**SAMPLE WELCOME LETTER TO PARENTS**

[MODIFY WHERE NECESSARY]

**CC: [Teacher Name] [Co-Room Parent(s)]**

**BCC:**  **[Parent Emails]**

**Title:** Welcome & Room Parent Introduction

Dear Parents,

Welcome to **[X]** grade! **[I/We am/are]** your Room Parent**(s)** for the school year and **[I’m/we’re]** excited to support our class. [**My/Our]** responsibilities includes sharing PTA updates, keeping you informed about class events, helping **[teacher’s name]** in organizing special activities, and recognizing **[teacher’s name]** on occasions like **their** birthday and Teacher and Staff Appreciation Week. Note, that the school follows strict privacy guidelines regarding email use. We will only send school-related information and will not share your email with others or email on behalf of others.

To help manage these activities, **[I/we]** also handle the collection and management of class funds. Based on past experience, we've found that pooling resources for classroom supplies and teacher gifts at the start of the school year is more convenient for everyone. **[I/we]** suggest a voluntary class contribution of **$40** per family. All monetary contributions are VOLUNTARY and class items are provided on behalf of the entire class. If the suggested amount is too high, you are welcome to contribute whatever works best for your family. **[I/We]** will spend the money judiciously and provide an accounting update twice during the year.

**If you would like to contribute to the class funds, you may do so in one of three ways:**

* by Venmo. Please send it to **[@name]** and include your child’s name in the memo. This is my preferred method.
* by Zelle. Please send it to **[email]** and include your child's name in the memo.
* by Check. Please make it payable to **[name]** and include your child’s name in the memo. You may give [teacher’s name] your check and I will collect it from [him/her].

**[I/we]** will confirm once we receive your contribution. Please note that any grade-level collections (such as field trip funding and additional class supplies) will come directly from the teacher.

**[I/we]** look forward to connecting with you this year. Feel free to contact **[me/us]** at any time with questions, concerns, or suggestions. Thank you in advance for your support and generosity!

Best regards,