

Standard Operating Procedure PARTY PLANNING AND COMMUNICATION – MAIN SCHOOL	HSA-SOP 1.5
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1.0 PURPOSE

This document defines the roles, responsibilities and processes for the organization and communication of information related to class parties.

2.0 RESPONSIBILITIES

Function	Activity
HSA	<ul style="list-style-type: none">● Draft correspondence for review by the Principal● Distributes approved correspondence to the Key/Class Parents
Principal	Reviews and approves correspondence for distribution to the Key/Class Parents
Key Parent	<ul style="list-style-type: none">● Distributes information to the Class Parents for party planning● Takes the lead for the class party organization● Works closely with the teacher to ensure planned refreshments and activities are agreeable
Class Parent	Works closely with the Key parent to plan and organize the class party

3.0 PROCEDURE

- 3.1 The HSA confirms with the Principal and Student Council timing for the class parties and middle school dance. This information will be added to the email provided to the Key parents.
- 3.2 The HSA drafts a copy of the email to the Key/Class Parents detailing out the timing for the following:

Halloween

- Kindergarten through 5th grade – Parade and Class Parties
- Sixth through 8th grade – Dance information

Christmas

- Kindergarten through 5th grade –Class Parties
- Sixth through 8th grade – Dance information

The email contains information on what expectations are for crafts, activities and refreshments (Appendix 1&2).

- 3.3 The Principal reviews, modifies and/or approves the email for distribution.
- 3.4 The HSA distributes the email to the Key parent for further distribution.
- 3.5 The Key parent provides the email to the class parents assigned to their respective class.
- 3.6 The Key parent works closely with the teacher to ensure all activities, crafts and refreshments are agreeable.
- 3.7 The Key parent takes the lead on planning and organizing the class party. The key parent engages the class parents to assist with the planning of the class party.

Elementary Grade Information

- Parties for Kindergarten through 5th Grade take place in the classroom. Refreshments, crafts and activities must be agreed between the teacher and Key/Class parents.

Halloween

- The Halloween parade and parties will begin as identified by the School Administration
- Class parents are welcomed to enter the school immediately following the parade

Christmas

- Christmas parties will begin as identified by the School Administration

Middle School Information

- The dance for Grades 6 through 8 will take place in the gym during the hours agreed upon with the School Administration and Student Council.
- Refreshments must be agreed between the teacher and Key/Class parents and will be enjoyed by the students after the dance in the classroom.
- Parents are asked to chaperone the dance but are not needed in the classroom following the dance.
- Class parents are asked to put together little snack bags for the students to enjoy when they return to class. These snack bags can be delivered to respective classrooms during the dance.

General

- The HSA Executive Board will be in the school during class parties to ensure appropriate coverage and to address any issues or questions that arise.

4.0 APPENDICES

APPENDIX 1

Example Christmas Email to Key Parents from the HSA

All

Just wanted to provide some information regarding Christmas parties and collections in the Main School.

Christmas parties in the Main School are being held on 20-December.

Kindergarten through 5th Grade

- Parties will be 12:30 to 1:45
- Please work with the class parents assigned to your respective classes to plan refreshments, activities and class.
- Include the teacher on your plans for treats, games and/or crafts to ensure that they are comfortable with what is planned.

Grades 6,7 & 8

- Dance will start at 12:00, with snacks in their classroom after the dance (dance will end at 1:30).
- Parents are asked to chaperone the dance but are not needed in the classroom following the dance.
- Class parents are asked to put together little snack bags for the students to enjoy when they return to class. These snack bags can be delivered to respective classrooms during the dance.
- Please include the teacher on your snack plans to ensure they are comfortable with what is planned.

General:

- All items brought in should be marked with the classroom and teachers name.

Sister has asked that we end at 1:45 instead of the usual 2:00 PM to allow for clean-up before the long Christmas Break.

4.0 APPENDICES

APPENDIX 2

Example Halloween

All

Just wanted to provide some information regarding Halloween parties and collections in the Main School.

Halloween parties in the Main School are being held on 31-October.

Kindergarten through 5th Grade

- Parade will begin at 9:30 am and end approximately at 11:00 am
- Parties will begin at 11:00 am.
- Key/Class parents can enter the building immediately following the parade.
- Parties will be 11:00 am to 11:45 (ish)
- Please work with the class parents assigned to your respective classes to plan refreshments, activities and class.
- Include the teacher on your plans for treats, games and/or crafts to ensure that they are comfortable with what is planned.

Grades 6,7 & 8

- Dance will begin at 9:00 am, with snacks in their classroom after the dance (dance will end around 10:45 am).
- Parents are asked to chaperone the dance but are not needed in the classroom following the dance.
- Class parents are asked to put together little snack bags for the students to enjoy when they return to class. These snack bags can be delivered to respective classrooms during the dance.
- Please include the teacher on your snack plans to ensure they are comfortable with what is planned.

General:

- All items brought in should be marked with the classroom and teachers name.

5.1 DOCUMENT REVISION HISTORY

Document Revision History		
Version No.	Description of Change	Justification of Change
1.0	New SOP Developed	N/A
1.5	Removal of text: Depending on the schedule, parents may be able to coordinate with their co-class parents to take a short break to visit their other child(ren) in the building.	Principal's request January 2020