Welcome back to school and to (TEACHER’S NAME) class! I’m (YOUR NAME), one of your classroom parents, which means I get to help coordinate parents and parties so (TEACHERS 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 and 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 phone and/or email to keep you informed of school and PTA happenings. As we need help during the year, we will cal you or send notes home with your child.

Here are some important details and dates

* (TEACHER NAME AND CONTACT INFO)
* (TEACHER BIRTHDAY)
* (YOUR NAME AND CONTACT INFO (and other room parents)
* (WINTER PARTY is on December 20, Fiesta Party is on April 24)
* (TEACHER APPRECIATION WEEK is May)
* (The kind of help the teacher needs—classroom readers, art help, recess monitors, copies, etc)

Sincerely,

(YOUR NAME)