[Date]

Dear [Parent’s Name] and [Child’s Name],

It has been brought to my attention that another child or staff member at [Daycare Center’s Name] recently showed symptoms of COVID-19. Based on local and statewide government regulations, they were required to receive a COVID-19 test, which came back positive.

I feel it is in the best interests of everyone at the center that we close while we address this issue. We did not make this decision lightly and we understand the impact that this has on [Child’s Name], whom you’ve entrusted to our care. Under the advisement of state and local health care agencies, it is a requirement to keep the virus from spreading any further.

Our last day of regular business hours will be [Date] at [Time]. We ask that you work with us to pick up all of your child’s personal effects from the center before then and thoroughly disinfect them. We also encourage you to visit your child’s primary health care

facility for a COVID-19 test, especially if they are showing any symptoms themselves.

The health and safety of everyone at [Daycare Center’s Name] will always be our first priority. We want to thank you for your understanding during this unparalleled health crisis. Rest assured that we are working diligently with state and local health care agencies to reopen as soon as it is safe to do so.

We also would like to impart that any individuals you suspect may have COVID-19 are not to be harassed in any way. Taking part in any defamatory activities only encourages the stigmas of a COVID-19 diagnosis. We are a community and we need to support one another in times like these.

We will remain in touch through text and email communication and update you on our progress. We will also send a potential reopening date when it becomes available. Please direct any questions about payments and other concerns to [Name] at [Email Address or Phone Number].

Until then, from your friends at [Name of Daycare Center], we wish you good health.

Sincerely,

[Name of Center Operator]

