

Sample Teacher/Parent Communication Tools



Sample Communication Tools & Letters from Teachers to Parents Providing Information on Marketplace for Kids!

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Sample Teacher/Parent Communication Tools



With **Marketplace for Kids** being such a large and important education opportunity in the classroom, there is tons of work that goes into the planning of the activities. It is vital that everyone involved knows exactly what is going to happen, what they can expect, and who else is going to be participating. This section of the **Marketplace for Kids Project Learning Guide** contains letters from teachers, fliers, and praise from various sources that can be used as examples to make sure that your students, parents, and others involved with this education opportunity won't be at a loss.

Please take the time to read over this material and use what will fit your needs best.

Announcement Example #1

Marketplace for Kids is an exciting day where kids in grades 4, 5, and 6 can showcase their inventions or go on an educational outing. Hundreds of kids from many local school districts in North Dakota and Minnesota participate. Kids will also attend their choices of mini-entrepreneurial classes offered.

Marketplace for Kids will be (Insert Date), at (Insert Location). Come and see how you and your class can be a part of this exciting event!!

Announcement Example #2

Marketplace for Kids

On (Insert Date), all 5th grade students will be attending **Marketplace for Kids** at (Insert Location). The students that attend this **Education Day** will complete a unit on inventions and inventors that will be started in all classrooms soon. Each child will be required to make their own invention and a display board explaining their invention. Inventions will be created at home with the help of parents and the display boards will be done at school.

Marketplace for Kids is a full school day at (Insert Location) where students in grades 4, 5, and 6 showcase their inventions for area students and the public. There are about (Insert #) students from area schools that come to see the inventions. **Marketplace** also has educational classes and display booths from area businesses. Inventions will be due (Insert Date). Parents will be asked to chaperone and enjoy the exciting event. Stay tuned for more information about Marketplace for Kids!!

Sample Teacher/Parent Communication Tools
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Schedule Example

Marketplace for Kids Schedule

(Insert Date)

8:30	Leave School
8:55	Arrive at (<u>Insert Location</u>)
9:00	Opening Ceremony (<u>Insert Location</u>)
9:40 - 12:20	Attend Classes, Visit Projects/ Education Exhibits <i>(You will also eat within this time frame.)</i>
12:20 - 1:30	Showcase your invention in (<u>Insert Location</u>)
1:40 - 2:00	Closing Ceremony
2:00	Leave (<u>Location</u>)
2:30	Arrive at School

Hand in report cards from Marketplace for Kids!!

Sample Teacher/Parent Communication Tools Continued...

Parent Letter Example #1

Dear Parents,

Marketplace for Kids is this upcoming (Insert Date), at (Insert Location). If your child has an invention that he/she is going to display, they will not be reporting to school that day. We are asking you to please bring your child and their project to (Insert Location) on the day before from (Insert Times) or the morning of **Marketplace for Kids** from (Insert Times).

At (Insert Time) on (Insert Date) we will meet the children in the gym where their projects are on display. Following all activities, the Closing Ceremony will be in the (Insert Location) at (Insert Time) and at the end of the ceremony your child is free to leave with you. The day will end roughly at (Insert Time). Please make arrangements to get your child and his/her project home if you are unable to be there. Your child will be eating a sack lunch provided by our school lunch program; therefore your child will not need any additional money for the day.

If your child is not displaying a project, he/she will have to report to school, that morning. We will be taking these students to the college and returning with them to the school when **Marketplace for Kids** is finished. You will then have to pick up your child at school at the end of the day.

Also, please make sure that you have signed the permission slip which allows your child to participate in or attend **Marketplace for Kids** and make sure that your child has their packet and is wearing their name badge on that day.

If you have any questions, please call your child's teacher.

(List Teacher(s) Name)

Sample Teacher/Parent Communication Tools Continued...

Parent Letter Example #2

Dear 5th Grade Parents,

Please remember to bring your child's invention and display board to **Marketplace for Kids** from (Insert Time) on (Insert Date)! Marketplace is located at the (Insert Location). When you arrive, students must pick up their packets at (Insert Location) and then setup their project. They will leave their packet by their invention so they can pick it up (Insert Date and Time) when they come to **Marketplace for Kids**.

If your child is unable to come to set up at the above times, please let us know so we can help make arrangements. It is very important that they set up their own invention so they feel more comfortable when they come to (Insert Location) on (Insert Date) with their class. Children may make arrangements to ride with a friend to set up after school.

We are looking forward to **Marketplace for Kids** and hope that parents, friends, and neighbors can come (Insert Date) to see the incredible inventions!

Sincerely,

(List Teacher(s) Name)

**Sample Teacher/Parent Communication Tools
Continued...**

Request for Chaperone Example

Dear 5th Grade Parents,

The 5th grade is looking for parents to chaperone at **Marketplace for Kids**. This event takes place on (Insert Date and Location). We are asking parents to ride the bus with us from (Insert location and Time).

Each chaperone will be responsible for a group of five or six students. All students will ride the bus. You will make sure the kids get to their classes and stay with them for the day. The opening ceremony is at (Insert Time) and the closing ceremony is at (Insert Time).

This is a great opportunity for you to see what **Marketplace for Kids** is all about. We would love to have you be a part of our day!

Please let us know by (Deadline) if you are available to chaperone. Your child would be in your group if you volunteer to help us out!

More details will follow for those that volunteer to help us at **Marketplace**.

Sincerely,

(List Teacher(s) Name)

Please return this form by (Insert Date).

_____ Yes, I'd like to be a chaperone for **Marketplace for Kids**.

Name(s) _____

Sample Teacher/Parent Communication Tools Continued...

Parent Letter with Schedule Example

Dear 5th Grade Parents,

Marketplace for Kids is (Insert Date), at (Insert Location). Your child must bring his/her invention and display board to (Insert Location) on (Insert Date), between (Insert Time). They will check in at (Insert Location) and set up their invention and display board. Each child will receive a class schedule to be followed for the **Marketplace for Kids Education Day**. Please leave the packets by your child's invention so they will have their class lists available. Check-in will only take a few minutes of your time. If you are unable to do this please let us know so we can arrange for another student to do this for your child.

We will have parent chaperones for the students. Each student will be with a parent and 5 other students. They will spend the whole day together going to classes, eating lunch, explaining their invention to visitors, and going to the opening and closing ceremonies. We are asking some parent chaperones to take the inventions back to (Insert Location) after the closing ceremony at **Marketplace for Kids**.

On (Insert Date), your child will ride a bus to (Insert Location). They will leave the school at (Insert Time) and arrive for the opening ceremony. We will stay at (Insert Location) until (Insert Time). Parent chaperones will bring your child's invention and display board back to (Insert Location).

Your child's day at **Marketplace** will be as follows: (*sample times listed*)

9:00 A.M.	Arrive at (<u>Insert Location</u>)
9:15 A.M.	Opening Ceremony
9:40 A.M. - 1:30 P.M.	Attend two or three classes of their choice and visit projects.
11:00 A.M. - 12:30 P.M.	Kids will eat lunch between classes.
Lunch	(<u>List Details</u>)
*All students will be expected to stand by their invention to explain it to the public for about 1 hour. This time will be given in their registration packet.	
12:00 Noon - 1:25 P.M.	Attend classes and visit projects.
1:30 P.M.	Closing Ceremony
2:00 P.M.	Depart (<u>Insert Location</u>)
2:30 P.M.	Arrive at (<u>Insert Location</u>)

Parents are welcome to attend **Marketplace for Kids**. Come any time during the day! Parking attendants will direct you as to where to park. If you have any questions, please feel free to call us!

Sincerely,

(List Teacher(s) Name)

Sample Teacher/Parent Communication Tools
Continued...



Thank You Chaperone Letter Example

Dear (Insert Name),

Thank you so much for being a chaperone for **Marketplace for Kids!** We couldn't have done it without you!!

I hope you enjoyed your day. The kids were so excited when they returned to (Insert Location). You made it possible for them to have a wonderful learning experience!!

Sincerely,
(List Teacher(s) Name)