

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

Enquiries to:
 Telephone:
 Facsimile:
 Our Ref:

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:

Day & Date	Start Time	End Time	Location	Session	Child to Attend
				Sitters, Crawlers and Walkers	
				Runners and Jumpers	
				Skills for Hands	
				Sensational Youngsters	
				Child's Play	
				Toddler Talk	
				Kids Talk	
				ASD: Information & Behaviour Management	
				Building Resilience and Self Esteem	
				Managing Children's Anxiety	
				ADHD: Information & Behaviour Management	

Office
 Queensland Health
 Child Development Service

Postal

Phone

Fax

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

____/____/____