



Dear Parents –

Welcome! My name is <your name> and I'm very excited to introduce myself as the room parent for this year in <teacher's name>'s grade <X> class. The year is off to a great start and will be a fantastic experience for our children. I'll be coordinating the classroom parties, organizing teacher appreciation gifts, and coordinating any other help <teacher's name> requires throughout the year.

**How to reach me:** <your name><your phone number> <your email>

**Save the Date:**

Rancho Round-Up Friday, October 26<sup>th</sup>

Lap-a-Thon Friday, April 26<sup>th</sup>

Multicultural Day Friday, May 17<sup>th</sup>

<If you have any other classroom specific events already scheduled include them here>

**TB Test:**

All school volunteers need to obtain a T.B. test from your physician with a note indicating that you have had a negative result. T.B. tests are good for four years. If you have had a TB test in the last four years, please obtain a copy of your results and leave it at the office. If you need to be tested, please use your own physician. If you have further questions, please contact Carole Mencarelli, the Rancho Office Manager at CMENCARELLI@nUSD.org .

**Parent Drivers:**

If you are interested in being a parent driver for our class, please pick up a Parent Driver form from the office. Parent Driver forms must be completed each school year in order for you to be able to drive on field trips. Part of the form requires a copy of your DMV report, which can be obtained at a DMV office for \$5.00. You will also need to show proof of current automobile insurance. Please turn in all completed paperwork to the Rancho office.

**Fingerprinting Requirements:**

For everyone's safety, parent drivers and chaperones on over night trips are required to have cleared fingerprints on file in the Rancho Office. Fingerprinting services are available at many different locations throughout the county) including the Marin County Sheriff's Office and various UPS Store locations. If you need assistance completing the fingerprinting process, please contact your child's teacher at your earliest convenience.

**PTA Meetings:**

There are six (6) PTA meetings this school year. Attending a PTA meeting is a wonderful way to become involved in Rancho school activities. We strongly encourage parents to be current members are able to vote on action items at meetings. If you haven't already done so, please join the PTA. Membership envelopes are in the Rancho office.

**Translation Expertise:**

If you are able to be of assistance to those families that may need assistance with language translation, we would welcome your expertise. Please let us know of the languages you are fluent in.

**Class Photographer:**

The goal of the yearbook staff is to include every student in its pages. You can help by attending the parties and class events and sharing digital photo with me.

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Please return this portion

Your Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- T.B. Test:** A Doctor's note is on file in the Rancho office.
- Parent Driver:** Completed form on file in the Rancho office.
- Parent Driver:** I will complete the form and turn it into the Rancho office.
- Fingerprints:** On file in the Rancho office.
- PTA Membership:** I am a proud member of PTA!
- PTA Membership:** Please send me information about becoming a member.
- Translation:** I can be a resource to other families with translation needs.
- Class Photographer:** I am willing to take/share photos throughout the year.
- I prefer communication through the Friday Folder.