

****When using this letter template please make a copy before adding in your changes.****

Hello Grown Ups of Mrs./Mr. XXXXXXX's Class,

We'd like to take a minute to introduce ourselves as your child's room parents this year. My name is XX and my child is XXX. Room parents work with your child's teacher, the school and the Prettyboy PTA to help meet classroom needs, organize holiday parties, and plan the end of the school year celebration. Each class is given \$200 from the Prettyboy PTA for the year to support the Winter Celebration, Spring Celebration, and End of the Year Picnic. Kindergarten parents additionally help to support the Halloween parade and 5th grade parents have the extra honor of supporting the 5th grade farewell with the teachers.

As we organize these events, we will be reaching out to parents to offer the opportunity to donate other items such as snacks and activities- these donations are 100% optional. We know parents are busy so please do not feel obligated to donate each time. If you are donating items, they should be sent in the day of the celebration as we do not have a way to store food. Additionally, due to BCPS and PTA regulations, we are not able to accept cash, Venmo, PayPal, or any other type of monetary donations for class celebrations.

Throughout the year you will hear from us when we are planning these events or if there are other school or PTA communications. Some important reminders to start the year:



- ☐ The Prettyboy PTA is a strong supporter and funder of room parents. If you are able, we'd love for you to join the PTA and meetings to support the school.
- ☐ We do not have your contact information. Per BCPS policy, the school/your child's teacher cannot share it with us.
- ☐ We are encouraging all parents to join the Prettyboy PTA Directory to make school communications easier. You can join the directory without joining the PTA if you do not want to pay the \$10 dues. Simply follow the QR Code for both options.

We'd love to develop a class email list. In order to do so, we need your information and permission. Please fill out the information below and return this form to your child's teacher

Parent/Guardian Name(s):	Phone Number	Email

☐ I give permission for my contact information to be shared and agree to be part of the classroom contact/email list.

You will also find an attached document of the **Prettyboy Elementary School and Prettyboy PTA Room Parent Guidelines** provided to all Room Parents.

We hope you and your child have a wonderful school year and we look forward to working with you!

Name, Email, Phone