Sample “Dear Parents” Letter

Dear Parents,

I would like to introduce myself as your Room Parent (co-room parent) for Mrs. (Teacher’s name). My name is (your name/co-room parent names). Throughout this school year, I will be assisting Mrs. (Teacher’s name) and sending emails with information about our classroom needs and events.

If you have not registered as an Approved Volunteer, please do so as soon as possible. It is a requirement to enter the school beyond the front desk.

Even if you do not plan on volunteering, this registration is a must to attend any events during school hours or to have lunch with your child. More information regarding this can be found on the LPA website.

You will also be receiving emails from me through www.signupgenius.com.

This is a helpful tool in managing volunteers and donations for class activities.

If you have not already done so, please sign up for the Remind App. This is a great way to receive grade specific communications. Text @lpa”insert grade” to 81010 (i.e. text @lpakinder for kindergarten, @lpafirst for 1st grade, etc). Also, text @HELPLPA for last minute volunteer needs.

As a reminder for all birthdays, class treats can be dropped off at the front desk as long as you have coordinated this with the teacher ahead of time and the treats must store bought with ingredients listed. Parents will not be able to attend the birthday celebration in the classroom.

Attached is a list of Mrs. (Teacher’s name)’s “Likes and Dislikes” for your reference.

I am looking forward to a super year with Mrs. (Teacher’s name)! Please let me know if you have any questions!

Thank you,

(Your Name)