

## McAuliffe Party Themes and Guidelines

The three approved parties are the: Winter/Holiday Party, Valentine Party,  
and Great Expectations End-of-the-Year Party.

\*Parents may sign-in and begin setting up at 1:45 pm. Parties begin at 2:00 pm.

<u>Grade</u>	<u>Winter Holiday Party</u>	<u>Valentine Party</u>
<u>Kindergarten</u>	Campfire	Love Bug
<u>1<sup>st</sup></u>	Polar Express	Love
<u>2<sup>nd</sup></u>	Gingerbread	Chocolate/Wonka...
<u>3<sup>rd</sup></u>	Holiday Traditions	Jolly Postman
<u>4<sup>th</sup></u>	Winter Wonderland	How to Banana Split
<u>5<sup>th</sup></u>	Holiday Party	Valentine

### Party Guidelines:

1. **Grade Level Coordinator** needs to touch base with Grade Level Team Leader regarding any ideas or special requests from teachers 4 weeks prior to party date.
2. **Grade level coordinator and Head Room Parents** meet 3-4 weeks prior to party date to plan party.
3. **Room Parents** send out party information and list of what each child is requested to bring AT LEAST two weeks prior to the party date. (Check with your teacher to see if any Special Needs children need to be included with your class.)  
\*Please list the classmates in alphabetical order and give each child an item to bring.
4. **Room Parents** please send out party information via email and a hard copy to all parents. Letter that deter from ones provided MUST be pre-approved by Mrs. Mattingly prior to making copies and distribution to parents.
5. **Money should not be collected to buy food items needed for classroom parties.**  
All families should be given an opportunity to participate with each party.
6. If money is needed to provide an activity or craft for a party...  
Monetary donations may be requested. **HOWEVER, THE DONATION MUST NOT BE REQUIRED AND NO SPECIFIC AMOUNT MAY BE REQUESTED!**  
**Head Room Parents may not request monetary donations. NO EXCEPTIONS!**
7. **The request for monetary donations should read:** "If you would like to contribute a monetary donation to go towards our craft project, etc... please send your contribution to school in an envelope labeled: "Collector's name"-Party Donation. Your contribution and participation is completely optional and confidential."
8. **Include on party correspondence...**

**ALL Parents and Siblings are WELCOME to attend!**

**However, please encourage parents to be aware of spacing when parking strollers in the classroom and hallways, they may be asked to move or close them due to the fire-code.**