

# Draft Text for Registration Confirmation Emails

*Note: The below text is provided as a template for confirming registration with your sites. This is recommended text from the Home Office; however, you may feel free to tailor and adapt for your sites to meet their unique needs. In addition to confirming registration, this is intended to be a relationship building opportunity between you and your sites!*

**To: Individual Completing Registration; Child Care Site Champion**

**From:** 5-2-1-0 Goes to Child Care Partner

**Subject:** Welcome to Let's Go!'s Child Care Program

**Attach: 1.) Modifiable and Savable PDF of Child Care Self-Assessment  
2.) Self-Assessment Instruction Sheet**

*Email Body Text:*

Welcome aboard 5-2-1-0 Goes to Child Care, and congratulations! You have successfully registered for the current program year and are one step closer to providing the healthiest environment for the children in your care, both for today and for years to come!

Your next step is to complete the 5-2-1-0 Goes to Child Care self-assessment. **A modifiable and savable PDF version of the assessment and an instruction guide are attached.** This should take you about 30-45 minutes to complete; however if you are not able to finish it in one sitting, you may stop, save your work and come back to finish the assessment later. **Please make sure you click 'Save As' to save the document to your computer so your work is not lost.** To assist you in completing the assessment, have your staff and parent handbooks at hand and invite any key staff (such as a program chef, lead teachers, etc.).

Once you complete the assessment, please email it back to me by attaching it to an email. I will be calling you within the next two weeks to schedule an in-person site visit. During that site visit, we'll go over your self-assessment results and help you create an action plan.

I look forward to working with you and helping you achieve your healthy eating and active living goals!

In health,

**Insert Name**

**Insert Organization Name**

Your Local Let's Go! Partner

