# Example Letter to Parents and Caregivers

<Date>

<Point of Contact>

<School Address>

Dear Parent or Caregiver:

We would like to tell you about our plans to reduce potential exposure to lead in drinking water in our school. The U.S. Environmental Protection Agency (EPA) is encouraging <schools/child care facilities > to reduce children’s exposure to lead from school drinking water by taking steps that include: testing drinking water for lead; disseminating results to parents, students, staff, and other interested stakeholders; and taking appropriate and necessary actions to correct problems.

Lead is a toxic heavy metal that is harmful if inhaled or swallowed. It has a range of adverse health effects, from lowered birth weight and slowed physical and mental development in infants, to lowered IQ levels, impaired hearing, reduced attention span, and poor classroom performance in young children.

EPA’s *3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities* campaign aims to encourage voluntary actions to reduce potential exposure to lead in drinking water through training, testing, and taking action. In response, <Anytown Elementary School> is taking decisive 3Ts action as follows:

* We are launching an education and awareness initiative to provide **training** to school personnel, parents, custodians, and the community at large regarding the risks of lead poisoning and the means of mitigating these risks.
* We are developing a sampling plan so we can conduct **testing** at outlets where students and staff get water for drinking and cooking.
* We are **taking action** to reduce lead in drinking water, as well as communicate to parents, staff, and the larger school community about risks, testing results, and recommended actions.

Recognizing that communication is key, a *Lead in Drinking Water* Information Display is being set up in the school office. Here, materials, school handouts, and testing updates will be available throughout the day.

[Optional: We are also in the process of creating a staffed information center in our library, where parents will be able to ask questions, get answers and offer input.] [Optional: The school also has a website dedicated to providing information on lead in drinking water. You can visit the site to learn more about the risks of lead in drinking water and the efforts we are undertaking to protect the school community <school/child care facility 3Ts program website URL>.]

[Optional: Parents, teachers, and members of the broader school community can also follow the school on social media to get updates on the lead in drinking water program. The school will post announcements and upcoming events to the school’s Facebook page to help keep the community informed.]

[Optional: Additionally, we will be scheduling a Lead in Drinking Water Workshop in conjunction with an upcoming <PTA meeting/open house>, so watch for further information about these activities as announcements are sent home with your child.]

If you have any immediate concerns or would like to support our effort as a volunteer, please contact us at <telephone> or <email address>.

We are committed to keeping you informed every step of the way as we implement this lead in drinking water testing program at our school.

Sincerely,

<Principal or Administrator Signature>

<Title>