Tentative​ ​dates​ ​for​ ​classroom​ ​parties-​**(Times**​​**TBA)**

​ ​Halloween​ ​10/31

Holiday​ ​12/22

Last​ ​day​ ​of​ ​school​ ​(TBD)

# Lead​ ​room​ ​parent​ ​duties​ ​-

Communication​ ​between​ ​teacher​ ​and​ ​class-​ ​send​ ​letters/emails​ ​when​ ​needed

Organize​ ​class​ ​gift​ ​-​ ​for​ ​teacher/​ ​classroom​ ​assistant/​ ​lunch​ ​or​ ​recess​ ​aide(gift​ ​cards​ ​are​ ​a​ ​favorite) Send​ ​reminders​ ​to​ ​parents​ ​when​ ​needed

# Helping​ ​hand​ ​duties-

Organizing​ ​parties

Prep​ ​activities

Having​ ​materials​ ​handy

**Timeline-**

# September-

1. Be​ ​an​ ​active​ ​member​ ​of​ ​the​ ​PTA.​ This​ ​​mean​ ​paying​ ​your​ ​yearly​ $10​​ ​dues.
2. Send​ ​a​ ​letter​ ​or​ ​email ​to​​ ​all​ ​families​ ​in​ your​ ​​class.​ ​This​ ​letter​ ​should ​include​​ ​your ​​name/​ ​the helping​ ​hands​ ​names/​ ​tentative​ ​dates​ ​of​ ​parties​ ​and​ ​your​ ​contact​ ​information.​ ​You​ ​should​ ​also ask​ ​who​ ​is​ ​interested​ ​in​ ​helping​ ​at​ ​classroom​ ​parties​ ​and​ ​which​ ​parties​ ​they​ ​are​ ​available​ ​for. Helping​ ​at​ ​parties​ ​is​ ​not​ ​just​ ​attending​ ​but​ ​maybe​ ​purchasing​ ​supplies,​ ​donating​ ​a​ ​craft,​ ​or​ ​just sharing​ ​a​ ​fun​ ​idea/activity.​ **Please**​​**encourage**​​**and**​​**give**​​**the**​​**opportunity**​​**for**​​**all**​​**parents**​​**to**​​**be involved.**​​**Even**​​**those**​​**who**​​**did**​​**not**​​**sign**​​**up**​​**on**​​**the**​​**signup**​​**genius**​​**should**​​**be**​​**given**​​**the opportunity**​​**to**​​**attend**​​**parties.**
3. Keep​ ​a​ ​list​ ​of​ ​the ​parties​​ ​and​ ​what​ ​parents​ want​ ​​to​ ​help​ ​for​ ​each ​party.​​ ​Remember ​​only​ ​3 parents​ ​at​ ​a​ ​party​ ​at​ ​a​ ​time.
	1. Have​ ​an​ ​exceeding​ ​number​ of​​ ​parents​ ​who​ ​want​ to​ ​​help?​ ​Great!​ ​Add​ ​them​ ​to​ ​a​ ​waiting list.​ ​Emergencies​ ​come​ ​up​ ​someone​ ​may​ ​not​ ​be​ ​able​ ​to​ ​attend.​ ​If​ ​this​ ​is​ ​the​ ​case​ ​pull from​ ​your​ ​waiting​ ​list.
4. Contact​ ​the​ ​classroom​ ​teacher​ ​and​ ​helping​ ​hands.
	1. The​ ​teacher​ ​gets​ ​last​ ​say ​on​​ ​any​ ​and​ ​all​ activities.​ ​​It’s​ ​important​ ​to​ ​keep ​him​​ ​or ​​her​ ​in the​ ​loop.​ ​Communication​ ​is​ ​key.​ ​They​ ​know​ ​the​ ​students​ ​and​ ​what​ ​their​ ​strengths​ ​and weaknesses​ ​are.​ **Contact**​​**the**​​**teacher**​​**as**​​**soon**​​**as**​​**possible**​​**to**​​**introduce**​​**yourself.**

#  5. 3​ ​weeks​ ​or​ ​more​ ​before​ ​a​ ​party-

1. Contact​ ​your​ ​helping​ ​hands​ and​​ ​room​ ​parents​ ​that​ have​ ​​signed​ ​up​ ​for​ ​that​ ​party.​ ​Only​ ​3 parents​ ​allowed.​ ​Time​ ​to​ ​brainstorm.​ ​Share​ ​those​ ​great​ ​ideas​ ​with​ ​each​ ​other​ ​and​ ​start the​ ​planning​ ​process.
2. Organize​ ​class​ ​gift​ ​(Holiday​ ​and​ End​​ ​of​ ​Year​ ​parties​ ​only)

i. Send​ ​out​ ​letters​ ​and​ ​ask​ ​families​ for​ ​​an​ ​“optional”​ monetary​​ ​donation ​​(a suggested​ ​amount​ ​of​ ​$10)​ ​to​ ​go​ ​towards​ ​the​ ​class​ ​gift​ ​(usually​ ​a​ ​gift​ ​card).​ ​Don’t forget​ ​the​ ​lunchroom​ ​aide​ ​and​ ​classroom​ ​assistant​ ​(if​ ​the​ ​class​ ​has​ ​one).​ ​Be sure​ ​to​ ​give​ ​a​ ​deadline.

#  6. 2​ ​weeks​ ​before-

1. Finalize​ ​your​ ​ideas.​ ​Remember​ ​to​ ​contact​ ​the​ teacher​ ​​and​ ​let​ ​them​ ​know​ your​​ ​action plan.​ ​All​ ​activities​ ​must​ ​be​ ​approved​ ​by​ ​the​ ​classroom​ ​teacher.
2. Remember​ ​to​ ​choose​​**age**​ **appropriate**​​ ​activities.​ ​If​ ​you​ choose​ ​​to​ ​do​ ​a​ ​craft,​ ​it’s​ ​always​ ​a good​ ​idea​ ​to​ ​prep​ ​the​ ​craft​ ​before​ ​the​ ​party.​ ​Crafts​ ​can​ ​be​ ​fun​ ​but​ ​remember​ ​that​ ​not​ ​all children​ ​are​ ​“crafty”​ ​or​ ​enjoy​ ​crafts.​ ​The​ ​kids​ ​are​ ​in​ ​their​ ​seats​ ​all​ ​day​ ​long.​ ​Get​ ​them​ ​up. Maybe​ ​plan​ ​a​ ​game​ ​instead​ ​or​ ​freeze​ ​dance.
3. There​ ​is​ ​no​ ​need​ ​to ​spend​​ ​a​ ​ton​ ​of​ money.​ ​​In​ ​the​ ​past​ ​some ​room​​ ​parents ​​have​ ​asked for​ ​donation​ ​to​ ​go​ ​towards​ ​a​ ​craft​ ​or​ ​supplies​ ​for​ ​the​ ​parties.​ ​This​ ​can​ ​be​ ​a​ ​good​ ​idea​ ​but sometimes​ ​room-parents​ ​don’t​ ​get​ ​the​ ​response​ ​they​ ​are​ ​looking​ ​for.​ ​There​ ​are​ ​plenty of​ ​FREE​ ​activities.​ ​Hello​ ​Pinterest!

7. ​ **1**​​**week**​​**before-**​​**or**​​**sooner!**

1. Email​ ChesterfieldElementaryPTA@gmail.com​ ​with​ ​the​ ​list​ ​of ​all​​ ​of​ ​those​ ​attending ​​the party.
2. Reminders​ ​about​ ​class​ ​gift​ ​to​ ​go​ ​out​ (​Holiday​ ​and​ ​End​ ​of​ ​Year​ parties​​ ​only)

#  8. The​ ​day​ ​of​ ​the​ ​party-

1. Come​ ​to​ ​the​ ​school​ ​at​ ​the​ time​ ​​decided​ ​by​ ​administration.​ **No** ​​**earlier.**
2. Check​ ​in​ ​at​ ​the​ ​PTA ​​table.​ ​Only​ ​those​ ​on ​the​​ ​list​ ​will​ ​be​ permitted​​ ​into​ the​​ ​classrooms. c. Please​ ​do​ ​not​ ​bring​ ​children​ ​with​ ​you.

 d. Have​ ​all​ ​of​ ​your​ ​supplies​ ​with​ ​you.

#  e. Most​ ​importantly​ ​HAVE​ ​FUN!​ ​The​ ​kids ​look​​ ​forward​ ​to​ ​seeing ​​you

Things​ ​to​ ​remember

No​ ​food-not​ ​even​ ​for​ ​the​ ​crafts

Take​ ​lots​ ​of​ ​pictures​ ​and​ ​send​ ​them​ ​to​ ​the​ ​yearbook​ ​committee!

Question/Comments

Email​ ​Chesterfieldelementarypta@gmail.com