

[letterhead]

[date]

Dear Parents and Guardians,

As you know, our centre recently conducted a test to determine the level of radon in the indoor air. We decided to take this voluntary measure because of our commitment to providing a safe and nurturing environment for your children.

Radon is an odourless gas that comes from uranium in the ground. Radon can move into buildings through cracks and gaps in the foundation where it can build up to harmful levels. Long-term exposure to radon increases the risk of developing lung cancer.

We received the results from the laboratory, and our radon level is [insert number] bequerels per cubic metre of air (Bq/m³). A bequerel is a measure of radioactive decay. Health Canada recommends that action be taken to reduce radon in indoor air if levels are above 200 Bq/m³.

There is no immediate danger to children or staff: the health risk from radon occurs as a result of long-term exposure. However, we want to ensure the safest environment for your children and our staff, so we are now exploring the best option for reducing the amount of radon in the centre. Health Canada recommends that action be taken within two years if radon levels are between 200 – 600 Bq/m³. [Health Canada recommends that action be taken within a year if radon levels are above 600 Bq/m³.]

We have hired a radon specialist who will advise us on the best way to reduce our radon level. We should have the specialist's recommendations by [insert date] at which time the Board will discuss next steps.

We'd also like to take this opportunity to remind you that elevated radon levels can also be present in homes. So if you have not already tested your home for radon, we encourage you to do so. We'd be happy to share information on how to test for radon – it is a very simple process. Ensuring acceptable radon levels in homes *and* learning environments is the best way to protect children from the long-term lung cancer risk associated with elevated radon exposure.

We will keep you informed as we move to address this issue. In the meantime, if you have questions or concerns, please contact [name] at [insert contact info]. Information on radon and the options for reducing radon levels can be found on the Health Canada website at healthcanada.gc.ca/radon and at www.reduceradon.ca.

Yours sincerely,