

Sample Letters

Teacher Letter to Classroom Parents

SCHOOL LETTERHEAD

Date

Dear Parents:

This year your child will be sharing a classroom with students who have life-threatening food allergies to the following foods:

INSERT ALLERGENS HERE (IE:)

- Peanuts
- Tree Nuts
- Eggs

Even the residue of certain foods contacted through the skin, eyes, nose and mouth can elicit a life-threatening reaction for these children.

To provide a safe learning environment and allow all of our students to participate fully in class activities, we are asking that you do not send in any food products to be consumed in the classroom that either contain or may contain these items. Since lunch is eaten in the cafeteria, your child may bring in food with these items for lunch.

There are many snack options available that do not contain these allergens. If you would like assistance and resources to help you select safe snacks for the classroom please feel free to contact me directly and we can provide additional information.

Thank you very much for your cooperation in providing a safe environment for all of our students.

Sincerely,

Principal and/or Classroom teacher

Notice to Substitutes/Volunteers

Dear Substitute,

Arlington Public Schools strongly discourages using food as a reward in classrooms. Many classes have student/s with health issues such as obesity, food allergies, celiac disease, and diabetes. To encourage wellness and to provide a safe environment for all students, especially those with life-threatening food allergies, we ask that you not buy or give any food, including candy and gum, to students in your care.

Thank you for your cooperation in this matter,

Principal and/or Classroom Teacher

Classroom Food Allergy Management Guidance for Substitutes

Dear Substitute,

We have two students with severe food allergies in this classroom. Please see the attached health alerts for student names. In order to keep these children safe, tree nuts and peanuts are not permitted in the classroom. Also, please refrain from giving any of the children food or candy. If one of the children with food allergies reports feeling ill, you should send them immediately to the nurse's office. If a student with food allergies ingests one of their allergens or if they experience symptoms of an allergic reaction (trouble breathing, hives, swelling and redness, vomiting, etc), you must request immediate assistance.

Thank you for your cooperation in this matter,

Principal and/or Classroom Teacher

Notice to Special Staff

Dear Special (Art, Music, etc.) Teacher,

Please note the following student(s) with severe food allergies is/are scheduled to be under your supervision this year. In order to provide a safe learning environment, food and/or candy is not permitted during your instructional time. However, please note that delayed reactions are a possibility – especially for students under your care after lunch or snack times. Any indication or symptom of a mild or severe reaction (hives, difficulty breathing, stomach pains) requires immediate medical attention and the assistance of the clinic staff. In addition, please carefully read and familiarize yourself with the attached health alert(s).

- Student Name, Teacher/Grade – Day of Week, Time
- Jane Smith, Mrs. Green/3rd – Tuesday, 1:15 pm

Additional notes:

Thank you for your cooperation in this matter,

Principal and/or Classroom Teacher