

# Party Guidelines:

## Parent Questions for the Teachers:

Each teacher has his/her own preferences as to how they wish to organize their classroom. Above all else, as a room parent, work with the teacher and all your efforts will have the most benefit for your children. We have compiled a list of questions to ask your teacher, and they should minimize your stress and pave the way for a very successful year!

1. Do you have a list of the parents who wish to help with the party?
2. Do any of the children have food allergies or other special need?
3. How many students are in your class?
4. How do you prefer to be contacted with questions....email, phone, note, in person?
5. Do you have any preference as to the structure of the party? For example one game, one craft, no snack, etc.
6. Would you prefer the students to have snacks begin of the party or at the end?
7. Can we rearrange the tables and chairs for the parties?

## Activities:

Activities may be planned for large or small groups. You may also want to include a story or a simple craft as part of the agenda. **Ideas for games can be found on our website.** Please make all games, stories, and crafts age appropriate and please include everyone.

Please refrain from using: **Piñatas, Confetti, Glitter, Running in the building, and Games which include popping balloons.** These activities may be overly messy and can be dangerous.

## Crafts:

Just keep in mind that time goes by very quickly and the kids are very excited, so try not to plan things that require a large amount of detail work or you have not tried at home before the party (some crafts require more "assembly at home" prior to the party).

## Miscellaneous:

As the "Party Coordinator" you are in charge during the duration of the party. The classroom teacher will be there to enjoy the festivities with their children. He or she will be there to step in if you need assistance with discipline or getting the students attention. Please treat your teacher as a guest at the party (be sure to include them on your snack count too!).

In addition, please try to connect with all interested parents to plan your party. Some may only be able to donate items, money, or volunteer the day of the party. The day of your party assign the willing parents a function during the party.

### **Supplies:**

It's a good idea to contact the parents who are sending in supplies for the party a few days prior to the party. This will allow you time to figure out what you still need.

### **Treats:**

*The State of Illinois, Department of Education states that homemade food items are NOT allowed at school parties. All items must be purchased and sealed.*

**Visit these websites for more information about serving snacks that are safe for children with allergies:**

<http://www.peanutallergy.com/nut-free/directory.html>

<http://www.foodallergy.org/>