**Class Party Guidelines**

Thank you for volunteering to assist in planning your child’s classroom party! The following guidelines should be used during the planning process, as well as during class parties. The goal is to create a fun atmosphere for the students, while adhering to all school policies that ensure student safety and respect to school property.

Arrival Prior to Party: Classroom parties are scheduled to begin at 2:45 pm. Parent volunteers will be able to pick up treats and drinks from the Lunchroom Commons prior to going down to the classroom. Parents and guests will be asked to sign in and pick up a “Visitor” sticker. If arriving prior to 2:35 pm, parents will be asked to wait in the Lunchroom Commons. Please be considerate of classrooms finishing up instructional time.

Craft: Choose one craft idea that can be completed in approximately 15 minutes. Simplicity is important for that purpose. Another option is to consider something more educational. For example, a hands-on activity where students create slime with the help of a parent volunteer. Please select materials, though, that will not damage furniture or carpet….or will require additional and/or repeated cleaning due to damage (i.e., glitter, flour, etc.).

Games: Choose one or two games where approximately one-third (7 – 8 kids) of the class can participate at a time. Again, simplicity is easy, both from a planning and timing standpoint. Each game should be completed in approximately 15 minutes as students will rotate between games, crafts, and sometimes snack time. Some classes choose to have all students have snack at the conclusion of each party. Keep in mind games should be able to be played in a limited space.

Food: Given the growing food allergies, all treats will be ordered through the Urbandale Food Service by the Webster Classroom Party Coordinator. The Urbandale Food Service does not use any peanut products and students with other special dietary considerations will be given a different snack. Students with specific dietary/allergy needs can also eat an acceptable snack from home, if done in coordination with the classroom teacher, to ensure it is acceptable to eat. No outside food should be brought into the school. This includes both food and drink.

School Grounds/Building Space: Sometimes games require larger space and playing a game outside or in the hallway is needed. This is acceptable, however, you must adhere to the following guidelines: 1) Please be respectful of school property at all times. When determining specific games, please be mindful to choose those that avoid possible damage to school property (walls, floors, school materials, etc.) 2) Do not allow for games that have students putting hands or feet on the walls, etc… and 3) Work with classroom teacher to ensure adequate supervision of students at all times, especially if doing any game or project that is out of the classroom or outside of the building.

Noise Level: A major goal of the parties is to have fun, but we all know how quickly the volume of children’s voices can increase. We expect this, however, please be mindful of that when planning games so one class isn’t disruptive to another class. Consider asking a parent that’s simply attending the party to help monitor this if your child’s class doesn’t have enough parent party volunteers.

Thank you for your assistance in adhering to these guidelines! If you have any questions, please feel free to contact the Classroom Party Coordinator: Lori Schmidt Mollman at lorimollman@gmail.com.