

ROOM PARTY GUIDELINES

We want to ensure that our Hiteon students have a fun and equitable party experience with as little stress for the students, parents, and teachers as possible. Please, make sure that activities/crafts are suited to a school environment and appropriate for the age and abilities of the kids; check with your teachers if you are unsure. If our parties are kept simple, they won't disrupt the rest of the learning day, over stimulate the students, or interrupt the classroom environment for more than the hour allotted. The PTC funds two parties per year: Winter Party and an End of Year Party.

With that in mind, the PTC is suggesting the following guidelines:

1. Communicate with your teacher and classroom parents regarding any plans.
2. Use only allotted PTC funds (i.e., no parental donations). The classroom party budget is set based on the official student headcount determined at the beginning of October and is not adjusted throughout the school year.
3. Use the \$3 per child per party rule (\$6 per year, per child). The 5th grade End of Year party is a separately-funded party. **Reimbursement receipts for the Winter Party must be submitted to the PTC treasurer by January 31st.**
4. Each party is one hour; typically at the end of the day 1:15-2:15pm (exceptions: grades that have end of day specials).
5. We suggest classroom parties as opposed to grade level parties. The children lose party time switching rooms and it becomes chaotic and noisy due to so many students at each grade level. It is, however, okay to pool funds for quantity discounts. Please check with your teachers regarding party plans and get their approval. The June party, for example, is often tied to curriculum or an Unbirthday Party, etc.
6. Plan on a small snack (i.e., 1 sweet, 1 healthy), one game or activity, and one craft.
7. All parents helping or attending parties must have a fully processed background check.

NOTE: The district Wellness Policy and Oregon Smart Snacks Policy can be found on the PTC website under the FORMS drop down menu.