

Classroom Party Guidelines 2019-2020

The suggested Classroom Party format is to break the classroom into 3 stations, with the student groups rotating from station to station approximately every 20 minutes*. Please note that **parent volunteers will be limited to 5 per classroom**. Name tags will be pre-printed by school secretaries and handed out to volunteers as they check into the office. A Sign Up link will be issued to request the following volunteers for the Halloween, Holiday, and Valentine's party:

GAMES (2 volunteers)

- ✓ Decide on games for 2 game stations
- ✓ Purchase supplies
- ✓ Run games at party

CRAFT (1 volunteer)

- ✓ Decide on craft
- ✓ Purchase supplies
- ✓ Run craft at party

DRINKS (1 volunteer)

- ✓ Purchase healthy drinks and paper supplies (cups)
- ✓ Attend party and help serve at drink station

EXTRA PARTY HELPER (1 volunteer)

- ✓ One additional party helper to assist at party.

Please note that there is no longer a "Party Coordinator". This role led to confusion in the past, and will now become the Room Rep's responsibility. The Room Rep will ensure that everyone has been reminded of their duties prior to the party and communicates any student allergies to the party volunteers, particularly the Drink Station volunteer. **Please be extra vigilant in classrooms where students have food allergies.**

Please also note that each classroom teacher should be copied when the party plans are finalized. In particular, each classroom teacher has indicated that it is helpful to know when supplies are needed from the classroom in advance of the party.

*Exceptions: There are a few grade/holiday specific parties that will require a different structure, such as the 5th grade holiday auction, 6th grade Halloween wax museum, 6th grade Spring Fling DJ dance party, etc.

