



**JOB:** T/TH Party Parent & Social Coordinator

**TEAM:** Class Scheduler

**LAST UPDATED/CHANGED:** April 2019

**JOB DESCRIPTION:**

The T/TH Party Parent will arrange all holiday parties for their class as well as organizing/offering a monthly "connection point" for their class families.

**JOB DUTIES:**

- Organize and decorate for all class parties (generally 6 per year (\*note: most decor is already owned by NVNS); a small budget to cover extra costs such as piñata, holiday napkins (shared by both the T/TH and MWF class) can be found in the yearly budget.
- Provide a healthy, festive snack on party days, in accordance with the food/snack guidelines outlined in the NVNS Parent Handbook. (*Best to prepare prior to arrival. With lots of activities, the working parents may not have much time to assemble the snack. This is your family snack contribution.*)
- Distribute and collect treat donation bags.
- Regularly communicate with the Director and MWF class Party Parent to organize purchasing party goods; using existing supplies and décor as able.
- Organize a monthly "connection point" for the families of your class.

**JOB REQUIREMENTS:**

- Attend all Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End of Year Clean-up.
- This jobholder is not scheduled to bring snack any other days other than their child's birthday.

- Out-of-pocket spending that is reimbursed (non-food portion only) by school check when receipts are submitted to the Treasurer; food portion of party snack spending is in lieu of participation in regular class snack rotation.

### **General Information**

- This jobholder is responsible for planning and preparing all holiday/seasonal parties for the T/TH class in accordance with the guidelines listed in these job notes. This includes providing a healthy, festive, seasonal snack and corresponding simple décor for each of the parties outlined.
- The Party Parents have an annual combined budget found in the Yearly Budget for purchasing all disposable party supplies and must submit receipts to the Treasurer for reimbursement. Prior to purchasing any party supplies or décor, you will need to find out what items are available to reuse from past years. Please remember, simple is fine and will help you stay within your spending budget. Also, use NVNS supplies (i.e. white paper, glitter for snowflakes) instead of purchasing the items elsewhere. Party budget is not intended to cover food/ingredients; the snack portion of the party is in lieu of participating in the regular snack schedule for your class.
- As the T/TH class Party Parent, you are not to be scheduled to provide snack on any other regular work day with the exception of your child's birthday. However, if you have multiple children enrolled at NVNS and hold the Party Parent job, you will be required to participate in the snack schedule for all children beyond one. You are not required to work on party days however, it is your responsibility to communicate with your class Scheduler whether you wish to work or not. Some Party Parent's find it is easier not to work and to come in just to set up the party.
- This jobholder is also responsible for organizing a monthly "connection point" for the T/TH class families to further encourage the feeling of class community. These monthly connection points are not mandatory, can include children or be for adults only, and can be very simple or more elaborate. Get creative! Some ideas include (but are not limited to): a "book club" (this could obviously take up multiple months, depending upon the chosen title), a trip to the park, a family beach day, coffee date just for Moms, etc.

## Annual Parties

- The dates for the annual parties are noted on the School Calendar and will be highlighted on the monthly schedule for your class. Parties are subject to change. Please confirm with the Director:

Halloween  
Winter Celebrations  
St. Patrick's Day

Thanksgiving/Fall/Harvest  
Valentine's Day  
Spring Celebration

## Party Notes

- For two of the parties, you will need to prepare 'Treat Donation Bags' in advance (Halloween and Winter). Parents will donate non-food treats for use at the parties. Place a collection bag/box on top of the cubbies well in advance (2-3 weeks) of the party and include a sign-up sheet on the outside for additional siblings (to ensure that you have enough items). Examples of appropriate treats are: stickers, plastic rings, pencils, balloons, inexpensive 'party favor type' toys, etc.
- **Non-school** age siblings are invited to attend parties accompanied by a **non-working parent**. Parents must sign extra children up in advance in order to ensure enough snack food is prepared. There are no school-age siblings permitted at NVNS parties.
- If you need to decorate Room 1, please speak to the Director in advance to arrange a mutually convenient time. Also, you will need to coordinate with the MWF Party Parent to plan the décor so that all three classes can share the same room décor items.
- NVNS owns a selection of plastic coated tablecloths for use at parties. Please check Shed 1 for what is available and incorporate it into the décor.
- You can get creative with the set up of the room. Tables can be pushed together to form a long, common table or the snack portion of a party could be outside, weather permitting. The change of set up is an exciting element in the festivity for young children.
- Themed plates, cups and napkins are the most simple, cost effective way to make a festive party. You may also use NVNS snack supplies (plates, cups, etc.) and decorate them with school stickers and permanent markers.
- There is no requirement to provide a take home favor and you are not encouraged to do so.

## Décor & Set Up

### ***Halloween***

- A Treat Donation Bag is needed in advance for trick-or-treating. Please prepare enough to include any non-school-age siblings.
- This school day does not start until 10 a.m. and children will come in costume.
- One of the activities at this party is a Halloween parade.
- Children will trick-or-treat to the different doors (4-6) of the school at the end of class; number of doors depends on how many treats you have collected. In advance, you will need to have separated the treats into as many different bags as there are doors to be used, with enough of the same items for each child in attendance. One parent will be at each door with a bag.
- Past décor has included: crepe paper, balloons, spider webs, cheese cloth ghosts, carved pumpkins, natural gourds, etc.

### ***Thanksgiving/Fall/Harvest***

- At this party children bring canned foods to donate to the Salvation Army kitchen. One of the party activities will be walking to the kitchen to give the items to the cook.
- Past décor has included: pumpkins, gourds, Fall fruits and ornamental corn, turkey balloons and fall leaves.

### ***Winter Celebrations***

- A Treat Donation Bag is needed in advance for the piñata/non-school-age siblings included.
- The activities at this party will vary each year depending on the Winter celebration traditions of the families at NVNS. Some years we have students that celebrate Christmas and/or Winter Solstice and Hanukah. Speak with the Director in advance so that décor and set up can reflect all traditions.
- One of the activities at this party is a piñata. You are responsible for providing and filling the piñata with items from the Treat Donation Bag that you put out. The best way to do this is to prepare one **Ziploc baggie**/party bag (decorative bags sometimes break after hitting the ground when the piñata is broken) with one of each item for each child that is attending (non-school-age siblings included). This helps to avoid arguments about equality and lots of tears. The Director asks that the piñata not be an animal or person.
- Santa will visit the children at this event. Parents will provide a wrapped book for their child (and non-school-age sibling if attending) and Santa will distribute the gifts at the party.
- Past décor has included: streamers, balloons, holiday lights, pine cones, evergreen branches and cut out snowflakes.

### ***Valentine's Day***

- Children will exchange Valentine's as a class activity.
- Past decor has included: streamers, balloons and hanging hearts.

### ***St. Patrick's Day (not always a NVNS party depends on curriculum)***

- Past decor has included: green streamers, potted shamrocks or grass baskets, green balloons, gold mylar and rainbow themes.

### ***Spring***

- The Spring Parties can include many ideas for celebrating the arrival of Spring (but it is NOT about Easter).
- Past decor and themes have included pastel colors, birds/eggs and nests, insects (we usually release live lady bugs), flowers, blossoms, seeds and potted plants.

### **Food/Snack Policy**

- Party food should remain healthful, balanced and peanut-free/nut tree free (depending on needs of current NVNS children).
- Holiday-specific themed cookie cutters can be used to create festive quesadillas, sandwiches, biscuits/scones and cheese slices.
- A small amount of holiday sprinkles on a bagel with cream cheese or on yogurt are festive and fun.
- Holiday themed muffin papers are great.
- Party snacks can be as simple as a regular day but served on festive plates!
- More cute, simple, fun ideas can also be easily be found on Pinterest!
- Talk to the other Party Parent and come up with a fun fruit juice for all classes on party days; call the Milk parent in advance and ask them to buy a special juice for the week (ex: strawberry for Valentine's). If you do this, you will save \$ in your budget.

### **Snack Ideas**

#### ***Halloween***

- Quesadillas or sandwiches cut in Halloween shapes
- Popcorn/popcorn balls
- Apples with yogurt dip
- Orange cheese cubes and black olives on skewers
- Spooky hands made with latex gloves, a candy corn at the end of each finger and popcorn to fill the glove.

### ***Thanksgiving/Fall/Harvest***

- Turkey tortilla roll ups
- Ice cream cone cornucopias filled with trail mix items
- Pumpkin muffins
- Warm apple cider

### ***Winter Celebrations***

- Star/tree shaped sandwiches
- Yogurt (snow) with fruit to dip
- Pretzel rods with the end dipped in white chocolate + sprinkles
- Warm cocoa (half strength)

### ***Valentine's Day***

- Strawberry and cream cheese sandwiches
- Pink applesauce with dried cranberries to sprinkle
- Cran-apple juice or strawberry juice

### ***St. Patrick's Day***

- Green fruit salad (grapes, honeydew, kiwi and green apples)
- Green celery filled with cream cheese
- Mini bagels with cream cheese and green sprinkles
- Green milk or limeade

### ***Spring***

- Butterfly (Pepperidge Farm) shaped crackers or Bunny crackers
- Hard boiled eggs
- Flower shaped biscuits
- 'Green Grass' (coconut) muffins
- Watermelon
- Lemonade