Dear Parents/Guardians,

A very sad thing happened today that I want to share with you.

[Share the information honestly, with the permission of the surviving family]

i.e. This morning one of our kindergarten students, [Name] was hit by a car outside of [his/her] home. According to his family, [he/she] ran out into the street and was seriously injured. [He/she] died at the hospital. We are all profoundly saddened by [his/her] death.

We have shared this information and had discussions with all of our students [in the classroom/school] so that they know what has happened. Counselors, teachers and other support personnel have been, and will continue to be, available to students, teachers and parents on an ongoing basis. Please call the school, [number] if you need assistance.

As parents, you may want to talk to your children too. The death of a classmate [or fellow student] may affect a child in a variety of ways depending on the age of a child, how well the child knew the deceased and the child’s prior experience with grief.

When reacting to a death, a child may:

* Appear not to be affected
* Ask a lot of questions
* Be agitated and angry
* Try extra hard to be good
* Be thinking about it privately
* Be frightened
* Be sad and withdrawn

We suggest you listen to your children. If they seem to need to talk, answer their questions simply, honestly and possibly over and over again.

[Optional] A Parent Informational Night is planned for [date, time and plac]. At that time, we can talk further about how to help children in grief.

Our thoughts are with the [Family Name].

Sincerely,