

[Date]

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

I have recently been made aware that there is a potential outbreak of [Illness] at our center. [Name of Daycare Center] values the health and safety of [Child's Name] and everyone else in attendance. To prevent the further spread of this issue, we have made the difficult decision to close the center.

Effective immediately, the [Name of Daycare Center] will close at the end of the business day on [Date] at [Time]. While we understand the impact this has on your child's care options, an illness like this could have devastating consequences on the children and staff in our center.

Under licensing regulations, we are required to close to effectively manage this issue before we are permitted to reopen the center again. Any shared surfaces and toys must be thoroughly cleaned and disinfected. We ask that you pick up any of your child's personal items from the center by the end of the day on [Date] and have them properly cleaned.

We will be in touch through email and text communications. We will also inform you once we have a reopening date in sight. If you have any questions regarding payments or other concerns, kindly direct them to [Name] at [Email Address and Phone Number].

If your child is showing any symptoms, please take them to their health care specialist right away for evaluation and treatment. We also ask that you refrain from any speculation as to the reason for this closure as we are all human. We must remain an understanding and supportive community no matter what challenges we face.

We at [Name of Daycare Center] look to seeing all of your bright, shining and healthy faces again soon.

Best Regards,

[Name of Center Operator]

