

CLASS PARTY INFORMATION 2023-2024

To the Parents of Ms. _____ Class,

My name is _____, and I will be the Room Parent Coordinator for Ms. _____'s class. As your child's Room Parent for the 2023-2024 school year, I wish to provide you with the following information regarding classroom parties:

Classroom parties will be held on the following dates: **Halloween Party (October 31st @ 2:00-2:45), Christmas Party (December 21st @ 9:30-10:15), Valentine's Day Party (February 14th @ 2:00-2:45)**

Please remember that the district policy has limited the number of parents who may attend the parties – Every child will be allowed one parent/family representative to attend one of the three parties during the school year. You will receive an email confirming your party attendance date.

As with most events, preparation is the key to success. Plans are already underway to make this a fun year for the kids. This year, the Room Parent and designated Party Volunteers will be planning the three (3) parties listed above. I will also be responsible for making sure our teacher receives proper recognition on her Birthday, Christmas, and Teacher Appreciation Day.

We will be purchasing needed items for the three (3) parties, and it would be a great help if everyone could contribute toward the cost. Below is a budget that is reasonable to accomplish the above objectives.

Party Games, Crafts/Snacks/Drinks, and Etc. (\$4 per party)	\$12.00/per child
Teacher Birthday, Teacher Appreciation, and Christmas Gift	\$5.00/per child

Based on the above numbers, we are asking for a financial contribution of **\$17.00 per child**. (I cannot accept more than this amount.) I realize that many donations are requested at the beginning of the year, but I promise to be a good steward of the money collected and limit further monetary contributions throughout the rest of the school year.

If you would like to purchase your own gifts instead of/or in addition to the class gifts for our teacher's birthday, Christmas, etc. please remember that teacher gifts *must* remain under \$50.00.

Thanks in advance for helping us make these events fun for the kids and our teacher. We are looking forward to a great year. Please return your monetary donation in a sealed envelope addressed to me (any checks should also be payable to me), _____ by October 12th. You can send this to school in your child's folder.

If you have any questions, please do not hesitate to call or email me @ _____ Thanks for your help!

Please return this bottom section with \$17

DONATION RECEIVED FROM:

Child's Name: _____ Parent's Name _____

I would like to keep you informed about our party plans, needed help for PTO events, and about the times of the year we'll provide our teacher with gifts. If you'd like to receive this correspondence, please provide your contact information below. Thank you!

Email Address: _____ Phone Number _____