

The ABC Library
123 Anywhere St., Anytown, KS 99999
555-5555

Children's Department
August 29th, 20--

Dear Daycare Provider,

Those few days of fall that happen every year are here, and that means it is time for Traveling Story Times to begin again! I had fun visiting several daycares last year, and I know I will be visiting even more this year.

The program this fall will continue much as it has in the past. I will visit your daycare location during normal library hours. Each session will last about 20-30 minutes. I can also make visits as short as 15 minutes depending on your schedule, but I cannot stay longer than 35 minutes at any daycare. Times can be scheduled when you register. Depending on the number of daycares interested, I will come at least five consecutive times, starting in either September or late October. I can begin visits as soon as September 2nd.

At each session, I will read a book selected from the library's collection. Some weeks I will have optional activities or crafts. The crafts may either be done while I am there, or you can keep the supplies for later. I will also bring a selection of materials (20-25 items) from our children's department. I can include specific titles, themes, or authors; just request the prior week, or at registration. You may keep part or all of the items I bring for up to 4 weeks or send back with me at the next session.

Providers may enroll as soon as this letter is received by calling the library and registering by telephone, or stopping by our library at 123 Anywhere St. The schedule for your visit may not be set until registrations close September 16th. If I have not received any word from you by the 16th, I will call. I will be calling everyone before the first session to confirm arrangements, and a confirmation letter with your schedule can be sent as well.

If you have any questions, please don't hesitate to call the library. You can also e-mail me personally at: kidslibrarian@ABClibrary.com. If you know of any new daycare providers or some not previously enrolled in this program, please pass the word along! Thanks for your time.

(Your Name Here)