**E-mail Communication with Participants**

You will have contact with your group participants over e-mail throughout the session you are facilitating. The following is a general guideline to the timing and content of the emails you will send.

One week prior to first meeting

You will send a welcome letter to your group introducing yourself and giving them your contact information (address, phone, etc.).

Also include:

\* The types of snacks and beverages that will be available

\* Let families know that feeding, changing, and any caring that needs to be done for the baby is encouraged and supported.

\* Remind them that they will be signing-up to host meetings at their home as the locations rotate amongst participants.

Weekly follow-up emails

Each week, you should send an email to the participants within two days of the meeting. These emails will recap what was discussed at the last meeting, as well as provide helpful tips and resources. These resources can either be found in your PIP topic guide, or you can feel free to find them on your own.

Your note can also let them know what the topic will be for the upcoming week, and who will be hosting.

When you send your email, cc: the Program Director so she can stay up to speed on your group’s progress.