

CHEATHAM HILL ELEMENTARY SCHOOL WINTER HOLIDAY PARTY GUIDELINES 2006

PARTY

1. The Winter Holiday Party will be held on either **Wednesday, December 20th or Thursday, December 21st** for one hour, at a time designated by your teacher.
2. Parent volunteers should be limited. Please remember that space in the classroom, and parking, is LIMITED. Ideally, *we would like to limit the number of vehicles to four per classroom*. Volunteers are encouraged to carpool. While parents are always welcome at Cheatham Hill, please keep in mind that this party is for the children, not the adults. **Please make it clear to your parents that arrangements should be made for younger children during the times they are helping with the party.
3. Parent volunteers should work closely with the teacher in planning activities for the hour.
4. Consult with your teacher on refreshments.
5. Please consult with the teacher about specific children's allergies to food as you plan your menu.
6. Only plastic and paper cups are permitted - no glass please (this includes drink containers).
7. If you need ice for your drinks you should bring a cooler or container and get ice from the cafeteria. You may find that it is easier to chill your drinks prior to the party and bring them in a cooler.
8. Goodie bags are optional for each class and may only consist of candy or other items sent in by the parents. Money may not be collected for goodie bag items.
9. No gift exchange between the children is permitted. If a class so desires, gifts may be brought in for a charitable cause such as: Giving Tree, M.U.S.T. Ministries, Toys for Tots, etc.
10. Teacher's gifts may be given on a voluntary basis. You may collect money for a gift certificate or class gift but no specific amount of money may be requested. This may only be done with the understanding made clear that participation is

strictly voluntary. Any request for a monetary donation must be initiated at least two weeks prior to the party.

11. Parent volunteers are asked to move their vehicles from the car riders' lane and bus lanes by 2:00 p.m. so that we do not disrupt the flow of dismissal traffic. Please leave school property as soon as possible after the party ends. Others will need your parking space! All curb parking **MUST** be cleared out by 1:50 p.m. – no exceptions!

CLEAN-UP:

1. Two garbage bags with wire ties will be delivered by the custodian to each classroom.
2. **Please empty liquid from all cups** in the classroom sink before placing the cups in the garbage bag.
3. Empty all trash into the garbage bags, and tie them with the wire ties. Place bags next to the door in the classroom so that the custodian may pick them up for disposal. Do not take them to the dumpsters.

TREES

1. Consult the teacher before putting up a classroom tree. Artificial trees are permitted but should be labeled *Fire Retardant*. You may place lights on them.