

Thank you to all the wonderful parents who came to the Room Parent Orientation Today. I loved seeing us connect after with the other room parents in our grades! Don't worry if you missed the meeting. This link below will take you to ALL the documents we discussed at the meeting so you can make a copy and use it. Please reach out if you have any questions. <https://turtlerockpta.org/Page/PTA/RoomParents>

This email is LONG so please take the time to read but it's to help YOU, so please read.

- 1) Room Parent Listing is attached. Please make any corrections to your phone numbers.

2)

Teacher's Name	Grade	Room Parent Name	Email
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Room Parent Sample Introduction Letter

This email should be sent in September after receiving the completed Classroom Directory Forms. Room Parent to seek those parents who did not submit Forms.

Dear Parents,

I am excited to be your child's room parent in _____ (teacher's name) class this year. I will be contacting you about many fun and exciting classroom activities and PTA sponsored school events this year including:

Class events and parties/celebrations
September - PTA Membership Drive, Movie Night
October - Fall Festival, Picture Day
November - TOC, Guy Talk, Girl Talk
December - Holiday Parties and Voluntary Teacher gifts
Spring - Pizza night, Jogathon, Multicultural Fair
May - Teacher Appreciation Week
Other Community building events

[You can add the class directory so people can review/correct/add allergies, etc.]

I look forward to getting to know you this year; if you have any questions or already know you would like to volunteer during some of these events please feel free to contact me.

Sincerely,

Name

Email

Phone number_____