



September 1, 2018

Dear Room “**X**” Families:

We would like to introduce ourselves as the Room Parents for “**Teacher**” for the “**2017-2018**” school year. “**Parent 1**” is “**Mom/Dad**” to “**Child 1**” and “**Parent 2**” is “**Mom/Dad**” to “**Child 2**”. We are both excited to take on the role of Room Parents!

Throughout the school year we will work with “**Teacher**” to assist with notifications of upcoming school/classroom events. Most communications will be via email. If you prefer a hard copy, please let us know and we will include any notifications in your child’s Friday Folder.

There are many opportunities during the year to be involved. There is no obligation, but you are welcome to be as involved as you are able, for example: volunteering to help in class or at an event, contributing an item(s) for classroom celebrations, etc.

Your suggestions or ideas are welcome, so please feel free to contact us. We look forward to working with you to make this a great year for our students!

Sincerely,

Parent 1

(XXX) XXX-XXXX

Parent 2

(XXX) XXX-XXXX