

*Facility Logo*

Dear Parents

Secondhand and thirdhand smoke dangerously effect people who are near those smoking tobacco products. Both contain thousands of chemicals, many of which have been found to cause cancer and both are especially dangerous to infants and children whose organs are not fully developed. The good news is children can easily be protected from both secondhand and thirdhand smoke by creating a 100% smoke-free environment.

(Organization) is dedicated to providing a safe and healthy environment therefore effective (date) will be adopting a 100% smoke-free policy. This policy prohibits the smoking in all buildings, parking areas and on facility property, and applies to all staff, parents and visitors.

Smoking is defined as the smoking of cigarettes, cigars, and all electronic smoking devices (such as electronic cigarettes and personal vaporizers). This policy prohibits smoking:

- Within all enclosed areas of the facility.
- On all facility grounds, including playgrounds and parking lots, including personal vehicles parked on (organization) property.
- In facility-owned or leased vehicles and employee personal vehicles being used in the course of work.

We appreciate your help and support as we implement this important policy.

Sincerely,

(Facility Owner/Manager)