

MEMO

To: Mrs. _____ Class Parents
From: Room Mother's
(_____ & _____)
Date: _____
RE: Email Request

Just like you we are looking forward to a great year at JBD with Mrs. _____ and in an effort to better communicate with you we are requesting your email addresses. Through email we will be able keep you informed of classroom activities that we are working on throughout the year. Mrs. _____ has asked that we will also share your email address with her.

If you would like to receive emails from us, please provide us with your email in the space below and return the bottom portion of this memo to class by _____.

If you do not wish to be contacted via email or do not have an email account, please mark "N/A" in the blank and you will continue to receive classroom information as hard copy.

Thank you in advance!

Name: _____

Name: _____

Email: _____

Email: _____

Comments: _____

Comments: _____

Getting to Know You.....

Dear _____,
(Teacher's name)

Please take a few minutes to fill in some answers to the following questions.
We would like to get to know you a little better.

--When is your birthday? (Not the year☺)

--What do you like to do in your free time?

--Do you collect anything?

--What type of foods do you like?

--Do you have a favorite restaurant(s)?

--Do you like to read? Any favorite authors?

--What type of flowers do you like?

--What is your favorite color(s)?

.....anything else that you would like to share with us to help us get to know you better.....

Valentine's Day

(Date)

Dear Parents,

As you know February 14th is Valentine's Day. We will honor our teachers and celebrate "Teacher's Valentine Bag Day" on _____ (date). This bag will be our way of showing Ms./Mr. _____ that we care and thank him/her for all the time and effort spent with our children. As your Room Parent, we are asking that each child send in on _____ (date) a supply that is needed by the teacher or the class. A Room Parent will be at the classroom door as the children come into class to collect their items. The supplies will be presented in a gift bag to the teacher with a big THANK-YOU!!!! Ms./Mr. _____ will appreciate the basket very much. Thank you for your support of this project!

Sincerely,

Room Parent(s)

Room Parent Letter

Dear Parents,

This year, _____ class will participate in the following activities:

- 1.
- 2.
- 3.
- 4.
- 5.

We will be contacting parents about needed party items. Your contributions will make our parties great!!!

The school will host the following events:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Our class will be asked to provide volunteers for some of the above-mentioned events. Others will be individual class events. Information will be distributed before each event.

If you have a talent, idea or special treat you would like to contribute, please let us know. We are looking forward to a wonderful year.

Please complete the attached sheet and return it to school as soon as possible. Thank you very much for your help in making this year great!

Room parent(s):

Telephone # _____

Telephone # _____

email _____

email _____

Child's Name: _____

Parent's name: _____

Telephone #: _____

Email: _____

Food Allergy: _____

I would like to help in the following way(s):

_____ Baking, providing food items

_____ Providing paper products (plates, cups, napkins, etc.)

_____ Providing party favors (stickers, pencils, etc.)

_____ Assisting during class parties

_____ Helping with projects at home (cutting, stapling, typing, etc.)

_____ Making crafts, sharing a skill/talent Describe: _____

_____ Attending class field trips

_____ Other Describe: _____

I would like to help with the following events:

Thank you for your assistance! If you have any questions or suggestions,
please call your room parent(s).

Room parent: _____

Room Parent: _____

Telephone # _____

Telephone # _____

Wish List Form for Valentines Day

Dear Ms./Mr. _____,

Please list any items you would like to see in your Valentine Gift Bag. Your wishes will give us a better idea of your needs. Past examples have included (but are not limited to) colored paper, paper clips, dry erase markers, stickers, pencils, glue sticks, tape, etc.

We would like to have your wish list by this date: _____

Happy Wishing! Thank you😊

Room Parent(s)



FIELD DAY

Dear Parents,

Field Day will be held on Friday, June _____. The children will be outside from _____ until _____. Please be sure to APPLY SUNSCREEN to your child before they leave for school. The school system does not allow us to put sunscreen on your child (due to allergies, etc...).

Please send a water bottle with your child's name on it to school that morning. We will have a cooler with ice water to fill the bottles. We are asking for donations of Popsicles, sliced oranges, pretzels and goldfish crackers for the children to snack on in between events. If you are able to contribute a snack, please call me at _____.

Thank you for your assistance! I know that the children will have a lot of fun!

Dear _____ Parents,

Room Parents will soon be gathering items for a class gift basket to be auctioned off at this year's John B. Dey Elementary PTA Silent Auction. Our class basket theme will be: _____

Please feel free to donate items for our basket if you wish! As a parent, you are under no obligation to donate items for the gift baskets or to make monetary donations. This is a PTA fundraiser and is open to each person to participate as you are willing and able. Funds that are raised help support enrichment programs for our John B. Dey children.

If you have any items that you would like to donate for our basket, please feel free to e-mail or call me at _____.
The deadline to turn your items in to me is _____.
Thank you so much for your help!

Room Parent