

Class Parties

Pre party planning:

- ★ Check-in with the teacher to confirm details prior to planning.
- ★ Communicate with parents in advance to let them know the timing of the party. Ask for volunteers to help you plan, buy supplies, set-up, clean-up, etc.
- ★ Depending on time you can have a snack, craft, and/or game planned.

Setting up:

- ★ Most of the time, you will have only 10-15 minutes for setup. Use this time wisely and plan ahead so the party can start on time.

During:

- ★ Make sure to have a trash bag to go around during the party.
- ★ If you are doing a craft, make sure to have the child's name on it.
- ★ You should be the one in charge of how things progress during the party and make sure that things move along. If you can't be there, enlist the help of another class parent.
- ★ This should be a fun time for the teacher too, without extra work or help from them.
- ★ Watch the clock and make sure that you are finishing up on time.

Post Party:

- ★ Make sure each child has their specific goodies/crafts as they leave to go home.
- ★ Use extra trash bags to pick up all the trash and leftover food. Wipe down all desks and tables and clean up the floor and take down any decorations you brought. Make sure the classroom is back to its original state.