Dear Parents,

This is a reminder that the Valentine’s Party will be on \_\_\_\_\_\_\_\_ at 2:45pm. \_\_\_\_\_\_\_\_\_\_\_\_ and I have been busy planning a fun party for the kids! (Add your party details here – For example, we will be making stained glass hearts with tissue paper and ladybug clothes pins. We will also be having a sundae bar and playing games.) Thank you to all our donors! You help make our parties a great success!

Listed below are the donations:

For example:

Mrs. Smith - Game and crafts

The following people are scheduled to volunteer:

For example: Mrs. Smith, Mr. Jones

If you have not yet volunteered and are interested please let me know as soon as possible.

Parents assisting with set-up for the party must provide a picture ID and check in at the Sun Dome and then move into the Multi-Purpose Room. The doors to the pods will be locked until 2:15 PM. Only those who signed up to assist at the party will be able to get into the Classroom, per Mr. Johnsons’ request.

Please do not park where traffic flow, crosswalks or Fire Lanes will be blocked. You will be required to move your vehicle, or it will be towed at your expense. Parking in the South pick-up loop is not allowed. The South driveway will be closed until 3:30pm.

As for every party, Middle and High School visitors will not be permitted in the classrooms, even if accompanied by an adult. They will be asked to wait outside or in the MPR Room until the end of the day. Please no younger siblings.

If you have any questions please feel free to contact me at (your information).

Thank you,

Your Name