

Quarton Elementary School Party Guidelines

Parties are to remain on-site unless related to a Quarton Cares volunteer opportunity. Please respect the authority of the teacher and the school environment when planning all parties. No siblings allowed unless otherwise specified. The following steps should be taken when planning a party.

>A. Classroom party coordinator communicates with the teacher one month prior to the party. The classroom teacher will provide the party coordinator with a *party checklist* which would ultimately be approved/disapproved by the building principal. Direction is received from the teacher and a party checklist is filled out.

>B. Classroom party coordinator communicates with committee, tentative plans are made and form completed and returned to teacher for approval two weeks prior to party.

>C. Information from the party checklist should be communicated to the parent body with teacher preview prior to sending information.

>D. *End of Year Parties* may not take place in individual homes. Typically, kindergarten and 1st grades remain on site. Grades 2-5 parties will be determined by grade-level teachers. A party checklist must be completed for all end-of-year parties.