**SAMPLE Introductory Email Prior to New Family Orientation and Potlucks**

Hello, everyone!

I am excited to be your Class Coordinator for this year at WTG! (Introduce yourself here.) I have some important information for you, so please read carefully:

**NEW THIS YEAR!** WTG will be holding one orientation for NEW FAMILIES to our program on Thursday, August 31st, from 6:30-8:30pm **at the Northshore United Church of Christ, 18900 168th Avenue NE, Woodinville**. All ***new*** families are required to attend. Please keep in mind that orientation is for ***adults only***; however, newborn infants may attend. Additional parents, grandparents, or caregivers who occasionally may attend class throughout the year also are encouraged to attend.  Attending Orientation is instrumental in getting your year off to a smooth start! Please bring the following items with you:

1. **Cash or check for t-shirts**, if interested. (You can take them home with you that night!)
2. **Your personal calendar** to help keep track of volunteer activities. (Each parent is expected to assist in at least one “extra” volunteer activity.)

**NEW FAMILIES!** Prior to the NEW FAMILY Orientation, please be sure to have all of your paperwork mailed in to our registrar. Most families have already completed this, unless you registered with WTG during the past couple weeks. If you recently registered, please turn in the following documents at NEW FAMILY Orientation:

1. WTG Registration form
2. LWTech Registration form
3. Parent Agreement/Permission to Photo

**ALUMNI ONLY!** You have a choice to attend the NEW FAMILY Orientation mentioned above, where we will cover important information from our handbook, as well as *teach* cooperative responsibilities (aka Prep jobs) to everyone **OR** do the handbook assignment below. Read this year’s handbook (attached to this email) then send an email to your instructor with the following information:

1. What is the website password and login?
2. What are the four prep duties that are completed after each class?
3. Describe one of our emergency procedures.
4. How many evening parenting education events are you required to attend each quarter? List which events you plan to attend for fall quarter. (Gold star for those who plan all three quarters!)
5. What are you hoping to get out of this year at WTG, for yourself and/or your child(ren)?
6. Do you have any questions?

**FOR EVERYONE!** Each class will be gathering together for a **Class Potluck** before the first day of class. The goal in getting together is to provide a relaxed atmosphere to begin getting to know one another, turn in additional paperwork, hear from your instructor, and to have some fun! Our individual class potluck will be held on September XX from XX to XX at XXXX. I’ll be sending out an online link for everyone to sign up for what they’d like to bring. (Please give any additional helpful details about your dishes here – ie allergy information) **(Good news!** New Family Orientation *or* Handbook Assignment **AND** Individual Class Potlucks count as parenting education events!)

Please bring the following items to your Potluck and give to me! \*\*

1. Completed **immunization record** (or signed exemption form if needed). Parents may print forms from website.
2. Completed **infant registration** form for those in a +infant slot, or bringing an infant to class for up to 12 weeks of age
3. **Tuition check** payable to WTG for $150.00 for first quarter ($150.00 for single slots, $180.00 for family slots, or $235 for twins/siblings).  We are unable to accept credit or debit cards.  \*\*
4. **Cash or check for t-shirts**, if interested.
5. If you are **CPR and/or First Aid** certified, please bring the expiration dates for those certifications.
6. A list of any child **allergies** for snack and curriculum, e.g., nuts, gluten, oats, straw/hay, etc.
7. It also is suggested that you bring **your personal calendar** to help keep track of volunteer activities. Each parent is expected to assist in at least one “extra” volunteer activity.

\*\* **Per our school policy**, all paperwork MUST be turned in prior to the first day of school in order to hold your place in class.

\*\* **Per WTG’s Risk Management Manual**, all enrolled adults are required to view the short video on safety that can be found at <https://youtu.be/6Y-3hSiz9Is>

**Our first day of class is Tuesday, Sept. 12.**

I understand that much of this email is a repeat of the orientation letter you received from our registrar, Alisha Blizard, I’m just covering my bases to ensure our class gets off to a smooth start.

I will be giving you a call from my phone, XXX-XXX-XXXX, to make a personal connection with you and to see what questions you have about the information above. Please do not hesitate to contact me with any questions as well! I look forward to meeting everyone!

Have a wonderful day!

Your Name Here

WTG Class Coordinator, Tuesday 9:15am

wtgtuesdayam@gmail.com

425-XXX-XXXX