



Parent to Parent Communication An "After Party" Sample Email

It can be reassuring to hear when other parents are on the same page in wanting to keep their kids safe-- especially when it comes to after dance parties and large group events. This sample email highlights expectations/guidelines from host parents so that other parents can have peace of mind that their kids will be supervised and safe.

Hi All --

We are excited to host the kids here for an After Party. However, we want to make sure everyone is on the same page so that we can host a fun and safe night for them. As part of our joint efforts to keep our children safe, we want to collect your contact information and set forth the expectations for the After Party. Please reply to this email (no need to reply all) and provide the following information:

Parents' names:

Best phone number to reach you:

Any special instructions for your child:

Drop off time is _____. Pick up time is _____. If your child is sleeping over, pick up time is _____ the next day. Our contact information/address is _____.

Water and "peanut free" snacks will be served at the After Party. Your child WILL NOT be allowed to bring any water bottles or any other liquid containers (soda bottles, etc.) into the house. Please help us by ensuring that they are (1) not bringing any water bottles to the After Party, and (2) dropping off their 'bags' before _____ on _____. We will designate an area in which you can leave your bags, and ask that you place a "sticky" label on the bag with your child's name. Please inspect your child's bag. We will not collect any bags at the photo shoot or allow any bags to arrive with the children after the dance. For everyone's protection, we reserve the right to open any bags that are brought on to the premises.

We will be home the entire time and will not allow any other guests other than those invited to the After Party.

If anyone has any other suggestions on how to ensure a fun/safe night, please feel free to let us know. Your anticipated cooperation is appreciated in advance.

Thank you!

Sincerely,

Community - The Anti-Drug (CTAD) Coalition is a 501(c)3 nonprofit working to reduce alcohol, marijuana, and other drug use among youth in Bannockburn, Deerfield, Highland Park, Highwood & Riverwoods.

www.CommunityTheAntiDrug.org • info@CommunityTheAntiDrug.org • 224-765-CTAD (2823)

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