



Classroom Party Guidelines

1. Parties begin at 1:30 and end at 2:15 to allow the children to prepare for dismissal.
2. There will not be any snacks at the parties. **Outside food items are also prohibited at the parties.**
3. Plan the party with the other coordinators. The activities may include a craft, games, story-telling, etc. A craft is only required at the winter party. Should you decide to do a craft at any of the parties, those that do not require paint, a great deal of glue, or anything that needs to dry for a long time is preferable. The less mess the better!
4. Designate one planner to take photos and then upload the photos within a timely manner following the party.
5. Communicate your party plans with your teacher **2 weeks** prior to the party. You are a guest in the classroom. Plans need to be approved by the classroom teacher.
6. Winter Party Craft - You will be provided with a small adhesive photo of each child in the classroom. Please plan a craft where this photo can be utilized to create a keepsake. Typically, these photos can be picked up in the office but please return any unused photos back to the office. Details on photo retrieval will come prior to the party.
7. A community service project will be done in conjunction with SFCP at the Valentine's Day party. Materials and directions will be provided.
8. Expenses up to \$30 for crafts and activities will be reimbursed to you from Home and School per party (not per individual party planner). Please note that tax will not be reimbursed, so please be sure to have the Naper non-profit form with you when purchasing supplies. Please fill out an expense form found in the Treasurer's mailbox (near the office at Naper) and attach all receipts.
9. Prizes or gifts for the children are discouraged and will not be reimbursed.
10. Please respect the teachers' wishes for the party end time and be sure to complete your activities by the pre-set time.
11. Classroom parties are for Naper students, please leave younger siblings/children at home.
12. Be sure to leave the classroom in better shape than you found it!

