

Hi All Saints Catholic School Grade _____ Parents,

We'd like to introduce ourselves, our names are:

_____ (_____ 's mom)

_____ (_____ 's mom)

and we will be serving as co-Room Parents for _____'s class. As Room Parents we act as liaisons between you and both the classroom teacher and the ASCS Home and School Association.

Classroom Parties. We'll be recruiting volunteers to help set up/clean up, bring munchies, etc. as they draw near so please keep your eyes posted for sign-ups via e-mail/notes sent home/phone call.

Thank You Appreciation Treat for ASCS Staff. Our grade is assigned to provide treats in honor of Teacher Appreciation Week on _____. We will send out an e-mail explaining how to sign-up to bring in a treat.

Auction Project. Our class is responsible to provide an item for the Lights, Camera, Auction Fundraiser held in March. Do you have a special talent that could assist in creating an item? Perhaps you can sew, woodwork, or create specialty baskets. Let us know how you can help! More information about the auction item and any needed donations will come later in the school year.

Communication. Our primary form of communication will likely be through e-mail, so thank you in advance for providing e-mail addresses for communication at Open House. We understand that many use work e-mail sites and we will try to minimize our communications to you by pooling information together in one e-mail. All e-mail will include " _____ Class:" in the re: line to minimize confusion with multiple class families. We promise not to overwhelm you with e-mail! If you do not have an e-mail address, please let us know the best way to contact you regarding classroom information. We are happy to leave hard copies in your child's folder and/or call you directly.

We look forward to getting to know you better and to a great school year. Please feel free to contact us with your ideas, questions, or concerns.

Sincerely,

Name e-mail Phone

Name e-mail Phone