

APPENDIX E: *Sample Letter to Families with Children in the Classroom (and on the School Bus)*

To be printed on school letterhead

Date:

Dear Parents/Caregivers:

This letter is to inform you that there will be a service dog in our school helping one of our staff/students. The service dog will be in your child's classroom effective (insert date).

Service dogs are trained and recognized by an accredited training facility and are able to assist with many of the routine activities which pose challenges for some adults/students. The adult/student's right to have a service dog is protected under [The Human Rights Code](#) of Manitoba.

The students in the classroom will also receive more direct instruction and training as to the proper procedure and conduct when around the service dog. They will be informed that the service dog is a working animal and not a pet while at school. We have taken steps to ensure that children with known allergies have been considered and we have consulted with these families in advance.

We anticipate the service dog being of benefit to the staff's/student's well-being, and we look forward to this new addition to our school and school community.

Thank you for your understanding and support. Should you have any questions or concerns, please contact me at (insert school phone number).

Sincerely,

Principal