Hi Parents,

We are your [Third Grade Room Parent Coordinators, Katharine Wagner (Kaitlyn's Mom),]. We will be assisting [Mrs. Prafke] with some of the classroom activities throughout the year. There are [26] students in the class.

We will be sending communications several times during the year, and would like to use e-mail as much as possible when we do. We used the e-mail addresses provided in the school directory for this letter, so please let us know if there is a different or additional e-mail address that you would prefer we use. If you prefer paper correspondence, please let us know and we will send a paper copy of any communications home with your child. Please send any additional e-mail addresses to [Katharine Wagner at [klkwagner@gmail.com](mailto:jsunu@nfa.futures.org)], or fill out the attached form and send to [Katharine Wagner c/o Kaitlyn Wagner].

The following is an overview of the planned classroom and school-wide activities we will be supporting this year. Any time or donation you provide is completely at your discretion. As we get closer to the dates of the activities, a more detailed e-mail will be sent.

* Winter Holiday Party – This classroom party will be held on the last day of school before Winter Break (December 20th).
* Winter Wonderfest – This is a PTA-sponsored event that takes place February 8. Each class is responsible for a kid-themed basket for the raffle. If anyone has any great ideas, please let us know!
* **NOTE: ALL GRADES- EXCEPT 5TH- INCLUDE THIS BULLET POINT**  Spring Break Party– This classroom party will be held on the last day of school before Spring Break (March 20th).
* **NOTE: ONLY 5TH GRADE ROOM PARENTS INCLUDE THS BULLET POINT**  5th Grade End of Year Party- This party is for all 5th graders and will be held during the school day in late May.
* Teacher Appreciation Week – This takes place in early May. Each class will be decorating their classroom door, and there are different activities planned by the PTA for each day.

Some fun facts about [Mrs. Prafke]:

**NOTE TO ROOM PARENTS** – Please ask the teacher and classroom aide for information about favorite restaurants, stores, hobbies, interests, etc. and include in the letter. This gives parents gift ideas, if they are planning on getting the teacher a separate holiday gift.

**Donations:**

We may be asking for donations throughout the year for teacher gifts, party supplies, the Winter Wonderfest raffle basket, etc. Donations are voluntary and we would welcome any amount (teacher gifts and the Winter Wonderfest Basket would come from the whole class, regardless of whether or not your child chooses to donate).

If you would prefer, you can do a one-time donation to the classroom fund early in the year, and we will use these funds to buy all donations and supplies needed for the classroom, teacher gifts, and parties. Any donation would be great, but below is an example of how a family donation of [$40] would approximately break down for the year:

$5 – Winter Party supplies

$10 – Teacher and Classroom Aide holiday gifts

$5 – Winter Wonderfest classroom basket for raffle

$5 – Spring Party supplies

$5 – Teacher Appreciation Week

$10 – End of the Year Teacher and Classroom Aide gifts

The above is just to give you an idea of how the money would be used. Please note that this is only for [Mrs. Prafke’s] classroom and there could still be additional donation requests for events from the PTA.

If you would like to participate in the one-time donation, please include it with the attached form and return to [Katharine Wagner ℅ Kaitlyn Wagner] (checks can be made payable to [Katharine Wagner] if you don't want to send cash). Also, if you would prefer to donate throughout the year, we will continue to ask for donations when needed, and you can choose whether or not you would like to donate on those occasions instead.

Feel free to contact us with any questions. We are very excited about the new school year and look forward to a great year for all of our [third] graders. Thanks in advance for any help you can provide.

[Katharine Wagner

[klkwagner@gmail.com](mailto:klkwagner@gmail.com)]

[Mrs. Prafke's 3rd] Grade Classroom

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would prefer to receive communications from Room Parents via:

E-Mail \_\_\_\_\_\_\_\_\_\_\_ Hard Copy \_\_\_\_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Donation – Please remember your contribution is voluntary and any gifts will be from the entire class. Any funds collected for [Mrs. Prafke's] over $100 will be given as a gift card to be used for classroom supplies (per PTA guidelines).

\_\_\_\_\_\_\_ Yes, I would like to contribute to the classroom fund with a one-time donation

in the amount of $ .

Please return form and any classroom donations to [Katharine Wagner, c/o Kaitlyn Wagner]. [Katharine] will confirm receipt of your donation via e-mail.

(Checks can be made payable to [Katharine Wagner] if you prefer to not send cash)

Thank you!