Hi Mrs. Carney,  
  
The Valentine’s Day Party is right around the corner, so I wanted to touch base with you about it. What time would you like the party to begin? Also, would you prefer the students make their Valentine’s Day cards in advance at home and then be distributed during the party? I also wanted to confirm that each student should bring in a small mailbox or container (up to the student if they would like to decorate it), so there is a place for their cards to be delivered? We could have a Valentine’s Day card station where the kids pass them out during the party--or did you have something else in mind regarding the cards? Either way, I am happy to communicate our plans for the Valentine's Day party and the cards to the parents in our class.

We are also allowed to have up to four parents come in after school on Monday, February 13th from 3:35-4:30 p.m. to decorate the room for the Valentine’s Day party. I am aware that we are not allowed to use balloons/latex, but do you have other decoration restrictions when we decorate your classroom?   
  
Let me know what you think, and I will be happy to draft a letter for the parents outlining the party next month if you’d like.  
  
Thank you,  
Shelly Daley