

Notifying Parents that Your Facility will Test its Drinking Water for Lead

*NOTE: This is a template to help you write a letter that informs parents and guardians that you will be testing the drinking water at your facility for lead. This is **the first letter you will send**. Fill in the blue text with specific information about your facility.*

[Insert Name of your Child Care Facility]

[Address]

[Date]

RE: Testing Our Facility's Drinking Water for Lead

Dear [Name of Child Care Facility] community:

In [Month], 2019, we will test the drinking water for lead at [Name of Childcare Facility] to comply with recent Illinois regulations. You cannot see, taste, or smell lead in drinking water. The only way to confirm that water contains lead is to have it tested.

Testing our drinking water for lead exposure is important so that we can continue to provide a safe and healthy environment for your children to learn and play. The Centers for Disease Control and Prevention (CDC) states that no safe blood lead level in children has been identified. Even at low levels, lead exposure can damage the brain and nervous system, impair development, and contribute to learning and behavior problems. Children under the age of six are most vulnerable to the detrimental impacts of lead exposure.

Testing water samples from [Name of Child Care Facility] will help us identify if lead is present in our drinking water so that we can take swift and appropriate action to mitigate risks and protect your children.

We will test all water sources in our facility used for drinking or food preparation for child care operations. This includes [sinks, bathtubs, hoses, drinking fountains, bubblers, and refrigerator or freezer water or ice dispensers]. We will notify you of the results in a second letter.

If lead is detected in any water samples, [Name of Child Care Facility] will develop and implement a mitigation plan to reduce lead in our drinking water. We will include the details of our mitigation plan in a follow up letter.

Please note: [Name of Child Care Facility] is being proactive. There is no evidence or suspicion that our facility currently has elevated lead levels in our drinking water. For more information about the upcoming tests at [Name of Child Care Facility], please reach out to me at the contact information listed below. You may also consult the following resources for information about lead in water:

- The Department of Children and Family Service's Lead Testing of Water Resources: <https://sunshine.dcf.illinois.gov/Content/Licensing/LeadTesting.aspx>

- Illinois Department of Public Health’s “Lead in Water” resource: dph.illinois.gov/topics-services/environmental-health-protection/lead-in-water
- CDC’s overview on lead: cdc.gov/nceh/lead/
- Basic information from the EPA on lead in drinking water: epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water
- The Environmental Defense Fund’s resource on the threat of lead: edf.org/health/lead-toxic-legacy

Sincerely,

[\[Insert Your Name, Title, and Contact Information\]](#)
