Welcome back to school and to <teacher’s name> Class!  I'm <your name>, one of your class room parents, which means I get to help coordinate parents and parties so <teacher’s name> and our kids have the best possible year.  I can't wait to meet you and am happy to answer any questions you have about the class.

There will be two classroom parties this year – Winter Break and Fiesta party. You will receive more information regarding specific information at a later date. At the parties, most of the help we will need will be in the form of food and beverage contributions as well as party helpers. Other activities where you may be called to assist are field trips. Also, we will serve as a link between our classrooms, school related events, and the PTA. We will occasionally contact you by telephone and/or email to keep you informed of school and PTA happenings. As we need help during the year, we will call you or send notes home with your child.

**Here are some important details and dates:**

* <Teacher name and contact information>
* <Teacher’s Birthday>
* <Your name and contact information (and other room moms)>
* **Winter Party is on XXXXX**
* **Fiesta Party is on XXXXXX**
* **Teacher Appreciation WeekXXXXXXX**
* <The kind of help the teacher needs (classroom readers, art station helpers, recess monitors, etc.)>

Sincerely,

Your Name