

Hi Everyone,

Well the school year is quickly coming to an end. And I hope all of your kiddos had a great year filled with lots of fun learning and wonderful memories.

____Room Parent Names_____ wanted to take this time to reach out to everyone regarding an end of the year party and present for _____. We were planning on taking up a collection of \$10.00 per student and putting it towards a gift certificate from the class.

We were also planning on taking up a collection of \$5.00 per student for their aid.

However, please know that participation in this collection is completely voluntary. If you would like to participate, you can send it to school with your child in a sealed envelope to my attention marked with your child's name or alternatively you can mail it to me. My address

We are also planning something a little more personal. We want to put together a book for _____ with one page from each child. We have attached the page for your child to complete (If you do not have a color printer, you can just let one of us know and we can get you a color copy.).

Also, we thought it would be really cute if each child could draw a picture of _____ on the back of their page. If everyone could have their child complete their page and get them to me by _____. The tricky part is, if you could get them to me without folding the page.

Once I get them all, I'm planning on having the book laminated and bound.

With regards to then end of the year party, it will be held on _____ which is a half day. The PTA is providing Rita's water ice for the kids and ___room parent names ____ are planning a couple cute crafts and activities for the kids. So we are asking everyone to chip in \$5.00 if possible towards the craft and supplies and then I can just run and pick everything up.

Lastly, we will reaching out to our helping hands shortly regarding the party.

Thank you everyone in advance for your anticipated assistance in making this day a great end to a wonderful year.

Very truly yours,

Room Parent Names and Contact Info