

Guidelines for Caregivers

Prior to the workshop, the parents/caregivers of the participants will need to be sent some guidelines for the workshop and a list of materials that the kids will be working with.

A draft is provided below to be emailed or used as a guideline. Depending on the existing dynamics of a group, feel free to modify the wording to suit your group, ensuring that key points that need to be part of the communication (bolded) are included.



"Thank you for signing up, we're excited to have your child take part in the Lost & Found workshop! The facilitators conducting the workshop will ensure the online safety, comfort and enjoyable participation of your child, guiding them through all aspects of the workshop. Your support will help this process even more, as working in the online space can have its challenges! "

Prior to the start of the first session, here are some basic items to have ready:

- ❑ **A device that supports video meeting platforms** such as Zoom (having a basic account on the platform will ease access).
- ❑ **Lost & Found Journal:** a digital workbook that kids will be using
 - [Click on the given link and download the journal/add it to your Google drive/other online storage].
 - The journals can be used digitally or printed, whichever the child prefers to use. (Black and white prints are perfectly fine to use!)
- ❑ **A cardboard/plastic/shoebox/cereal/other box** that can hold roughly letter-sized paper and small objects (for example the size of a mug or keychain). If a box is not available, an envelope can also be used (the facilitator can further explain the purpose and alternatives to the box during Session One).

▣ **Pencils/pens/markers, scissors, glue, tape, extra blank paper**

If you are using Padlet for the Memory Gallery, add the following to the list:

▣ **An account on [Padlet.com](https://padlet.com)**

While kids may still be able to use the website without an account, we encourage signing up to be able to use its features more fully, ideally prior to the workshop. Signing up is free and simple! Here are some guidelines:

- Padlet's home page directs you to where you can sign up for free. After selecting 'Sign up for free,' Padlet allows you to instantly sign up via Apple, Google, Microsoft, or by entering your own separate email and password.
- You are then given the option to select from a Basic or a Pro plan. A Basic plan is free and will work just fine!

Prior to the start of the workshop sessions it may be helpful to:

- » Let the lead facilitator know of any accessibility/special needs for your child.
- » Check in with your child in general and let the lead facilitator know if something significant has come up:
 - How are they feeling?
 - What are they most excited about?
 - What are they nervous or scared about?
 - How do they feel amongst other children? Do they want to be more involved or more separated?

Some other tips:

- » If the child's age and cognitive abilities are at a point at which they can do activities and manage online participation by themselves and wish to, feel free to let them do so. In case the child needs support, it would help to be nearby.
- » Don't worry if your child is not participating in a certain activity as you might expect. If suitable, facilitators may gently encourage the child to go outside of their comfort zone, but ensure that the choice is ultimately theirs.