# Example Information Update Announcement

This postcard-style announcement is designed to provide an effective and affordable way to communicate with parents and caregivers on a regular basis. Your proactive approach will be most likely to garner support if you communicate with parents in a frequent and forthright manner.

Please note that having the announcement delivered, returned by the student, and signed by the parent will cut costs and help guarantee the information arrives at home. Having parents sign will ensure it receives appropriate attention.

Example postcards are provided on the following pages.

The first postcard provides an option for the front of the postcard. Include a graphic and caption. You can use pictures from the school or child care community. The second and third postcards provide options for the back of the postcard. Here you should include relevant recent information about your lead in drinking water testing program including upcoming events, sampling, or testing results.



Sample

PLACE STAMP HERE

WE’RE LOOKING OUT FOR YOUR CHILD BY LOOKING OUT FOR LEAD IN DRINKING WATER!

<Name of School/Child Care Center> wants you to know what we are doing to assure the quality of drinking water at our facility.

Guardians Signature Date

Join our Lookout for Lead in Drinking Water!

Here’s the latest on our Lead in Drinking Water awareness campaign. We invite you to become better informed and more involved. With your support, we can ensure your children receive quality drinking water at our facility and at home.

**Introducing our *Lead in Drinking Water* Information Display!**A *Lead in Drinking Water* display has been set up in our main office. Here, free Environmental Protection Agency (EPA) materials, school handouts, and issue updates are now available throughout the day. We’ve also established a staffed information center in our library. Open <every afternoon from 2 – 3 p.m.>, please come in to ask questions, get answers, and offer your input.

<Name of School/Child Care Facility>
<Address and Telephone Number>
<Lead in Drinking Water Hotline> (if applicable)
<Email Address>

[Optional: Follow us on social media for more updates] 

Guardians Signature Date

Join our Lookout for Lead in Drinking Water!

Here’s the latest on our Lead in Drinking Water awareness campaign. We invite you to become better informed and more involved. With your support, we can ensure your children receive quality drinking water at our facility and at home.

**Join your PTA for a *Lead in Drinking Water* Open House!**We are presenting a *Lead in Drinking Water* Open House in conjunction with your upcoming PTA meeting on <date of event>. Please join us to get the facts. Find out what steps we are taking to address the issue and minimize lead exposure from drinking water.

<Name of School/Child Care Facility>
<Address and Telephone Number>
<Lead in Drinking Water Hotline> (if applicable)
<Email Address>

[Optional: Follow us on social media for more updates] 