



## **Willow Grove Classroom Party Guidelines**

### **Purpose**

To provide guidance, fun, safe, and orderly classroom parties at Willow Grove School.

### **Overview**

The Willow Grove PTO holds three parties each year: Halloween, Winter, and Valentine's Day. The morning parties are held at 10:15 AM with afternoon parties held at 2 PM, unless alternative times are provided by the school principal.

The Willow Grove PTO is responsible for the logistics of these events. Logistics includes selecting Room Parents and Party Helpers, administering party fees collected by District 96 at during the registration process, and coordinating with Willow Grove teachers and staff.

Room Parents and Party Helpers are Willow Grove PTO Committee Chairs, and must be paid members of the PTO. It is the joint responsibility of the PTO, school staff, and teachers to enforce these guidelines.

### **PTO Responsibilities**

The Executive Board determines the maximum amount of expenses that will be reimbursed for each classroom party. The PTO Vice President of Room Parents selects the Room Parents and Party Helpers from a pool of volunteers at the start of each year, and oversee their activities.

No changes to Room Parent or Party Helper selections may be made without prior approval of the PTO Vice President of Room Parents. The PTO will provide a list of Room Parents and Party Helpers to the school office 48 hours before each event to provide out nametags.

The PTO Treasurer processes requests for reimbursement from the party fee account up to 14 days after each party. Reimbursements requests made after this time may not be honored.

### **Room Parent Responsibilities**

Room Parents are responsible for delegating party duties among the party helpers, coordinating with teachers to make sure any classroom-specific requirements are met (severe food allergies, for example), and collecting any receipts from party helpers for reimbursement, and forwarding those receipts to the PTO Treasurer.

**The Room Parent is responsible for bringing the snack for each of the three parties. The snack must be to school no later than one day before each event for the school nurse to check. Please label your food and drinks with your name, teacher, and grade.**

The Room Parent will also work with the teacher in advance of each party to determine the level of teacher involvement in that party. *Teachers are often willing to help in any way if asked, include them as needed.*

### **Party Helper Responsibilities**

Party Helpers will work with the Room Parent and Teacher to plan the party events. Party Helpers help to plan and oversee games/activities/crafts, and to help clean up after the event.

The Willow Grove PTO often purchases the crafts for each party.

### **Room Party Restrictions**

Party games and crafts involving food is strictly prohibited. Piñatas, balloons, and dry ice are prohibited; treat bags are strongly discouraged.

### **Food & Beverages – ROOM PARENT ONLY**

The Room Parent is responsible for bringing all food and beverages to be served at each party. All food and beverages served at the room parties must be from the approved Safe Snack list.

### **Permitted Attendees**

Section 3.4 of the D96 Parent/Student Handbook authorizes the Principal to determine who can attend school events to ensure a “safe and orderly environment” during these events.

All parents/guardians and family members of students are invited to view the annual Halloween Parade. Room

Parents and Party Helpers ONLY will be allowed in the classroom at each party. Children are not allowed to attend the parties. Room Parents and Party Helpers that arrive with children will be asked to leave.

The PTO Executive Board members may attend school during parties to provide logistical support, and PTO Yearbook Committee members may attend to take yearbook photos.