

Party Planning Tips!!!

STEP 1: Contact Teacher

Determine if there are any special instructions or requests from the teacher. Control and order of the party are the responsibility of the room parents. Discuss how discipline is to be handled. The teacher should only have to intercede if necessary.

Find out whether the teacher wishes to be a spectator or participant in the party. Please respect his/her wishes.

Ask if there are any children with special dietary restrictions in the class. (Ex. Food allergies, diabetes, etc.)

Step 2: Meet with your fellow classroom parents

We greatly encourage you to meet well in advance of the party date. This allows you plenty of time for planning as well as time to call the parents for donations.

Discuss whether there are any parties that any of you will be unable to attend. We are very fortunate to have numerous parents that work or have small children but still desire to be actively involved in NPE. They might be able to do the telephone calling for volunteers or donations for a particular party.

Decide how you will divide the responsibilities for planning the three parties. You may want to each take a party, or it may be easier to divide the responsibilities for each party. However you decide to do this is completely up to you.

Step 3: Organizing the Party

CRAFTS: Taking home wet crafts are messy, if not impossible. Please avoid any projects that may be difficult to transport home with children. Do not use any substance that might stain clothing, desks or carpet. Some examples of craft ideas include egg carton spiders, decorated picture frames with child's photo in it, Christmas ornaments and valentine necklaces. It is up to your discretion whether you make a craft. A great place to buy crafts is from the Oriental Trading Co. Other great craft ideas can be found on the internet and Family Fun magazines. They have great ideas to choose from.

GAMES: We would like to discourage awarding prizes to the winners. Relay games such as sitting on a balloon, passing a cotton ball on a spoon, passing a spider ring on a pencil, and passing a balloon between the knees are always fun. Variations of hot potato are class favorites as well. You may also want some less rowdy games such as Holiday Bingo, Word Searches and Hang Man. Free printables can be found at <http://www.dltk-cards.com/>

GOODIE BAGS: These are totally at the discretion of the room parents. Please do not feel obligated to hand out goody bags. If you decide to hand out goody bags, please have them assembled and ready to pass out prior to the party. Feel free to ask other parents in the classroom to help out by sending in small novelty items such as pencils, erasers, bouncy balls, stickers, and other little toys that kids think are great.

Room Parent Party Planning Tips Continued

PARENT HELPERS: As room parents, you may also want to plan to do something for your child's teacher at Christmas time or at the end of the year. This is totally up to you. Included in your folder are personal interest inventories from your child's teacher. Remember, as the Room Parent, you are the planner and facilitator of the party and NOT the sole provider. This should not be a financial burden or a stressful event for you. All parents usually want to help if they know what you need...let them help you!

Step 4: Running a Smooth Party

Come prepared to start immediately! Long set-up times only add to the confusion and take time away from the party. Do not go overboard! Extravagant parties and excessive props and decorations can be frustrating to the teacher and may also be considered a safety hazard.

Please remember to clean up quickly, as the teacher needs plenty of time to get the children ready and on the school bus.

Finally...

The Room Parents are there to provide a FUN party for the students. Don't stress about the small stuff, relax and have FUN too!!!!

Thank you to all of you for volunteering to be Room Parents – your kids love to see you in their classroom!