

Room Parents Sample Intro Email

Dear Parents,

We are so excited to be your room parents this year and look forward to partnering with all of you to make it a truly special experience for our students this school year.

Getting to Know Us

[Optional Blurb: A short, friendly introduction about your family and why you're excited to be room parents. Example: "Hi! I'm Jane Smith, mom to Emily in our class. This is my first year as a room parent, and I'm really looking forward to getting to know all the families in our community!"]

Stay Connected

Throughout the year, we will be using Konstella to share important updates, event details, and volunteer sign-ups. Be sure to check it regularly to stay connected on all the fun things happening in our classroom! We will also be sharing resources within our classroom chat in.... (some class rooms use What's App)

Mark Your Calendars

We already have some exciting events scheduled. Here are the classroom party dates and times for the first half of the year:

[insert party dates here]

Below are some school events that are a great way to meet other families and be apart of the Marshall Lane Community:

- *Pumpkin Fest*
- *STEAM Day*
- *Family Bingo Nights*
- *Family Movie Nights*
- *School Play*
- *Winter Book Fair*
- *Glow Dance*
- *Spring Book Fair Family Night & Art Vistas Art Show*
- *World Culture Fest*
- *Walkathon*

Class Fund & Donations

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To make things easy for everyone, we are setting up a voluntary class fund. This one-time donation will help cover the costs of games, crafts, and activities for our parties. It will also be used for our teacher appreciation gifts throughout the year. If any funds remain, we'll use them for end-of-year gifts for the kids or donate them to the library or custodial staff.

We are suggesting a donation of [insert dollar amount] per child. This is just a suggestion, so please contribute whatever works for your family.

You can make your donation through one of the following methods:

- Venmo: [Your Venmo Username]
- PayPal: [Your PayPal Username]
- Zelle: [Your Zelle Email or Phone Number]

If you prefer to send cash, please place it in an envelope with your child's name on it. You can hand it directly to one of us or leave it in the ROOM PARENT ENVELOPE inside the classroom. We look forward to working with you to make this year a memorable one for our children. Please reach out via [Konstella / email / text / What's App]

Sincerely