Appendix 20.4: Correspondence
Appointment letter—Health Education Sessions (page 1/2)

Dear ------------------------

Following your recent discussion with our Clinical Intake Officer, arrangements have been made for you and your partner to attend the following Health Education Session/s:

<table>
<thead>
<tr>
<th>Day &amp; Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Session</th>
<th>Child to Attend</th>
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<td>Sitters, Crawlers and Walkers</td>
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<td>Runners and Jumpers</td>
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<td>Skills for Hands</td>
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<td>Sensational Youngsters</td>
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<td>Toddler Talk</td>
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<td>Kids Talk</td>
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<td>ASD: Information &amp; Behaviour Management</td>
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<td>Building Resilience and Self Esteem</td>
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<td>Managing Children’s Anxiety</td>
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<td>ADHD: Information &amp; Behaviour Management</td>
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Office
Queensland Health
Child Development Service

Enquiries to:
Telephone:
Facsimile:
Our Ref:
These sessions are designed to provide parents and/or carers with information and ideas that you can use at home to help your child.

Please note that your child’s Case Coordinator will be ________________________________

Please contact ___________________________ on ___________________________ by __/__/__ to confirm that you will be attending these sessions.

Yours sincerely

Team Leader

__/__/__