

Sample

Cover Letter 1 to Parents and Caregivers informing them of outbreak and vaccine availability

Date

Sender's Name

Name of Health Department

Sender's Address

City, State Zip code

Telephone number

Dear parent or caregiver:

Some children attending the _____ (name of childcare center or preschool) have contracted chickenpox. Although chickenpox usually not a serious illness, it often causes children to miss days at childcare or preschool while they have a rash and parents to miss work when they stay home to take care of their children. In some children, chickenpox may cause more serious illness and may even lead to death.

A vaccine that can prevent chickenpox (varicella vaccine) is now available and has been shown to be safe for children who are older than 12 months of age. This vaccine is recommended for children who have never had chickenpox. We would like to recommend that you contact your child's regular health care provider as soon as possible to discuss the use of varicella vaccine for your child.*

If your child does develop chickenpox, he or she should be kept from attending childcare until the rash has crusted over.

An information sheet about chickenpox and the varicella vaccine is included. We thank you for your cooperation and urge you to contact us at any time if you have questions regarding chickenpox or the vaccine.

_____ (Study Coordinator) Telephone number: _____

*If public clinics that provide vaccinations are in the vicinity, provide location and hours for the clinics.