*DATE*

Dear Parent/Guardian,

Child Care Program will be working with the Child Care Health Consultant (CCHC) listed below to improve the health and safety of the facility by providing assessment, guidance, and training. CCHCs are health professionals with specialized training in child care health and safety.

CCHCs:

* Observe indoor and outdoor spaces when children may be present.
* Assist with immunization documentation, policy development and implementation, and with reviewing health records.
* Support the inclusion of children with special health care needs
* Provide staff training and education.

Thank You,

*Name/signature*

**Child Care Health Consultant information:**

|  |  |
| --- | --- |
| Name |  |
| Agency |  |