

Example Only!

Hello Room 25 Parents!

I am a fellow Room 25 parent (of Preston Vaughn) and I am writing to let you know about the after school book club I will be starting for Room 25 students next month.

When We Will Meet: The first book club will be held on Tuesday, November 6, 2007 from 1:45 p.m until 2:30 p.m. We will plan to meet once a month. After each book club meeting, I will notify you of the meeting date for the following month. The meetings will always be held on Tuesdays at 1:45 p.m., to take advantage of the shortened school day.

Where We Will Meet: Ms. Cirsch has graciously agreed to allow us to hold the meetings in her classroom. However, any child who participates in the book club must walk with the class to the pick up area according to school rules. So, I will meet the kids from the book club (and any parents who will attend) by the covered lunch tables adjacent to the cafeteria, and then we will return to the classroom as a group. Please be prepared to pick up your child at 2:30 p.m. from the classroom, or notify me in advance of the meeting that your child has your permission to go to the school yard at the conclusion of our book club meeting.

What We Will Do: I am planning to repeat the structure of the book club program I created and have been using at Lanai for the past three years, since it has seemed to work well. We will sit in a circle on the floor and, if the book selection isn't too long, I will quickly read the book to the group. To save more time for the discussion, I would like to work towards a goal of jumping into the discussion right away (without a rereading of the book), but that will only work if a majority of the kids read the book in advance. We'll see how it goes. I have prepared questions to prompt the discussion. No child is required to speak, but everyone is invited and encouraged to share their ideas. The kids also do an activity, game, or art project related to the book. Finally, we share a snack.

What Does It Cost?: Nothing!!!! Participating in the book club is FREE!

How to Join: Each month, in reply to the notice I send out advising you of the meeting date and new book selection, RSVP to me, by telephone (818/986-1699) or e-mail (Presmom@aol.com) that your child and/or you will attend that month's meeting. If your child won't be participating, there is no need to RSVP.

How to Get the Book: For the first meeting, Ms. Cirsch will distribute copies of the book we will discuss). If your child will attend the meeting on November 6th, your child may check out a copy of the book from Ms. Cirsch, and return it to me at the meeting. In the future, to alleviate Ms. Cirsch of this responsibility, I will bring copies of the next month's book to the current meeting and check them out to the kids who plan to attend the next month. All books must be returned to me on the day of the book club meeting at which they are discussed. If your child can't attend one month, but wants to come the next month, let me know when you RSVP that you need a copy of the book and I will make a special arrangement with you. Alternatively, extra copies of these books are available for check out from the school library or your local public library.

If you have any questions I have not answered, please feel free to give me a call or send me an e-mail.

Sincerely,

Marla Vaughn