Dear Parents,

This is a reminder that the Holiday Party will be on\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_pm. \_\_\_\_\_\_\_\_\_\_ and I have been busy planning a fun party for the kids! We will be making (add your own party detail, please see the example - keepsake ornaments, reindeer food, and snowflakes. We will also be playing games and making sugar cone Christmas trees.) Thank you to all our donors! You help make our parties a great success!

Listed below are the donations:

For Example:

Mrs. Smith-Prize tree and keepsake ornament

The following people are scheduled to volunteer:

For example: Mrs. Smith, Mr. Jones

(List your own Classroom gift and advise parents on ideas fort the teacher) I have purchased a Paper Pro stapler, multi-colored neon paper, and large and mini stickers for \_\_\_\_\_\_\_ (teacher’s name) classroom gift. It is not required, but if you are also planning on purchasing a separate gift for\_\_\_\_\_\_\_\_ teacher’s name) and need some ideas, one of her favorite things is dark chocolate. Her favorite restaurants are Andiamo’s and Panera Bread. She likes to shop at Ann Taylor Loft, Target, Barnes and Noble, and Macy’s.

Please do not park where traffic flow, fire lanes or crosswalks 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.

We hope you enjoy your holiday! If you have any questions please feel free to contact me at (list your information)

Thank you,

Your Name