to give it a personal touch, or it could be printed if it needs to be more formal. The writer may ask the applicant if he or she would like the letter addressed to a specific person or simply addressed to Who/It May Concern. This may affect the qualities of the applicant that are highlighted. Sample Child Care Recommendation Letter Name of Writer/Address of Writer/City, State, Zip Code/DATETO Whom It May Concern: This letter is a formal recommendation for Name of Caregiver for the job of child care. I met her through a common friend and learned that she was looking for employment as a child caregiver. She offered me two recommendation letters that spoke very highly of her character. One was from a judge and the other was from a previous employer. Name of Caregiver has worked for me for the past five years and looked after both my son and my daughter. When she started, my son was two years and my daughter was four years. They are now old enough not to require a full-time caregiver, which is the reason we are sadly letting Name of Caregiver go. However, she would be a cheerful and positive addition to any family, and I highly recommend her for any child care job. Her focus and enthusiasm drives her multi-tasking abilities, and she has always made both of my children feel valued and cared-for. She makes it a point to look online for games and activities that attract the children to fun and educational projects. Name of Caregiver moved closely with our family on a daily basis and twice accompanied us on vacation. I can attest to her loyalty and confidentiality and she conducts herself very professionally, never taking advantage of her position. We hope to keep in touch with Name of Caregiver throughout the years and wish her well in her future endeavors. If you are considering Name of Caregiver as a personal child caregiver, you may not find a better person. If you have any questions, I can be reached at Phone Number or at Email Address and will be happy to give you more information about Name of Candidate. Sincerely, Signature of Writer/Printed Name of Writer/Bradley/Interesting Finds