

Family Communication Templates

Developmental updates for ECEC services — Adapt freely for your context — EYL Networkx 2026

These templates are designed to support clear, warm, and accessible communication with families about their child's development. Adapt the language to suit your service's voice and the individual family. Plain language is always best — avoid jargon and abbreviations that families may not know.

Template 1

General developmental update — sharing good news

Hi [Family name],

I wanted to share something wonderful I noticed with [Child's name] this week.

[Describe what you observed in plain, specific language — what the child did, said, or tried. Include what it tells you about their development.]

For example: 'This week [Child] spent a long time at the water table, pouring and filling containers of different sizes. I noticed them really concentrating and problem-solving when the water kept spilling — this kind of focused play is a great sign of developing persistence and mathematical thinking.'

[Optional: how you extended or plan to extend this learning.]

We love sharing these moments with you. Please feel free to tell us about anything similar you are noticing at home.

Warm regards,
[Educator name]

Sharing a developmental observation — gentle concern

Hi [Family name],

Thank you for taking the time to read this — I wanted to share some observations about [Child's name] and hear your thoughts.

Over the past few weeks, I have noticed [describe the specific behaviour or pattern in neutral, observational language — not diagnostic language]. For example: 'I have noticed that [Child] often finds it difficult to join group activities and sometimes becomes upset during transitions between experiences.'

This is not uncommon at this age, and there are many reasons it can happen. I wanted to share it with you because you know [Child] best, and I would love to understand whether this is something you are noticing at home too.

I would really welcome a conversation with you at a time that suits — even a quick chat at pick-up, or we could arrange a more private time if that would be easier.

There is nothing to be worried about — I just want us to be working together to support [Child] as well as we can.

Warm regards,
[Educator name]

Referral conversation follow-up — after a referral discussion

Hi [Family name],

Thank you so much for the conversation we had [this week / on date]. It was really helpful to hear your perspective and to talk through some of the things we have both been noticing with [Child's name].

As we discussed, we have [describe what was agreed — e.g., 'completed a referral to the Child Development Service', 'provided you with the contact details for...', 'agreed to revisit this in four weeks'].

In the meantime, here is what we will be doing at the service:

[List specific, concrete actions — e.g., 'Providing a quiet transition space for [Child] when moving between activities', 'Checking in with [Child] individually at the start of each session']

Please do not hesitate to reach out if you have any questions or if anything changes. We are in this together.

Warm regards,
[Educator name / Director name]

Hi [Family name],

I just had to share this with you.

Today, [Child's name] [describe the specific moment — what they did, who was involved, what it showed].

For example: 'Today, [Child] noticed that another child was upset and went over to sit beside them and offer them a toy. It was such a kind, generous moment — and it is not something [Child] would have done six months ago. It shows real growth in empathy and social awareness.'

Moments like this are why we do what we do. Please give [Child] a big hug from all of us.

Warm regards,
[Educator name]