

[Your Nursery/School Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear Parents and Guardians,

Subject: Health and Safety Guidelines

We would like to share our health and safety guidelines to ensure a safe and nurturing environment for your children at [Your Nursery/School Name]. Please find the key points outlined below:

1. ****Arrival and Departure****

- Drop-off and pick-up times: [Specify times].
- Only authorized individuals may collect children.

2. ****Hand Hygiene****

- Regular handwashing is encouraged, especially before meals and after outdoor play.

3. ****Illness Policy****

- Children showing symptoms of illness must stay home until they are well.

4. ****Emergency Procedures****

- Regular fire drills will be conducted to ensure children are familiar with exit routes.

5. ****Food Allergies****

- Please inform us of any food allergies or dietary restrictions your child may have.

6. ****Supervision****

- Children will always be supervised by qualified staff during all activities.

We appreciate your cooperation and commitment to creating a safe environment for our children. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your support.

Warm regards,

[Your Name]

[Your Position]

[Your Nursery/School Name]