Draíocht: Sample parent letter (younger)

[Date]

Dear Elf-Maker!

We look forward to meeting you next Saturday, 1st December, 11am-2pm for our puppet-making workshop.

Please take note of the information below.

- As this is a family workshop, and also in keeping with Draíocht's Child Welfare Policy, accompanying parents must participate at all times, as the activity has been designed with parents' help in mind.
- If your child has any needs or sensitivities of which you feel we should be aware in advance of the workshop, please call me on the number below. This information will remain in confidence.
- The workshop has been designed for children aged 4-6 years, please observe these age recommendations. Younger children would find the activity too difficult, older children would find it too easy.
- The workshop is for the booked-in parent and child only, unfortunately other siblings cannot be accommodated.
- There will be a 30 minute break in the middle of the workshop, and light refreshments will be provided.
- Because the children participating in this workshop are quite young, it is possible that they may find the timeframe a little long. You are welcome to take your child out of the workshop for short breaks if necessary, and we will also consider the possibility of finishing the workshop a little early if puppets are complete.
- If you have old tinsel, ribbon or Christmas wrapping etc that you would like to incorporate into your puppet's hair or clothes, please feel free to bring that along. However, all materials will be provided, so it is not necessary to buy anything in fact, we'd prefer that you didn't!

If you have any questions, please do get in touch at the number below – we look forward to meeting you on Saturday!

Kind regards,

[NAME] Children's/Youth Arts Officer

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