



Dear JAE Family –

Welcome! My name is <your name(s)> and I'm/we're excited to introduce myself/ourselves as the room parent(s) for <teacher's name>'s grade <X> class.

At this time, my/our main responsibilities as a room parent are:

- Facilitate communication from the teacher and PTO to other parents in the class
- Coordinate the Harvest party (Oct) and the Holiday party (Dec)
- Ensure classroom engagement during Teacher Appreciation Week
- Assist the teacher with any specific classroom needs (i.e. collecting supplies)

If things change throughout the year, I/we will let you know.

How to reach me/us:

<Parent 1 name>

<Parent 1 email>

<Parent 1 phone number>

<Parent 2 name>

<Parent 2 email>

<Parent 2 phone number>

I know everyone's schedule is a bit different, and hope you'll jump in when and how you can. Please contact me/us with any questions you might have. Thank you in advance for your help and participation in our classroom events.

Looking forward to an exciting and fun year!

<your name(s)>