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| Dear enter grade, ex. 1st, 2nd Grade Parents - |  |

We are the enter grade grade room mom team, and wanted to send a quick introductory letter.

We have already met with the fantastic enter grade grade team, and look forward to planning a great year for our kids.

FOR YOUR CALENDAR

We wanted to go ahead and share these dates, so you can mark your calendars:

* insert event, date, time
* insert event, date, time
* insert event, date, time
* insert event, date, time, ex. Teacher Appreciation week
* insert event, date, time, EOY party
* ex. teacher birthdays

We’ll be contacting you closer to each event to provide details, request volunteers and solicit donations (e.g., snacks, supplies).

REQUESTED DONATION TO CLASS FUNDS

In order to prepare for the year, **we are humbly requesting a $**      **(minimum) donation** from each family in our class:

* $     will go towards supporting the above-mentioned events/parties, as well as recognizing our teachers on their birthdays and during Teacher Appreciation Week.
* $     will go towards purchasing shirts which the entire ex, K, 1st, 2nd grade will wear for Field Day, field trips, etc.

Please complete the attached envelope (including a *cash or a check made out to “*room parent's name*”*). We have put a “Room Parent” box by the mailboxes inside each classroom. Your child can place it there, and/or your teacher can help direct them to the right place.

If you do not choose to make a donation to our class funds, we will be cycling back to you prior to ordering the shirts to collect the $amountfor your child’s shirt, if you want them to have one.

CLASS SHUTTERFLY SITE (optional)- delete if you will not use.

We are in the process of creating a 2nd grade Shutterfly site (which will be a private, password protected site available only to parents in our grade). We will be using the site to communicate about grade-level events/parties, and it will provide a forum for us to share photos of these events/parties in a secure way. In order for your child’s photos to be included (as part of group/class photos), we need your permission. Please indicate whether or not you grant this permission on the attached envelope and return by October 21st.

We welcome your questions or suggestions, and look forward to working with you this year!

The insert grade Room Mom Team

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| Teacher name  Room Parent name  e-mail  Room Parent name  e-mail | Teacher name  Room Parent name  e-mail  Room Parent name e-mail | Teacher name  Room Parent name  e-mail  Room Parent name  e-mail |