A Message From Your Room Moms

Dear parents of [INSERT TEACHER’S NAME HERE] class,

We would like to introduce ourselves as your Room Moms for this school year. We are here to help plan parties, organize gifts for [INSERT TEACHER’S NAME], but mostly to help make this a truly special year for our students! As the room moms for our class, we will be sending home memos like this one throughout the year to help our teacher in keeping you informed of the parties, activities, and other events planned for the classroom. We will also be letting you know of additional ways you can help, volunteer and/or donate. There will be three class parties this year, please save the dates!

Winter Class Party – Thursday, December 19

Valentine’s Day Party – Friday, February 14

Last Day of School Party – Wednesday, May 27

In order to make sure you stay informed, we will be putting together a class directory. Please fill out and return the bottom portion of this sheet to the teacher as soon as possible. Once we have all the information compiled, we will send home a copy of the class directory with the students. If you do NOT wish to have your name and email address on our class directory, that is okay. Please just check that on the form and send it back to school so we can account for everybody.

We are looking forward to working with all of you. This should be a fun school year; our teacher is AWESOME and has big plans for our children!

Sincerely,

[INSERT ROOM PARENT NAMES]

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address(es):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have my permission to share my information on the classroom roster. Yes  No 

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_