

Dear Parents,

We/I have the delightful task of being the room parents for (teacher's name) K-5 grade class for this year. We/I look forward to a fun and exciting year helping (teacher's name) with special events in the classroom. We/I will be contacting you throughout the school year to ask for your assistance with classroom and PTA sponsored/school events. We/I have listed below both the classroom and PTA events scheduled for this year, with which, we will need your help so please mark your calendars now. If you would like more information on certain events, or if you have ideas you would like to share with us, please feel free to call or email us.

We/I are looking forward to working with you to make this a great and memorable year for all our children. Thank you in advance for your help and participation this year!

Your Name

Hm-XXX-XXXX

Cell-XXX-XXXX

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Classroom Events

Halloween Party - Friday 10/29

Thanksgiving Feast - Friday 11/19

Holiday Party - Friday 12/17

Valentines Party - Friday 2/11

St. Patrick's Day Party - Thursday 3/17

End of the Year Party - Thursday 6/9

PTA Events

Multi-cultural Festival - Friday 10/22

Staff Appreciation Week - 1/31-2/4

Fun Run - Wednesday 3/9

Book Fair - 5/16-5/20

Field Day - Thursday 6/9