

Phases:

- Prevention
- Preparedness**
- Response
- Recovery

Audiences:

- Administrators**
- Teachers and Staff**
- Parents/Guardians**

Communication #9
Letter/E-mail/Web: Plan Ahead for Child Care

(Date)

Dear (Parent or Legal Guardian/District Employees),

In the event of a pandemic flu, schools may be closed for 2 to 12 weeks. Additionally, your preschool childcare provider may not be available. The *name of school district* joins with the *name of local public health agency* and other school districts in encouraging anyone with young children to take the following measures:

1. Plan ahead in the event that your child's childcare, preschool or school closes.
2. Preplan alternative childcare options. This may include teaming with other parents, family members or neighbors to provide care for groups of up to six children.
3. If you come up with creative solutions, please inform *insert contact* so that we can share the ideas with others.

Thank you again for your support.