**Important Class Directory Information for Room x**

**\*Please Read and Submit ALL Three Items Below\***

Dear Room x Families,

My name is x, who’s son/daughter is in (teachers name) class. I, along with (co-room parents and childs name), and co-room parents and childs name), and will be your room parents. We need the following from you:

1) **Submit email address and contact information using the bottom portion of the paper below for the class directory**. Communication from the teacher, room parent, PTO, and school will be sent mostly via email. It would be greatly appreciated if you submit your information so an email group can be created for our class. The information you provide or that you provided during MAZE online/day will create an email distribution list. The *directory is for our classroom only and is used for school and class purposes only. The information is not given to anyone else and t*he email group gets dissolved at the end of the school year.

2) **$20 Donation for Classroom Events/Parties in cash or check payable Weibel PTO** - Room parents organize three celebrations: Halloween, Winter Celebration and Valentines Day. During MAZE Online/Day you had the opportunity to pay {$} towards class celebrations and field trip. If you did not do so at that time, please do so now. In order to make these celebrations possible for our children, a donation of {$} per family is appreciated to cover the cost of the events. The donations are also used towards a Teacher Appreciation Gift or end of the year events. {Teachers Name} may make time for other cultural celebrations such as Diwali and Chinese New Year. As each celebration approaches request for volunteers will be sent through email.

3) **Submit Emergency Pack**: Each child MUST have an emergency pack containing the following: a healthy snack (crackers, dry fruits, etc), drink (no sodas allowed and no glass bottles), and a note/letter from yourself to your child of love and assurance. All snacks and drinks should be store bought and non-perishable.  Please ensure that the expiration dates on the snacks and drinks are beyond June 2017.  You should put all of the above in a freezer bag, mark your child's name and room number.  The packs will be stored in the school shed this week and there will be no opportunity to store the pack for your child in case of an emergency after that. Please submit ASAP.

***\*Please return first item by <Day> <Date> and Celebration checks by 9/19/2016 and Emergency packs by 9/19/2016 at the LATEST. I thank you in advance for your cooperation and timely attention to these tasks.***

Looking forward to a great year!

Room parents names xxx.xxx.xxxx xxxx@gmail.com

Room parents names xxx.xxx.xxxx xxxx@gmail.com

Room parents names xxx.xxx.xxxx xxxx@gmail.com

Return below this line to {teachers name}

**Name of Child** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Parent(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address (can be more than one) for Email Group** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] **Enclosed is the Donation for Classroom Parties ($20 suggested - checks payable to Weibel PTO**