Hello families:

I wanted to introduce myself to everyone and pass along some information for the year. It is my pleasure to be the Room Parent for (YOUR TEACHER’S NAME) this year. My daughter/son, (YOUR CHILD’s NAME), is in this class. 😊

**General info about the Class:**

* Class total is XX students: XX boys and XX girls
* I will send an update about allergies when it’s time for treat bags.

**General info about Class Parties:**

* Parties begin at 2:30 pm. You will be able to get into the building before then, however, you may have to wait in the lobby until the teachers and classes are ready.
* Each party is permitted 2 Party Helpers. If your plans change and you are not able to help with a party you have previously volunteered for, please contact me as soon as possible so we can get someone else to fill in.
* Please try to take pictures during the party for the Yearbook. Pictures can be sent in on flash drives, or SD cards or emailed to Yearbook at SBIESyearbook2021@gmail.com. Be sure to identify the Name of the Event, Grade/Classroom, and your contact information.
* Party Helpers are responsible for bringing in supplies for crafts, games, prizes, and anything else they need for the party.
* There will be ONE treat bag made for each party to make it easier to distribute to the students in the limited time we have at each party. I will send a reminder home as we get close to each party to remind parents about sending in treats if you would like to participate.
* All snacks for the party and treats for treat bags must be prepackaged. Please do not send anything homemade in this year.

**Fall Party**

* October XX at X:XX pm.
* Party Helpers: (HELPER ONE) and (HELPER TWO)

**Winter Party**

* December XX at X:XX pm
* Party Helpers(HELPER ONE) and (HELPER TWO)

**Valentine’s Party**

* February XX at X:XX pm
* Party Helpers: (HELPER ONE) and (HELPER TWO)

If anyone has any questions or concerns, please do not hesitate to contact me at YOUREMAIL@gmail.com or at (YOUR PHONE NUMBER). I am looking forward to working with (TEACHER NAME) and you so that the students have a fun and memorable school year.

Thank you for your time and support! It’s going to be a great year!

YOUR NAME

PHONE NUMBER & EMAIL