*DATE*

Dear *Program name* families,

You are receiving this letter because there has been a confirmed positive case of COVID-19 in the program. The individual who tested positive for the virus was last at the program on *date*. According to the CDC guidelines, the children (and their siblings within the home) and staff from the classroom will not return to the center until *date*.

(Optional language)Taking into consideration the positive COVID test results and several pending test results, (*Center Name*) is making the very difficult decision to close our center next week *(Date - )* to mitigate further spread of this disease. We do not make this decision lightly.

We are working closely with the Health Department to identify contacts that may have been exposed to the virus. The health department will contact you if your child has been potentially exposed to the virus. Identified children will be monitored to prevent the spread of COVID-19 to others. Accordingly, your child may be required to stay home and cannot receive child care outside the home until 14 days since last potential exposure.

We continue to practice our safety procedures, including:

* Practicing social distancing within the center
* Asking health questions, using hand sanitizer, and taking temperatures at entrance
* Staff are wearing masks
* Encouraging children to wear masks except at lunch, outside, and nap

We ask that you continue to practice these safety measures as well. Please:

* If your child is experiencing mild illness symptoms, we recommend staying at home.
* Practice social distancing while dropping your children off and picking them up
* Leaving outside items and food, including backpacks, at home or in the car
* Wear masks when in close quarters with others, including in the drop off/pick up line
* Wash your hands and use hand sanitizer frequently

The safety of our staff, children and family is the most important,

*Program Director*