Dear Parents –

Welcome! My name is <your name(s)> and I'm/we're excited to introduce myself/ourselves as the room parent(s) for <teacher's name>'s grade <X> class.

At this time, my/our main responsibilities as a room parent are:

- Facilitate communication from the teacher and PTO to other parents in the class
- Coordinate holiday party and holiday teacher gift from the class (group-funded)
- Ensure classroom engagement of Teacher Appreciation Week activities
- Assist the teacher with any specific classroom needs (i.e. collecting supplies)

If things change throughout the year, I/we will let you know.

How to reach me/us:

<Parent 1 name> <Parent 1 email>

<Parent 2 name> <Parent 2 email>

I know everyone's schedule is a bit different, and hope you'll jump in when and how you can. In order to volunteer in the classroom (if that becomes an option this year), you must register and be cleared by Charlotte Mecklenburg Schools. Please visit the following link:

https://www.cmsvolunteers.com/

Please contact me/us with any questions you might have. Thank you in advance for your help and participation in our classroom events.

Looking forward to an exciting and fun year!

<your name>