

Note: Sample letter to be adapted on local or state health department letterhead and to be used when case is reported more than 14 days after case's last day in child care.

**PARENT AND EMPLOYEE INFORMATION LETTER
Meningococcal Disease in a Child Care Center**

Dear Parents of (name of child):

Your child has been in contact with a child who has been diagnosed as having [(meningococcal meningitis) or (a serious meningococcal infection) - use applicable description]. The disease is caused by a bacteria that can cause an infection or meningitis in persons of any age. Persons who have had close, personal contact to a person with meningococcal infection have a slight risk of developing a serious infection. Certain antibiotics can reduce this risk if given soon after exposure. Since your child's exposure occurred more than 14 days ago, we are not currently recommending rifampin.

Watch for the following signs of infection in your child: fever, severe headache, stiff neck, nausea, vomiting or rash. If your child develops any of these symptoms in the next few weeks, you should immediately seek medical attention, explain the symptoms and tell the health care provider that your child was exposed to a child who had [(meningococcal meningitis) or (a serious meningococcal infection)].

Please feel free to contact the _____ Health Department at (telephone number) or the Iowa Department of Public Health, Center for Acute Disease Epidemiology (CADE) at (800)362-2736 if you or your doctor have questions regarding this subject.

Note: Child care employees who have had household like and or direct saliva contact with this child should also contact their health care provider to discuss this exposure.

Sincerely,

(Name)

(Local Health Department)