



Date

Teliscia R. Martin-Robinson
The Learning Box Child Enrichment Center, Inc.
4601 East Compton Blvd. Rancho Dominguez, CA 90221
(310)627-9593

Dear (Name of Parent or Caregiver),

Due to the numerous instances of misbehavior, physical contact on staff, close contact to harm to other students, and excessive outbursts. It is imperative that Name be placed on a Supervised Monitoring Period for up to one week (Dates of monitoring period will be here). Within this monitoring period, with the collaboration of myself, staff, and you as the parent, we will continue keeping a record and contacting you if any issues arise. If there is no improvement, we must terminate your contract with our deepest regret (End of contract date here).

Thank you,

Teliscia R. Martin-Robinson