*Date*

Dear Parents and Guardians,

You are receiving this letter because your child is enrolled in a classroom where an individual tested positive for COVID-19. This individual was last at *program name* on *date*. As a result of this positive test, your child and any other children within your home will not be able to return to the center until *date*. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_ at the *program name*.

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

*Program Director*