

Important Notices to Parent Procedure

Purpose

This document tells staff how to notify families when their child has been exposed to a communicable disease in the classroom.

Procedure

Attach the *Important Notice to Families* coversheet to the appropriate exposure notice, which reads: “This is an important notice. Please have it translated.” Send the notice home with each child, staff and volunteer. These are found in several different languages in the Health, Nutrition & Safety Hub.