(insert school letterhead)

(insert date)

Dear Parent(s) / Guardian:

A bed bug was recently found in your child’s class.

Bed bugs are small, brown wingless insects that feed on blood. Bed bug bites may look like red bumps or rashes on the skin and can be very itchy. These bites are usually found on the face, neck, upper body, arms and hands. Bed bugs are NOT a health risk – there is no evidence they spread disease – however, repeated scratching can cause secondary infections, and the rare person can experience an allergic reaction.

It is important to understand that having bed bugs does not mean the home, school or public place is unclean or poorly kept. These bugs can travel on items like clothing, backpacks and lunchboxes, or can be picked up on buses or taxis – anything that travels to and from the school.

As a precaution, we are asking parents to limit what students bring into the school (e.g., blankets, stuffed animals) and to thoroughly inspect all other belongings, such as backpacks and clothing, for bed bugs before your child leaves and/or returns from school.

The school is currently working with the public health system to manage the situation and prevent any further occurrences in the school. School will not close, unless short-term closure is required for a bed bug treatment by a licensed professional.

For more information on bed bugs, go to the Alberta Government website at MyHealth.Alberta.ca, or call Alberta Health Link at 8-1-1.

If you have questions about bed bugs in the school, please contact me.

Sincerely,

(name of principal)

Principal