



OAK HILL PTA

Oak Hill Elementary School PTA
3210 Kinross Circle
Oak Hill, VA 20171

Dear Oak Hill Teachers,

I'd like to welcome our new teachers to Oak Hill Elementary and welcome back to our returning teachers! I am acting as the *PTA Room Parent Coordinator* for the 2016-2017 school year until a volunteer can be identified for this role.

The Room Parent Coordinator will serve as the liaison between your Room Parents and the PTA. The Room Parent's job description is noted on the back of this letter for your reference. We recommend one to two (2) Room Parents per classroom.

Attached is the *Room Parent Sign-up Sheet*. I hope that you can assist us in recruiting your Room Parents by displaying this sign-up sheet during Back-to-School nights on September 7th and 8th. Send the completed Room Parent Sign-up form to the school's main office or email the Room Parent contact information to roomparents@oakhillpta.org.

I'm looking forward to meeting you and your new Room Parents. Please don't hesitate to contact me if you have any questions.

Sincerely,

Michelle Doucette
Acting PTA Room Parent Coordinator
roomparents@oakhillpta.org

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