



September 8, 2022

Dear Mrs. Darby's Classroom Parents,

We, Amanda Eichstaedt and Shelly Daley are your Room Rep Team for the 2022-2023 school year. We are here to help coordinate activities, volunteers and send out information on behalf of the PTA and teachers, as needed. Please look for emails from us throughout the school year with specific information on classroom volunteering opportunities and needs. If you have a preferred email for us to use going forward, please don't hesitate to let us know!

**\*\*\*Please respond** to this email as soon as possible and let us know if you are interested in volunteering for the Halloween Party, Valentine's Day Party, room decorating prior to each party or a potential Field Trip. Also, please rank them in order of preference as well. We will do our best to give everyone an opportunity to volunteer if they are interested/available. Once we have a better idea of parent volunteers, we will send out more information.

**Dates to Remember**

**Friday, October 28, 2022**

Halloween Party Classroom Decorating  
3:35-4:30

**Monday, October 31, 2022**

Halloween Parade  
1:45-2:15

**Monday, October 31, 2022**

Halloween Classroom Party  
2:15-3:15, immediately following the Halloween Parade

**Monday, February 13, 2023**

Valentine's Day Classroom Party Decorating  
Time 3:35-4:30

**Tuesday, February 14, 2023**

Valentine's Day Classroom Party  
Time TBD by Teacher and Room Reps

Did you know that teachers are not able to give out any personal information about a family, nor are they allowed to pass out Birthday invitations? The PTA's <http://www.directoryspot.net/> is the perfect solution and it's available to everyone that joins the PTA each year. Using the PTA's Directory Spot is the easiest way to message parents at Westgate if you are interested in sending out Birthday invitations for your child, wanting to plan a playday, etc. Please see the attachment about Directory Spot if this interests you.

LMC volunteer opportunities are always available throughout the school year too. You would assist with re-shelving books, help kids check out their book selections, etc. Feel free to email Mrs. Mazzola ([nmazzola@sd25.org](mailto:nmazzola@sd25.org)) directly about helping in the LMC if interested and/or available.

We are excited to be your Room Rep Team this year! Please reach out with any questions.

Sincerely,

Shelly Daley [michelledaley24@gmail.com](mailto:michelledaley24@gmail.com) (Cell 847.691.6594)

