Dear Parents,

This is a reminder that the Halloween Party will be on \_\_\_\_\_\_\_\_\_\_. Prior to the party, the Halloween Parade will take place at \_\_\_\_\_\_\_\_. If the weather permits, the parade will be held outside. If not, the parade will be inside. All parents are welcome to watch the parade. Only volunteers listed below will be able to help with the party.

The children must bring their costumes to school. Please dress your child in as much of their costumes as possible without actually wearing their costume.

\_\_\_\_\_\_\_\_\_ and I have been busy planning a wonderful party for the kids! (List the party details here – For example, the kids will be using toilet paper to make their classmates into mummies, we will have a witches hat ring toss. We will also have plenty of food for the kids to snack on.) Thank you to all our donors! You help make our parties a great success!

**Listed below are the donations:**

For example:

Mrs. Smith - spoons

**The following people are scheduled to volunteer:**

For example: Mrs. Smith, Mr. Jones

Please do not park where traffic flow, crosswalks or Fire Lanes will be blocked. You will be required to move your vehicle, or it will be towed at your expense. Parking in the South pick-up loop is not allowed. The South driveway will be closed until 3:30pm.

Parents assisting with party set-up must provide a picture ID and check-in at the Sun Dome. The doors to the pods will be locked until 2:15pm.

As for every party, Middle and High School visitors will not be permitted in the classrooms, even if accompanied by an adult. They will be asked to wait outside or in the MPR until the end of the day. Please no younger siblings.

If you have any questions please feel free to contact me at (your information)

Thank you,

Your Name