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

Hello everyone,

Welcome to Woodinville Toddler Group! I am excited to be your volunteer Class Coordinator for this school year! My child, (enter name), and I look forward to meeting everyone! (Introduce yourself here.)

The following email contains important information for you, so please read carefully:

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| **Important Dates:*** **New Family Orientation** (enter date and time here)
	+ **REQUIRED** for **new families** *(adult only event)*
	+ **OPTIONAL** for **alumni** (See additional information below)
* **Class Potluck** (enter date, time, and location here)
	+ This event is **REQUIRED** for **ALL** families *(adult only event)*
* **First day of Class** (enter date and time here)

**Required Action Items BEFORE first day of class:*** **Access our Website and login**
	+ [www.woodinvilletoddlergroup.com](http://www.woodinvilletoddlergroup.com)
	+ Login: wtgstudent password: 18WTG19
* **View WTG’s Risk Management video**
	+ **All** enrolled adults are **REQUIRED** to view a short video on safety. Please visit: <https://youtu.be/6Y-3hSiz9Is>
* **Read WTG Parent Handbook** (this was sent by our Registrar in an earlier email)
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**New Family Orientation (alumni, please read as well)**

**New families** to WTG are **REQUIRED** to attend New Family Orientation. This meeting is instrumental in getting our year off to a smooth start! You will learn about our policies, procedures, LWTech requirements, etc. It is a chance to meet our instructors, tour our facility, and have all of your questions answered.

\*\* Please keep in mind that orientation is for ***adults only***; however, newborn infants may attend. Additional parents, grandparents, or caregivers who may occasionally attend class throughout the year also are encouraged to attend. \*\*

* **Date**: Enter here
* **Time**: 6:30-8:30pm
* **Location**: Northshore United Church of Christ, 18900 168th Avenue NE, Woodinville
* **What to bring:**
	1. Your personal calendar to help keep track of volunteer activities. (Each parent is expected to assist in at least one “extra” volunteer activity.)
	2. Optional - Checkbook to purchase WTG t-shirt

**Alumni Families ONLY:** You have a *choice* to attend the New Family Orientation ***or*** complete the Alumni Assignment. **You are REQUIRED to choose one!**

Alumni Assignment

* Read the WTG Parent handbook
* Send an email to your instructor with the following information:
1. Describe one of our emergency procedures.
2. How many evening parenting education events are you required to attend each quarter? By the end of the school year?
3. What is the first thing you need to do every day you come to class?
4. Give a brief description of our cell phone policy.
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?

**If your class is on Mondays or Tuesdays** – please email your answers to your instructor, Teacher Sara, at sarabennierwtg@gmail.com

**If your class is on Wednesdays or Thursdays** – please email your answers to your instructor, Teacher Amy, at amyflinnwtggmail.com

**Class Potluck- REQUIRED FOR EVERYONE!**

Each class will be gathering together for an individual Class Potluck before the first day of class. The goal is to provide a relaxed atmosphere in which we can get to know one another, turn in additional paperwork, hear from your instructor, and have some fun!

\*\* Please keep in mind that this event is for ***adults only***; however, newborn infants may attend. \*\*

* Our individual class potluck will be held on September ? from ? to ? at ?.
* We will be gathering at ???
* I’ll be sending out an online link for everyone to sign up for a food item to bring. (Please note any additional helpful details about your dish when you sign up – ie allergy information)

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

1. Completed **immunization record** (or signed exemption form, if needed). This form can be found on the student page of our website.
2. **Tuition check** payable to **WTG** or **exact cash payment** (only if you did not pay online). You will receive a tuition invoice from our Treasurer.
3. **Your personal calendar** to help keep track of volunteer activities. Each parent is expected to assist in at least one “extra” volunteer activity.
4. Optional – checkbook to purchase WTG t-shirt

**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.

**WTG still has openings!**

Please help to **spread the word** about our program to friends and family. WTG still has openings in the following classes:

* Enter information here

In the next week, 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!

Your Name

WTG Class Coordinator, Class day and time

wtg???@gmail.com

425-XXX-XXXX