**Community Partnership Template**

Now that you’re ready to reach out to your community and discuss possible partnerships, it’s time to introduce yourself. This template can serve as a guide to help you get the conversation started. We’ve designed this template to be easily adjusted to your specific needs and wants. Use what’s relevant to your business, but we encourage you to make it your own. We’ve provided high-level sections that you can discuss, as well as an example introduction.

Remember, this is just a guide to help you get started. As you begin to fill in all your relevant information, be sure to remove our sample text (i.e., *This is where you can tell them about your program*). Also, make sure to remove the logo placeholder before adding your business logo**.**

A group of people looking at a piece of paper

Description automatically generated

Graphical user interface, text

Description automatically generated

Hello,

As a regulated child care provider in our great community, we are always looking to form new relationships with other local businesses and organizations. We understand the value of strong partnerships and how they can help improve access to quality child care in our community. And that can truly benefit everyone. If you’d be interested in securing some potential child care slots for your employees, we’d love to discuss how we can help each other out. Every one of our partnerships is unique, and there are always solutions that can benefit us both. Below you’ll find some general information about our program.

**LOGO**

**Name of business**, Business address, P: XXX.XXX.XXXX, E: email address Reach out to XX if you are interested, and we can work out the details.

**Key Points of Our Program**

This is where you can tell them about your program.

* We have been in business since XXX
* We are a (licensed/certified/family/group center) and follow all state regulations
* We serve X amount of children daily
* We serve ages X to X

**Wishlist**

This is where you can fill in what is most needed for your program, like donations or volunteers.

* XXX

**Current Prices of Our Programs**

This is where you can let the businesses in your community know about the cost of your program. For example:

* Age 0-1: $XXX Weekly
* Age 2-3: $XXX Weekly
* Age 4-5: $XXX Weekly
* Sibling discount: $XX Weekly