



# embrace

The Movement for Mothers

## How to request permission to deliver letters on World Prematurity Day

Before you schedule a visit to deliver letters to your chosen NICU, you need to gain permission to visit the facility. Be aware that you might need to contact more than one person before you are granted permission.

Please contact us via email ([info@embrace.org.za](mailto:info@embrace.org.za)) if you need some assistance – we're always happy to help.

- STEP 1: Choose a hospital that you would like to visit
- STEP 2: Google the facility to find the contact details for general enquiries. Ask to speak to the operations manager and/or the NICU ward manager.
- STEP 3: Tell them about Embrace's letter writing campaign.
- STEP 4: If they approve, find out how many NICU beds they have and when you can visit?
- STEP 5: Let us know that where you are going and how many letters we should send you.
- STEP 6: We recommend that you contact the facility in the week leading up to World Prematurity Day to remind them of your visit and to ensure someone will meet you when you arrive.

**NOTE:** With larger hospitals, you may be directed to the Hospital Communications Department before you are able to secure permissions with the NICU. You may require a few department sign-offs before getting approval.

Once you have received permission, you will need to check and confirm:

Preferred time for a visit

Number of NICU beds

Number of nursing / medical staff likely to be on duty

Contact person for on the day (this must be someone who will be at the facility and is able to meet you – request a direct contact number if you can)

Any relevant hospital information you should be aware of