**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:*** **Class Orientation Night** (enter date and time here)
	+ It is **REQUIRED** that at least **one** **adult** from your family attends (preferably the adult who will regularly attend class)
	+ This is an **adult only** event (newborn infants in carriers ok)
* **First day of Class** (enter date and time here)
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**Class Orientation Night (and potluck too!)**

Welcome to WTG! We will gather to meet our classmates and instructor, tour our facility, learn about policies and procedures, turn in paperwork, and learn about LWTech requirements. This meeting is **REQUIRED**, and is instrumental in getting our year off to a smooth start.

The evening will also be a potluck – yay for food!! I’ll be sending out an online link for everyone to sign up to bring a food item.

\*\* 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 as well. \*\*

* **Date**: Enter here
* **Time**: 6:30-8:30pm
* **Location**: Northshore United Church of Christ, 18900 168th Avenue NE, Woodinville
* **What to bring:**
1. **Potluck item** to share
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. Completed **immunization record** (or signed exemption form, if needed). This form can be found on the student page of our website.
4. **Your personal calendar** to help keep track of volunteer activities. Each parent is expected to assist in at least one “extra” volunteer activity.
5. 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.

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| **Your Next Steps*** **Sign up to bring a Potluck item to our orientation**
	+ Use online link that will be sent out shortly
* **Read WTG Parent Handbook *BEFORE* Class Orientation Night**
	+ This was sent by our Registrar in an earlier email
	+ The handbook has information about our program, policies, procedures, and so much more! We will be reviewing this during Orientation Night.
* **Access our Website and login**
	+ [www.woodinvilletoddlergroup.com](http://www.woodinvilletoddlergroup.com)
	+ Login: wtgstudent password: 19WTG20
* **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>
* **Prepare items to bring to orientation**
* **Attend our Class Orientation Night**
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**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