

## **Party Guidelines**

### **Parent Information Sheet**

**Thank you for volunteering!! This is a guide for parents planning the parties at Springville. If you have additional questions, please talk with your classroom teacher or contact the PTO President for assistance.**

#### **1. Preparation**

- ❖ Pre-Approval by the Teacher-Please consult with your classroom teacher before you finalize your plans for the party. The teacher may have some suggestions or pertinent information that can be helpful as you plan your activities. Please have one person (appoint a leader) contact the teacher at least a week in advance of your party.
- ❖ There is a maximum of 3 parents volunteers allowed in each classroom for each party. Please also note that, per school policy, small children and siblings are **not** permitted in the classroom.
- ❖ Each party generally lasts one hour. Please allow time for set up and plan accordingly.
- ❖ Plan a few games, at least, one activity (possibly a craft), a snack, and a drink. Remember the guidelines for a "healthy choice" as well as considerations for those that may have **allergies**. Focus your efforts on the activities and snack using parent volunteers to provide the items/supplies that you may need. Typically, the snack includes a sweet, salty, and a fruit/veggie.

#### **2. Day of the Party**

- ❖ Please park in the side parking lots...not on the recess blacktop.
- ❖ Each parent needs to sign in upon entering the school and receive a name tag.
- ❖ Please leave enough time for classroom clean up.
- ❖ Send a thank you email after someone has volunteered! When parents know that have made a difference, they will be more willing to help in the future.

#### **3. Parties**

- ❖ Please keep in mind that not all students celebrate the same holidays. Create activities that will reflect a general theme (i.e Winter-snowmen, snowflakes, etc.) Take into account the traditions that are represented in the classroom and include activities that represent these traditions.

**Thank you for volunteering for the party. We hope these guidelines give you some insight as you plan your activities.**

**If you have any question or need more guidance you can contact:**

**Abbie Friedman**

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