Dear Parent,

My name is (INSERT HOMEROOM PARENT NAME) and I am (INSERT TEACHER’S NAME) ‘s HomeRoom Parent.  We are well into the school year and we have been blessed with an amazing (INSERT GRADE) grade teacher.  We are preparing for the arrival of (INSERT TEACHER’S NAME)’s beautiful, baby boy/girl.

The students will participate in a baby shower on (INSERT DATE) at (INSERT TIME) to celebrate Baby (INSERT BABY NAME).  We will provide cupcakes, balloons, diaper cake and gifts along with playing some fun baby shower games.  Shh...We are trying to keep this a surprise! We are asking that you send in $5 cash in an envelope marked HomeRoom Parent by (INSERT DATE), so that these items can be purchased.  If you would like to donate additional money at this time for the remaining year's activities such as holiday party/gifts and teacher appreciation, just note that on a piece of paper inside the envelope.  If not, I will send an email reminder before each of those events.  I understand that the school just asked for Boosterthon pledge money, so whatever you can donate will be greatly appreciated!

Also, if you would like to help in other ways, please let me know.  We are looking forward to a fantastic year!

HomeRoom Parent Name  
HomeRoom Parent Phone Number

(Student’s Name)

Dear Parent,

Happy Holidays!  Thank you to those who sent in money for (INSERT TEACHER'S NAME)’s Baby Shower in (INSERT MONTH).  I have attached a few photos from her special day in the classroom.  She very much appreciated the thought and gifts.  The children had a great time, too!

It's that time of year to ask for donations for both the classroom holiday party and to thank our amazing teacher with holiday gift cards!  I ask that you send in $10 or any other amount that you feel appropriate in an envelope marked HomeRoom Parent no later than (INSERT DATE).  Please include a note inside with your child's name, so that I know who sent the money.  We are expecting (TEACHER’S NAME) to make an appearance at the holiday party, where we will present her with a class gift.  We will also include (INSERT TEACHER’S NAME) Maternity Leave substitute, (INSERT SUBSTITUITE TEACHER’S NAME), in the holiday gift giving!

There will be a few opportunities to help out in the classroom during the month of December, but I am still waiting on details.  If you are interested in helping with classroom holiday activities, please let me know.

HomeRoom Parent Name  
HomeRoom Parent Phone Number

(Student’s Name)