

Valley Catholic Elementary School

CLASSROOM PARTY PLANNING CHECKLIST

Dear Room Parent(s),

Please use this guide and checklist as you work with your child(ren)'s teacher on planning the next classroom party. We really appreciate the generosity of your time and energy and we know this will be a safe and successful event because of your efforts.

Thank you,
Krista Jacobson, Principal

VCES's expectations for classroom parties (p. 30 in the VCES "Parent/Student Handbook"):

In-School Parties

Celebrations are arranged with individual teachers and room parents. Washington County Health Department requires that treats be purchased and not home-baked. Part of the registration fee for each student that is collected each year is put into a reimbursement account for classroom parties. Each year \$2.00 per child, per party is set aside in this account. Most of our classes have 28 students, but check the number with the teacher to be sure. Each classroom may have two parties per year. So, there is a fund of \$56 to draw from for each of the classroom parties. Parents may request reimbursement from this fund through the school office for items they have purchased for party treats and supplies. You will need to ask one of the administrative assistants for an expense report to fill out in order to be reimbursed. Original receipts for your purchases should be attached to the expense report. Please do not exceed the classroom party fund, supplement it at your own expense, or ask others to contribute money when planning classroom parties. We believe very strongly in trying to instill in our students an awareness of excessive consumerism. We do not wish to reinforce that aspect of our culture with overindulgence at school. We would like them to experience and appreciate the simplicity and joy of sharing small treats and each other's company while celebrating holidays and other special occasions together at school. We ask you to respect our request to keep classroom parties simple. Classroom party plans and communication (flyers, emails, etc.) need to be reviewed and approved by both the classroom teacher and the Principal.

Movies at School Parties

If a movie is planned for a classroom party, it must be rated "G". Anything other than "G" movies are not allowed, either for instruction or entertainment.

Food Treats at School

A committee of VCES parents and school staff developed a "School Wellness Plan". Our wellness plan places some restrictions on "foods of minimal nutritional value." Food treats brought to school for celebrations must come only from a list of approved, healthful foods. These treats may include items such as:

- raw vegetables, such as celery, carrots, cauliflower, broccoli, green pepper, green beans, cucumbers, mushrooms, or zucchini, which may be served with a low fat dip
- fresh fruit in season, cut in slices or halves, such as apples, oranges, bananas, peaches, grapefruit, grapes, melons, pears, plums, or strawberries
- low fat quick breads and muffins, such as pumpkin, zucchini, banana, or bran
- non-sugared cereals, snack mixes made with popcorn, and whole grain cereal
- low fat yogurt with fresh, frozen or canned fruit.
- frozen low sugar, low fat, or nonfat yogurt, soy milk, or ice milk treats
- shakes with low fat milk or yogurt and fruit
- unsweetened fruit juices

Please note: One treat that is considered a food item of "minimal nutritional value", such as a cookie or cupcake, will be allowed for each of the two-per-year planned classroom parties, along with more "healthy" foods suggested in the above list.



CLASSROOM PARTY PLANNING CHECKLIST – Valley Catholic Elementary School

Party Planner’s Name(s) _____
Classroom _____ Party Theme or Occasion _____
Date and timeframe for Party _____ (pending final approval by the principal)
Preferred Location of the Party _____

Please check the following as you plan the party. After you’ve completed the checklist, ask the classroom teacher to sign, and then take it to the school office for the Principal to review and approve. Please take care of this task well in advance of the party—**two weeks or more before the party date!** **Parties not approved through this form will not be permitted.**

1. ___ I/We have fully discussed the party plans with the classroom teacher.
2. ___ I/We have asked the classroom teacher about possible food or other allergies (such as latex) and will insure that any children with allergies will be accommodated so that they are fully included, yet protected from harm.
3. ___ There is no more than one food treat of “minimal nutritional value” planned, and other food treats are from the suggested list of “healthy” options.
4. ___ The store bought food treats served will be: _____
5. ___ No more than \$2.00 per student will be spent on this party.
6. ___ If a movie is planned for the party, it is “G” rated.
7. ___ If treats or goody bags will be given, list all contents here: _____
8. ___ I have shared with the school office, a week in advance, the names of all parents interested in serving as volunteers and have communicated to the parents whether or not they are eligible to volunteer. (All adults helping with or attending the party must have submitted to a criminal background check through the school and be up-to-date with Called to Protect trainings.)
9. ___ I/We will remind and insure that all adults helping with or attending the party have checked in as visitors in the school office.
10. ___ Announcements or emails to parents about the party will be given to the classroom teacher and Principal for review and approval.

[Please attach only a master copy of any of these communiqués to this checklist. Do not distribute copies until the master has been approved, in case any changes are needed.]

Classroom Teacher’s Signature _____

Principal:

- This classroom party is approved
- This classroom party will be approved with these modifications: _____

Principal’s Signature _____ Date _____