



Mokena Elementary School Holiday Parties

In an effort to simplify the planning for holiday parties, we ask that as you prepare for the upcoming party you take into account these guidelines.

General Planning Guidelines:

- One parent should initiate calling the other parent(s) who will be helping to organize the party. Please check with your child's teacher for names and phone numbers.
- Treat bags containing **only non-edible items** may be given at the end of the party. Have the treat bags prepared prior to the party. Doing so will allow more time for games and fun on party day. If you call parents from the directory and ask them to send in **specific non-edible treat items** for the party, I will send those items home with your child, as long as he/she is able to easily carry them.
- If you wish, you may ask for a dollar amount (anywhere from \$1.00-\$3.00) to be collected from each student so that you can shop for the items yourself. If you create a note to go home for collection of money, I will send that home with the students for you.
- A sample party schedule.
 - Simple craft (10 minutes) The students should be able to take it home with them, so glue should be left to a minimum. Also, most students will be taking the bus home so the craft should be easy to transport. Having a completed sample of the craft is also helpful.
 - Snack (10 minutes) The PTA will be providing the snack at **all** holiday parties. No other snack will be allowed.
 - Games (30 minutes) Games should involve everyone. Please have two or more games going on at the same time. Small group games allow everyone to actively participate. If prizes are given all children should receive one, not just the winner. Student desks may be moved for extra space.
- Party Day! Please try to car pool with other room parents if possible. Parking space is limited. **Remember to bring a photo ID for identification purposes.** Plan on arriving no more than 15 minutes prior to the party. It is also important that you write a note to the classroom teacher of any of your other MES children that you will be transporting home on party day.

Please check with your classroom teacher for:

- Suggestions about games and activities.

Please abide by the following requests:

- Please keep room decorations to a minimum. Plastic confetti is not allowed in the classrooms. Any help you can provide at the conclusion of the party with some general clean up of the room would be greatly appreciated.
- Latex balloons **are not allowed** in the building.
- Please do not bring other children. We greatly appreciate the time and effort you have given to planning and putting the party on. Whenever a parent volunteers to be a room parent, it is a special day for the classroom child. Bringing other children to the party will only take your attention off running the party and devoting your time to your child and others in the class. *With this in mind, siblings who are not MES students are not allowed to come to the room parties.*
- If your child is sick on the day of the party, **please do not send them to school**. Also, if you are a room party parent and your child is home sick, please contact your child's teacher so she can make arrangements to have another parent attend the party.

Scheduled Parties:

- Halloween – Tuesday, October 31, 2017 (1:45-2:45 pm)
- Winter Break – Friday, December 22, 2017 (1:45-2:45 pm)
- Valentine's Day – Wednesday, February 14, 2018 (1:45-2:45 pm)