**WELCOME EMAIL (Sample)**

**SUBJECT:** Welcome to Ms./Mr. \_\_\_\_\_\_\_’s \_\_\_ Grade Class

Dear Parents,

Welcome to the 2023-24 school year! We are excited to be your class parents and are here to support our entire class all year long. Our role is to coordinate with our teacher to host classroom celebrations and support our class during grade level and school wide events, such as field day, with activities, snacks and more! In order to provide our children with the best experience we are collecting class dues of $25 per child. The class dues fund will only be used by the class parents for our class supplies.

**Please send $25 no later than October 1st. Be sure to include your child’s name in the VENMO note or on your cash envelope. (Please no checks)**

**You can pay via VENMO\* to \_\_\_\_\_\_\_\_\_\_\_\_\_ or you can drop it off CASH at \_\_\_\_\_\_\_\_\_\_\_\_\_.**

*\*If using VENMO be sure to choose “payment between friends”*

**WANT TO HELP?** There will be lots of things to do throughout the school year for our class that will need parent volunteers. If you are interested in helping and would like to be called upon when opportunities are available please reply to this email with the following information.

**Parent Name & Child Name**

**Email**

**Mobile Number**

* I can help with in school events
* I can help with after school activities
* I can help with material/craft preparation
* I can help with delivering items to families homes
* I’m not sure exactly how I can help but I would like to!

**ANY FOOD ALLERGIES?** Please reply to this email providing us the name of your child along with their food allergies.

**ANY QUESTIONS?**  Don’t hesitate to reach out. We are your class parents!

List Class Parent Names, parent of (child’s name) with Email/Phone Number

Keep an eye on your inbox! We will be sending an email in the coming weeks regarding a small collection for teacher/teacher aide gifts. Thank you for your participation and looking forward to a wonderful school year!

Your Class Parents