



## Presentation ECC Classroom Party Guidelines for Volunteers



These guidelines should be followed when successfully planning classroom parties. Two classroom parties are permitted during the school year, Halloween and Valentine's Day. Please remember all parties should be planned with the classroom teacher. Please make sure to check for any food allergies before planning and assigning food items. Because of space and time limitations, no more than two volunteers should be present for set up. All parents are welcome to attend classroom parties but too many parents involved in set up can be overwhelming in the classroom prior to the party.

1. All parties will take place from 10:00 AM -11:00 AM and should be held in the classroom unless the teacher has made arrangements for another location.
2. All volunteers for parties should check in at the front office and make sure to wear a visitor sticker.
3. Treats are to be given during party time. If party bags are sent home they must be left with the teacher and should be in a sealed bag so they can easily be distributed to cubbies.
4. All parties will be one hour in length unless the party will include lunch. If lunch is being provided it must be eaten in the classroom or if the teacher has reserved a specific location. Lunch may be eaten in the lunch room if it will take place during the normal lunch time for the class.
5. If lunch is being ordered for the class it is the responsibility of the classroom volunteer to be available to receive the delivery or make sure the front office is aware of the delivery details.
6. Notes/sign ups etc. from the classroom volunteer regarding class parties must be approved by the teacher before being sent out to families.
7. Classroom volunteers need to have attended the Protecting God's Children class and completed all safe environment requirements. If you are a classroom volunteer and you have not completed the requirements you will not be able to volunteer until all requirements have been met.
8. As a classroom volunteer please be respectful of all families at all times. Families should only be asked to help out to the degree in which they feel comfortable whether it is time donated or financial requests.

Thank you for your time and cooperation,

Presentation ECC Staff