

APPENDIX A

Family Letter Template

Below is a letter to family members requesting loose parts donations. Use the template and adapt it to your specific requests. Consider adding photos of loose parts to give family members a visual image of requests.

Dear Families,

We are beginning a collection program to reuse, upcycle, and repurpose materials that children may use in their play. Reusing is good for the environment, and repurposed materials are free and challenge children to think creatively about how to use them.

These materials are called *loose parts*. Loose parts are open-ended materials that children can use in countless ways. Their nondescript nature allows children to decide what they are and their purpose. The very nature of loose parts is flexibility and unlimited possibilities. They may be investigated, transported, transformed, combined, and manipulated. They may be used for creating, designing, representing, pretending, constructing, exploring, and patterning. Having different types of loose parts easily accessible in each play zone affords diverse play opportunities and appeals to children's varying interests. When children are presented with loose parts and flexible furnishings, they engage in a wide variety of rich experiences that cultivate their learning and development.

Please see our lists of requested items below. You may drop off any loose parts to donate in the collection box located _____. Make certain that all items are safe for children, and clean loose parts (for example, rinse out cans) before donating them. If you have any questions, feel free to ask a teacher.

We look forward to infusing these interesting materials into play spaces and watching children's engagement.

Thank you for your support.

Warm regards,

Indoor Loose Parts List

- Corks
- Floor samples (wood, laminate, tile, stone)
- Metal and plastic jar lids
- Plastic bottle caps
- Pine cones
- Seashells and sea glass
- Textiles (such as fabric, ribbon, string, yarn)
- Tin cans (with smooth edges)

Outdoor Loose Parts List

- Crates
- Driftwood
- Logs
- Stones (large)
- Sycamore balls
- Tires
- Tree cookies
- Tree rounds
- Wood cable reels
- Wood planks