

# *Christ the Teacher Catholic Schools*

## Sample Letter Template to Parents/Guardians

Date:

Dear Parents/Guardians:

### **RE: SCHOOL GUIDELINES FOR DIABETES TREATMENT**

To be prepared for your child's diabetic needs and in case of low blood glucose during the school day, please refer to the attached information and forms.

- Request and Consent -Diabetes Interventions***  
Please read through this form and complete the appropriate sections. Return the form to your child's school principal prior to your child's start of school.
- Type 1 Diabetes: Hypoglycemia Emergency Treatment Form***  
Please complete three (3) copies of this form with a recent photo of your child (minimum 2"x3" head and shoulder shot). These forms will be posted in the staff room, health room and other appropriate locations in the school.
- Parent/Guardian Responsibilities Checklist***  
Please review your responsibilities outlined on the checklist. If you have any questions, please contact the school principal.
- Student Responsibilities Checklist***  
Please review the contents with your child.

Call the school to arrange a meeting with your school principal and your child's classroom teacher prior to your child beginning school. Working together, we endeavour to provide the safest possible learning environment for your child.

Sincerely,

Principal