# Assessment and Rating Visit Dates Confirmed Family Letter

INSERT LOGO and address

Dear Families

In an earlier communication I advised we would be assessed by Government officials from the Department of Education.

I now wish to confirm this visit will take place on <insert day date and year> our service will be assessed and rated against the National Quality Standards and Regulations.

The officials are there to observe our normal practices, and there will be no disruption to your child’s learning or care. We look forward to showing the assessors the quality of our curriculum and education and care practices, and will publish our assessment rating once received.

Please let me know if you have any questions about the Assessment and Rating process.

<insert name of Nominated Supervisor>

Nominated Supervisor

Ph <insert number>

<insert date>