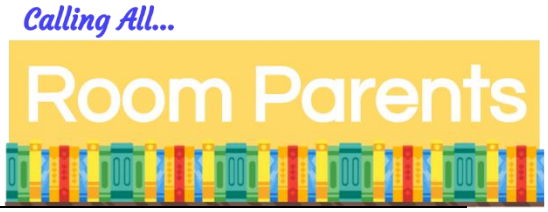
# Introductory Email Template – Room Parent

**FIRST - See Room Parent Beginning of Year Checklist for more info

**Notes: (consider including this info in your Intro Email as needed and see template below)**

- Include any upcoming important dates your teacher provided so parents know what is coming up in your class
- Attach:
  - Parent contact info – unless teacher will be sending that out
  - teacher & tutor Favorite Things sheets
- Include a link to the Curriculum Day outline on the website
- Let parents know if there is a teacher created photo album for class photo sharing – (if the teacher hasn't already shared)
- If there is an event BEFORE our meeting in September (ex: teacher birthday) see templates provided in the Resource Library
  - your Intro email would be a great place to mention there will be another email coming soon about the upcoming event
  - For birthdays early in the year - it is usually best to do individual and not a group gift - see templates for individual gifts




**Email Template**

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Dear Parents,

My name is (name) and I am the room parent for (teacher's name) I will be planning class parties, organizing gifts for (teacher's name) and helping with other events through the year (along with our co-room parent – name here).

Some of the events I will need help with are: Holiday Celebrations, Curriculum Days, Teacher Appreciation, End of the Year Celebration, and more. I will be sending home more information regarding specific events as we get closer to those times. I will be emailing a link for Secret Student SignUps soon.

Occasionally, we will give a class gift to the teacher, and I will ask for optional donations. **Please understand that no one is obligated to contribute.**

Here is a link to the class GroupMe text group for our class so we can stay in touch as needed – (attach link)
Also, here is a link to the (grade level) GroupMe text group – (attach link)

Thanks in advance for all your help! I look forward to meeting each of you as we work together to help our children have a great year.

Please feel free to contact me if you have any questions. Text or email me at (phone #, email address).

Thanks,
(your name and co-room parents name)

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