

Sample Email For The Beginning of the School Year from Room Parents To the Parents in their Homerooms

Dear Parents,

Welcome to a new school year at Highcrest! **I/We** are the room parents for Ms./Mr. _____'s class.

I/We wanted to let you know what our role will be in the classroom this year and mention a few items that we think you should be aware of. First of all, we will help Ms./Mr. _____ organize some parties throughout the year, **including a Halloween party, Winter Holiday party, Valentine's get-together and end of year party (or insert the information that your teacher gave you about classroom parties)**. Additionally, we may assist Ms./Mr. _____ with scheduling chaperones on our class field trips **(insert any details you have about the field trips, dates, number of parents needed, how you will solicit volunteers etc)**.

I/We will also plan a social outing in the fall for the parents from Ms./Mr. _____'s class or House # **(insert appropriate choice)**. This event is a great way to get to know new people, especially since we're coming from so many different elementary schools it's also a good way to meet the parents of your children's friends. Watch for details in the near future. **(If you already know the date, please include it and mention an Evite from whoever is sending it out)**.

Based on prior years' feedback, the teachers' gifts are being collected online only this year. You can make a donation when you sign up to join the PTO and get the AtoZ directory app. You can also find it on the Highcrest PTO website by clicking on this link <http://www.highcrestpto.org/> and choosing the link to the AtoZ access.

We have done this to make contributing to the fund easier, and also to ensure that all teachers get recognized. The suggested donation per student set by the PTO is \$25. \$5 of this will go to a fund to buy year-end gifts for the wonderful support staff at HMS including secretaries, custodians, paraprofessionals and specials teachers. If this amount does not work for your family, any level of contribution you can make would be appreciated. Participation in this fund is completely voluntary. Thank you in advance for your contribution.

We also want to remind you to please verify your name in AtoZ (an email was sent out on August 22nd with step-by-step instructions) Verifying your information is the best way to make sure that others can reach you, as this is the main directory for HMS. Also if you join the PTO, it gives you access to the directory.

Finally, please know that we are here to help you with any questions you may have throughout the year regarding PTO events, volunteer opportunities, or other issues relating to Highcrest or the PTO. Our contact information is below if you need us.

Have a great year!

Your Room Parents

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