

August 2017

## Classroom Parties

Dear Parents,

The Day School has the tradition of throwing four classroom parties a year: a Harvest/Halloween party in October, a Winter Holiday party in December, a Valentine's Day party in February, and an End-of-Year party in June. These classroom parties are a great opportunity for the children to relax and enjoy each others' company while practicing social skills and having fun. Classroom party guidelines have been put in place to help ensure that these celebrations are a success. The guidelines are as follows:

- The first three parties will be scheduled by the principal with a range of three dates to conduct the party. The end-of-year party will be scheduled by the classroom teacher.
- Teachers may ask for assistance from parent volunteers to help with the organization of the parties.
- The parties are scheduled to be 45 minutes in length.
- Costumes are not permitted for any parties.
- Teachers within each grade level will discuss activities and food for each of the parties.
- All food items brought to the parties must be approved by school administration and comply with the Westford Public Schools Food Distribution Protocol.
  - *No peanut or tree nuts or products containing derivatives of nuts will be served.*
  - *Beverages and snacks limited to the following: 100% Juice (no sugar added)- 4oz. portion size, water, fruit, vegetables, popcorn, pretzels and raisins. No soda or sports drinks. All snack food must be store bought and in their original sealed packages.*
  - *Parents of a food allergic student are encouraged to provide a snack box of safe foods for their child during school events.*
  - *Candy may not be distributed at any parties.*

Thank you for your cooperation and support to make our parties a success!

Best Wishes,

The Day School Staff