



## OLP ECC General Information for School Parties

### For Room Parents and Parent 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 room parents 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 for the classroom prior to the party.

1. All parties will take place from 10:00am-11:00am 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 unless 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 parent to be available to receive the delivery or make sure the front office is aware of who the delivery is for.
6. Notes/sign ups etc. from the room parent regarding class parties must be approved by the teacher before being sent out to families.
7. Room parents need to have attended the Protecting God's Children class. General parent volunteers are not required to attend this class unless they plan on volunteering more than 2 times per year. If you are a room parent and you have not attended the class before the first class party an exception will be made as long as you have registered to attend a class in the future.
8. As a room parent or parent 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,

OLP ECC Staff