

## **Sample Room Parent Class Letter**

Dear \_\_\_\_ Grade parents:

Welcome back to MPH! We hope you and your families had an enjoyable summer and are ready for an exciting school year ahead. At this time, we would like to take this opportunity to introduce ourselves as this year's (#) grade Room Parents. There are many interesting and fun activities planned for our (#) graders over the next year. Please remember that MPH depends on parent volunteers, and it is our hope that you will make every effort to volunteer/donate your time and talents to assist us with this year's class events.

### **# Grade: Emergency Phone Information**

Instead of a phone tree, MPH will be using the AlertNow service, a rapid notification service that is already being used by many schools nationwide. The AlertNow system will utilize the contact information you have provided to MPH to send both phone and e-mail messages. MPH will use AlertNow only to relay emergency or other important information, such as the delayed arrival of buses returning from field trips. Crisis or emergency messages will be delivered to all contact numbers and e-mail addresses we have on record for your child. Important non-emergency messages (such as field trip bus delays) will be delivered to the primary contact we have on record for your child. It is very important that we have accurate contact information for each student. Please be certain to notify the School if your home number, cell phone number, or e-mail address changes during the year. What you need to know about receiving calls sent through AlertNow:

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is about an emergency.
- AlertNow will leave a message on any answering machine or voicemail.
- If the AlertNow message stops playing, press any key 1-9 and the message will replay from the beginning.

### **Upcoming Parent Social Events**

The Silent Auction will be taking place this year on November 5, 2011. The Fall Auction is a long standing tradition at MPH and is a fun, relaxing event in an atmosphere that encourages MPH parents to mingle and to connect with the MPH community while helping to raise most needed funds for the school and our children. We encourage all parents to attend! Also, every class is asked to put together a themed basket that will be auctioned off at the event. This year, the theme for our class is "\_\_\_\_\_." Any donation will be greatly appreciated either in the form of a themed item or a monetary donation towards the purchase of an item. All item donations should be given to Jenn Neuner at the Alumni Lodge; and check donations should be made payable to MPH with class year in the memo. These should be mailed to MPH prior to Wednesday, October 12.

*Information regarding specific grade events can be mentioned here. (For example: "For the MS dances we usually ask 6<sup>th</sup> & 7<sup>th</sup> grade parents to chaperone the first half (7-8:30) and the 8<sup>th</sup> grade parents take the second half (8:30-10)" or "Information will follow shortly regarding our Parent Gathering Event, please be on the lookout for this information."*

### **Volunteers Needed**

We realize that most parents have demanding schedules. That is why we are supplying you with this vital information at the very beginning of the school year. Please let us know, by phone or email, which events you would like to help with. Signing up now will help us to organize and plan our class event schedule as the year progresses.

### **Room Parent Contact Information**

If you have any questions regarding the events this year, please do not hesitate to contact any one of the Room Parents listed below. All calls/e-mails are welcome, and we look forward to speaking with all # Grade parents. In addition, if you have any ideas or thoughts regarding this year's class events, please let us know.

**Room Parent Name**

**Phone**

**E-mail**

- 1.
- 2.
- 3.

Once again, we ask that you contact the School and your Room Parent, as soon as possible, with any information changes, and let us know how you would like to help with class events.

Thank you for your continued support.

Sincerely,

Room Parent Signatures

PS Put in information about first Parents' Association meeting.