 **A Letter from Your Room Parents**

September 20XX

Dear Parents,

We are writing to introduce ourselves as your Room Parents for Ms. Ceglia’s class this year. Room Parents provide a vital parent-to-parent and parent-to-PTO link. One of our goals is to help all families become a part of our children’s classroom, grade and school communities to the degree that they desire. Much of our job is to facilitate your involvement and help keep you informed. We are also here to help Ms. Ceglia with parent volunteer activities related to the classroom whenever called upon.

As part of the kick-off to the school year, we would like to call your attention to the following upcoming activities:

**All-School Open House**

The annual Open House for all Mason-Rice parents and guardians is on **Tuesday, September 27th.** This is a terrific opportunity for us to visit the classroom and to hear from Ms. Ceglia about the second grade curriculum; listen to a welcome from Principal Bultema, and connect with fellow parents. Following are the details:

6:00-6:25pm Refreshments for K-2 parents in the Gym

6:30-7:10pm Grade K-2 classroom presentations

6:45-7:10pm Refreshments for Grade 3-5 parents in the Gym

7:15-7:45pm Welcome Address by Principal Bultema and PTO Co-Presidents in The Centre

7:50-8:30pm Grade 3-5 classroom presentations

*Reminder: Open House is an adult-only event. Please do not enter the classroom until the official start time.*

**Library Volunteers**

Ms. Reed, the Librarian, requests the assistance of one parent each week during the class’ library time on **Thursdays, from 9:30-10am.** Please follow this link to sign up: [www.SignUpGenius.com/go/5080E4EADA82AA75-msceglias](http://www.signupgenius.com/go/5080E4EADA82AA75-msceglias)

**Fall Social**

We are in the process of organizing a **Fall Social** for our class. This adult-only gathering is traditionally held **in October or early November** at the home of someone in our class. **We are looking for a volunteer to host the social**: you get to pick the date and then watch as we pull together a team to bring food and drink and organize the whole event! **Please contact Rachel (information at end of letter) if you can hold the social at your home**.

**Form of Communication**

The majority of the communication from us will be via e-mail. Please advise if any changes are needed to the e-mail list.

If you have any questions or concerns please feel free to contact us. We hope that your children are off to a great start, and that the year ahead is happy and healthy.

Best regards,

Jill Rachel Marci

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