

# ROOM PARENT SAMPLE INTRODUCTION LETTER

*How to use: Room Parents can send this via email to the parents in their specific classroom.*

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.

**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. To keep the e-mail volume down, we'll do our best to consolidate our communications. All e-mail will include " \_\_\_\_\_ Class:" in the re: line to minimize confusion with multiple class families. We promise not to overwhelm you! 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