Dear Parents,

Hello and welcome to what should be a wonderful new school year. I would like to introduce myself to you. I am Jane Doe, Sally’s mother. I will be your child’s room mom for Ms. Smith’s class this year. I have recently met with Ms. Smith and she has several exciting events planned for this year as well as many different volunteer opportunities for the parents.

E-mail will be the primary means of communication this year. I will send future volunteer requests, supply requests, and other information pertaining to the class through email. Email is also the best way to reach me for a quick response if you need anything. However, you can also reach me at (555) 555-5555. (phone number optional)

If you would like to help out in the classroom for the many recurring events throughout the year, all of our sign ups will be administered through SignUp Genius. I will have sign-up sheets posted on SignUp Genius shortly and will let you know when I am releasing a sign up ahead of time so you can be on the lookout for it. If you are unfamiliar with SignUp Genius, please feel free to email me with any questions or concerns you have.

We will not be collecting class funds throughout the year, with three possible exceptions. We will, however request supplies to be donated for certain events throughout the year. If you choose to participate, please note that whatever you are comfortable giving is perfect - contributions are strictly voluntary! Teacher appreciation week (Spring) can be handled on an individual basis. For those of you who are interested in knowing the date, Ms. Smith’s birthday is \_\_\_\_\_.

While I have your attention, I wanted to make sure you are aware of a few important dates:

* Picture Day ??/??
* Grandparents Week ??/??
* Scholastic Book Fair ??/??-??/??
* Bobcat Booooogie 5K ??/??

*Further information on the above events and others not listed will be communicated as dates approach.*

This should cover it for now. I look forward to working with you this year and having a fantastic year all around! Please feel free to contact me if you have any questions.

Sincerely,

Jane Doe