

Dear Room Parents,

Thank you for volunteering to be your classroom's room parent. As the room parent, one of your responsibilities is to plan the Halloween and Valentine's Day parties.

This year our Halloween parties will be on two separate days. Our Kindergarteners, 1<sup>st</sup> and 2<sup>nd</sup> graders will have their parties on Wednesday, October 30<sup>th</sup> and our 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders will have their parties on Thursday, October 31<sup>st</sup>.

We put this packet together to help you plan your parties. We realize that many of you have helped us in the past and understand the responsibilities involved with planning the parties, but our teachers have requested that the planners be used so that they know what to expect at the parties and so that new parents will have some guidelines to follow. Attached is a planning sheet to help you prepare your party. Please note one change to the guidelines is we have decided to collect the money for both parties at once instead of two separate collections. We will split the money collected so that it will be equal for both parties. Prior to purchasing your supplies, please fill in this form and discuss it with your teacher, either in person or by email. Our teachers and staff truly appreciate your help with planning the parties and may be able to help you with suggestions that will work best for their class.

Here is some other information that will help you:

1. The school will send home a permission slip and a request for \$10.00 cash to each child.
2. Money will be collected by each teacher and turned into the office. You can contact Stacy or Bo to find out how much money your class has collected. Please remember that money collected does not always reflect the entire student population.
3. Please keep in mind that many students have allergies, check with your teacher to find out if any students in your class have food allergies and try to plan your snacks accordingly.
4. We suggest that you meet with other parents in your class to help plan the parties. Please remind your volunteers that receipts must be turned in to you for reimbursements.
5. The full amount of the money should be used to purchase supplies. Please use the money to purchase craft items, snacks, drinks, goody bag items, decorations, etc. for the party. Please remember that students cannot take balloons home with them on the bus

and balloons cannot be left in the schools, only purchase balloons for decoration and please take them home with you at the end of the party.

6. Money spent on the parties will be reimbursed in the office immediately following the parties. All reimbursements require receipts and the attached reimbursement form, which must be filled in completely. It is the school's policy to only reimburse the room parent, so please collect receipts, fill in the reimbursement form and turn in the receipts and reimbursement form to Bo or Stacy. If you are unable to pick up your reimbursement on the day of the party, please contact Stacy or Bo to make arrangements to get your reimbursement. **Please keep in mind that office staff, teachers and board members are unable to give out reimbursements.**
7. Please discuss with your teacher to decide what time you can come in and set up or help with costumes. Please arrive at the school at least one hour prior to the party to set up. We also encourage you to bring party items in the day before the party or early on that day.
8. MCPS REQUIRES THAT ALL FOOD ITEMS BE STORE BOUGHT.
9. All of the children who are participating in the party will be in the Halloween parade (weather permitting) which will take approximately 30 to 40 minutes. The parade will begin at 1:45pm. Once the students return to their classrooms you may begin your parties.

If you have any questions, please feel free to contact Stacy Steinberg at [stacysteinberg@hotmail.com](mailto:stacysteinberg@hotmail.com) or Bo Park at [bpark419@gmail.com](mailto:bpark419@gmail.com).

Thank you,  
Stacy and Bo

**PARTY PLANNING GUIDELINES**

**HALLOWEEN PARTIES**

**WENDSDAY, OCTOBER 30<sup>TH</sup> – KINDERGARTENERS, 1<sup>ST</sup> AND 2<sup>ND</sup> GRADERS**

**THURSDAY, OCTOBER 31<sup>ST</sup> – 3<sup>RD</sup>, 4<sup>TH</sup> AND 5<sup>TH</sup> GRADERS**

**Please contact your teacher by October 4<sup>th</sup> to discuss your planning sheet.**

Room Parent: \_\_\_\_\_

Teacher: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Allergies: \_\_\_\_\_

Additional Volunteers: \_\_\_\_\_

Time arriving to set up for party: \_\_\_\_\_

**FOOD AND DRINKS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAPER PRODUCTS (CUPS, NAPKINS, PLASTIC WARE, TABLE CLOTHS, PLATES):**

\_\_\_\_\_  
\_\_\_\_\_

**DECORATIONS:**

\_\_\_\_\_  
\_\_\_\_\_

**CRAFTS AND SUPPLIES:**

\_\_\_\_\_  
\_\_\_\_\_

**GAMES AND SUPPLIES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_