



Valley Catholic Elementary School Classroom Party Planning

Dear Room Parents,

Please use this guide and checklist as you work with your child(ren)'s teacher on planning the next classroom party. We really appreciate the generosity of your time and energy, and we know this will be a safe and successful event because of your efforts!

A reminder of the VCES expectations for classroom parties per the VCES Parent / Student Handbook (p/ 29):

Parties

1. In-School Parties

Celebrations are arranged with individual teachers and room parents. Washington County Health Department requires that treats be purchased from a store, and not home baked. Two parties are allowed for each classroom during the school year. Room Parents should talk with the classroom teacher at the beginning of the school year to determine when to schedule those two parties. The teacher usually has a preference in mind.

We believe very strongly in trying to instill in our students an awareness of excessive consumerism. We do not wish to reinforce that aspect of our culture with overindulgence at school. We would like them to experience and appreciate the simplicity and joy of sharing small treats and each other's company while celebrating holidays and other special occasions together at school. We ask you to respect our request to keep classroom parties simple.

Classroom party plans and communication need to be reviewed and approved by both the classroom teacher and the Principal. If you are responsible for helping plan a classroom party, please ask the classroom teacher for a "Classroom Party Planning Checklist."

2. Movies at School Parties

If a movie is planned for a classroom party, it must be rated "G". Anything other than "G" movies require parental approval through a written permission form.

Food Treats at School

When food treats are coordinated by VCES Valor Network or room parents for classroom parties or special events, please remember that home baked or home prepared food items are not permitted. Items must be store bought and come to school in their original packaging.

Healthy Snacks versus Treats

If food is being served at the classroom party, healthy snacks and one treat may be offered. Examples of healthy snacks include raw vegetables (celery, carrots, cucumbers, etc.), fruit cut in slices or halves (apples, bananas, strawberries, etc.), snack mixes with popcorn and whole grain cereal low fat yogurt with fresh, frozen or canned fruit (unsweetened fruit juices). One treat such as a cookie or cupcake will be allowed.

VCES Classroom Party Planning Checklist

Party Planner(s) Name(s):	
Classroom(s):	
Party Theme or Occasion:	
Date and Time of Party:	
Preferred Location:	

After completion of this form, have the classroom teacher sign then take it to school office for the Principal to review and approve. This checklist must be submitted a minimum of two weeks prior to the classroom party. **Parties not approved through this form will not be permitted.**

_____ I / We have fully discussed the party plans with the classroom teacher.

_____ I / We have asked the classroom teacher about possible food or other allergies (such as latex) and will ensure that any children with allergies will be accommodated so they are fully included yet protected from harm.

_____ No more than \$5.00 per student will be spent on this party.

_____ There is no more than one food treat of “minimal nutritional value” planned and other food treats are from the suggested list of healthy options.

_____ The store-bought food treats served will be: _____

_____ The activities planned for this party include: _____

_____ If a movie is planned, it is “G” rated. Movie title: _____

_____ I / We agree that absolutely no treats or goody bags will be given to students.

_____ I / We agree to share with the school office, one week in advance, the names of all parents interested in serving as volunteers and have communicated to the parents whether they are eligible to volunteer.

_____ I / We agree to remind and ensure all adults volunteering will check in the school office upon arrival.

_____ Announcements or emails to parents about the party will be given to the classroom teacher and/or Principal for review and approval.

Classroom Teacher (Signature): _____ Date: _____

This party is approved. This party is approved with the following modifications:

 Principal (Signature): _____ Date: _____