

SAMPLE COVER LETTER TO PARENTS
Accompanying Questionnaire

Dear Parent:

We have recently been notified that within the past _____ weeks that _____ case(s) of hepatitis A (infectious hepatitis) have occurred in persons associated with the _____ Child Care Center.

To accurately assess the current situation at this child care center, the center and the _____ Local Health Department are asking that you complete the accompanying questionnaire. Please fill out the questionnaire completely so that we can determine what, if any, further control measures need to be taken. **Please return the questionnaire to the _____ Child Care Center tomorrow.**

For your information we are including a "Fact Sheet" about hepatitis A that should be helpful in answering questions you may have.

Thank you.

Sincerely,

(Name)

(Local Health Department)

This letter should only be issued under the direction of a local public health department or the Center for Acute Disease Epidemiology (CADE) which is part of the Iowa Department of Public Health. Individual healthcare providers, school officials, and childcare providers are not authorized to independently issue this letter.

Reviewed: 8/23/2016