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| Hello Parents of (Insert Teacher’s Name) Class!  The Room Parents for this year will be (insert names).  As Room Parents, we are responsible for coordinating and planning the three classroom parties that have been authorized for this year. Our Fall Party will be here before we know it – on (date). The main point of contact for this party is (insert name here). Please email her at (insert email address here) if you would like to offer assistance.  Based on past experience with planning class events, we have estimated that (insert $ amount here) per student should cover the party expenses for the year - this includes the cost of craft supplies, party snacks, and games for all three class parties, as well as a Class Gift for (teacher name) during Staff Appreciation Week in May. If you choose to make a donation in the amount of (insert $ amount) now, you most likely will not be asked to make additional contributions for parties or the Staff Appreciation Gifts. However, if you prefer not to contribute a monetary amount at this time, you may be asked to provide a specific item for each party and/or a monetary contribution in May for the gifts.  If you choose to contribute (insert $ amount here) (or any amount you wish) now, it is recommended to make your donation by check – payable to (insert your name here). Please send it to (teacher name) by (date), enclosed in an envelope, with your child's name on it - attention (insert your name here).  The Room Parents welcome any ideas and suggestions you have for class parties and will appreciate any assistance you could provide. We will definitely be reaching out to you at different times throughout the year for your help and attendance at class events.  If you have any questions, please contact (insert name and email address)  Thanks!!  Your Room Parents  (list names of Room Parents) |
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