

PARTY GUIDELINES – 2019-2020
PARENT INFORMATION SHEET

Thank you for volunteering! This is a guide for parents planning the parties at Richland Elementary.

I. Preparation

- A. Pre-Approval by the Teacher – Party Coordinators should consult with the classroom teacher at least one week in advance and before you finalize your plans for the party. The classroom teacher may have some suggestions or pertinent information that can be helpful as you plan the activities.
- B. There is a maximum of 5 parent volunteers in each classroom. Please note, that per school policy, small siblings/children are not permitted in the classroom.
- C. Each party will be held from 2pm – 3pm with the exception of AM Kindergarten. You will not be able to access the classrooms until 2pm. Please allow time for setup and plan accordingly.
- D. Plan a couple of games, at least one activity (possibly a craft). *All activities should be planned in the classroom unless a certified independent volunteer is present to allow an activity in the hallway and you have teacher approval.*
- E. Per Board Policy #246 STUDENT WELLNESS snacks and beverages are *not* to be served or be a part of any game or activity.

II. Day of the Party

- A. Volunteers **must** park in the side parking lot on Faith Way on the day of the party so as to not block the buses arriving for dismissal. AM Kindergarten is the only exception.
- B. Upon entering the school, each parent must sign in at the lobby check-in and receive a pre-printed name tag.
- C. Please leave enough time for classroom cleanup.
- D. After the party, volunteers must exit through the auditorium area. You may take your children home with you but everyone must check out in this area. *NOTE: Please send in a note with your child in the morning if they are going home with you on the day of the party.*
- E. You will be responsible for taking classroom group photos during the party and uploading them to the yearbook website.

III. Party Dates

- A. Halloween – Thursday, October 31st.
- B. Winter – Friday, December 20th. Please keep in mind that not all students celebrate the same holidays. Create activities that will reflect more than one holiday. Take into account the traditions that are represented in the classroom and include activities that represent these traditions.
- C. Valentine – Friday, February 14th.

Thank you for volunteering for the party. We hope these guidelines give you some insight as you plan your activities. If you have additional questions, please talk with the classroom teacher or contact PTO Party Coordinator Tammy Vacula - tlvacula@gmail.com or PTO President Amy Tannert - amtannert@gmail.com.