

ROOM PARENT SAMPLE INTRODUCTION LETTER

Hi All Saints Catholic School Grade _____ Parents,

We'd like to introduce ourselves, our names are:

_____ (_____'s mom)

_____ (_____'s mom)

and we will be serving as co-Room Parents for _____'s class. As Room Parents we act as liaisons between you and both the classroom teacher and the ASCS Home and School Association (H&S).

Classroom Parties. We'll be recruiting volunteers to help set up/clean up, bring munchies, etc. as they draw near so please keep your eyes posted for sign-ups via e-mail/notes sent home/phone call.

"NEW" Thank You Appreciation Lunch for ASCS Staff. New this year the Teacher appreciation luncheons will be combined between grades. Our grade is assigned to provide lunch in honor of Teacher Appreciation Week **Room Parents are to coordinate only 3 Luncheons this year(Nov 20th- middle school) (Feb 14th 3rd grade-5th) (May 9th saints in training-2nd).** H&S will be providing monthly snacks and the Holiday Luncheon for the staff. Room Parents will send out an e-mail explaining how to contribute.

"NEW"Teacher Appreciation Week Lunch Recess Coverage. (May 7th-11th) Grades have been combined and assigned a day where we need 2 volunteers from 11:35 am-12:35 pm to cover the teacher's recess duty. An email will go out to ask for volunteers. (These volunteers are in addition to the already staffed lunch recess volunteers.)

- Monday, May 7th-7th/8th Grade
- Tuesday, May 8th-5th/6th Grade
- Wednesday, May 7th- 3rd/4th Grade
- Thursday, May 8th- 1st/2nd Grade
- Friday, May 9th- K4/K5

Communication. Our primary form of communication will likely be through e-mail, so thank you in advance for providing e-mail addresses for communication at Open House. We understand that many use work e-mail sites and we will try to minimize our communications to you by pooling information together in one e-mail. All e-mail will include " _____ Class:" in the re: line to minimize confusion with multiple class families. We promise not to overwhelm you with e-mail! If you do not have an e-mail address, please let us know the best way to contact you regarding classroom information. We are happy to leave hard copies in your child's folder and/or call you directly.

We look forward to getting to know you better and to a great school year. Please feel free to contact us with your ideas, questions, or concerns.

Sincerely,

Name

e-mail

Name

e-mail