

Winter Holiday Policies for Participants

Dear Participants,

As we approach the winter holiday season, we would like to take this opportunity to outline our policies to ensure a safe and enjoyable experience for everyone.

Holiday Schedule

Our program will observe the following schedule during the winter holidays:

- Last Day of Engagement: December 20, 2023
- Holiday Break: December 21, 2023 - January 2, 2024
- Resume Activities: January 3, 2024

Attendance

We encourage all participants to inform us of their attendance plans during the holiday break. Please notify your coordinator by December 15, 2023.

Health and Safety Guidelines

Please adhere to the following guidelines to ensure a safe environment:

1. Follow local health recommendations regarding gatherings.
2. Maintain good hygiene practices, including regular handwashing.
3. If you are feeling unwell, please stay at home and seek medical advice.

Contact Information

If you have any questions or concerns regarding these policies, please do not hesitate to reach out:

Email: support@example.com

Phone: (123) 456-7890

Wishing everyone a wonderful winter holiday!

Sincerely,

The Management Team