

September 17, 2004

Dear Parents of Ms. Young's Fourth Grade Class:

By way of introduction, Nancy Cheadle and Tina Case have volunteered to be the Head Room Parents for Ms. Young's class. Throughout the school year our role and that of the other parent volunteers is to coordinate the class parties and several school-wide activities.

During this school year, all classes will be participating in three parties: the Halloween party, Winter-Holiday party, and Valentine's Day party. There are other occasions in which our class will also want to participate, such as the teacher's birthday, Teacher Appreciation Week, and presenting an end-of-year teacher's gift to Ms. Young.

If you are interested in making a one-time donation to cover the costs of all the parties and teacher's gifts, we are suggesting a donation of \$25.00 per student. This is completely voluntary, and all cards and class gifts will be from all of the students. Please bring your donation to school by **September 24 Friday**. Doug or Tina Case will be outside the classroom before school throughout the week of September 20 to accept your donation. Nancy Cheadle will be outside the classroom most afternoons. If giving the money at school is not convenient for you, please mail your donation to Tina Case: 12445 Green Meadow Lane, Saratoga, CA 95070. Please do not send money to school with your child.

If you have ideas for any of the parties (food, craft, games, etc.), or for teacher's gifts, please let us know. Our phone numbers are:

Tina 408-777-8756, tinacase@yahoo.com

Nancy 408-255-6462, nancyacheadle@sbcglobal.net

Regards,

Tina Case & Nancy Cheadle

Head Room Parents, Ms. Young's class

P.S. Many thanks to Manju Bhatia, Carolyn Drozdiak, Mary Pat Fredrick, Gale Moffet, Wendy Novakovich, Pari Raccach and Tracy Wallis for also being Home Room parents this year! If anyone was left off this list, please contact tina.case@hp.com or nancyacheadle@sbcglobal.net