[Insert Date of Preparation]

Dear Parent or Guardian: **Please Read**:

This letter is to inform you of reported case of mumps at xxxx School.

It is important to read the following information and recommendations as a precautionary measure to help  
stop the potential spread of mumps.

Signs and symptoms of mumps are vague at the onset of illness and may last for 3-4 days: low-grade fever,  
body aches, headache, lack of appetite, and listlessness.

Symptoms appear 12 to 25 days after exposure to an infected person. Parotitis (inflammation and swelling of the salivary glands) may occur on one or both sides of the face. The child may complain of earache or tenderness at the angle of the jaw. Infected persons are most contagious just prior to, and for several days after, the onset of swelling.

Severe complications from mumps are rare, but they may occur. Mumps can cause swollen testicles in some  
teenage and adult males.

**Recommendations**

* Immunization is the best way to prevent mumps
  + 1 dose of MMR (measles, mumps, rubella vaccine) should be given around 15  
    months of age
  + A 2nd dose of MMR is required for Kindergarten enrollment
* Children and staff with mumps symptoms should not attend school/childcare/public  
  activities/family gatherings until 5 days after the swelling began or at the  
  recommendation of your doctor. Please send written documentation from physician to  
  return to school.
* Persons with mumps symptoms should be evaluated by their health care provider for  
  diagnosis and treatment
  + Please let the staff at your doctor’s office know about your or your child’s  
    condition before entering the building.

Thank you for your assistance in following the recommendations to prevent the spread of mumps. If you have  
any questions, please feel free to contact PROVIDE CONTACT NAME AND NUMBER .