**Valentine’s Day Party Checklist**

**Tuesday, February 14th**

-Have you and your assigned classroom teacher set a time for the Valentine's Day party?

-Do you have your room reps and/or parent volunteers (up to four people allowed) lined up for the party?

-If yes, then you are all set!

-If no, then please send an email out to your classroom parents asking if anyone is interested in volunteering.

-Planning the itinerary for the party should be starting to come together: games, activities, a craft, read a book, etc. Think simple, no stressing - only fun allowed! Need ideas? Please reach out.

-Ask your teacher how they would like the Valentine’s Day cards handled? Most teachers would like the students to pre-make them at home, but some may want the children to make in class.

-Do all the parents in your classroom know that their child needs to pre-make Valentine's Day cards for every student in class and to bring in a mailbox/container for the cards to go in? After you have the correct information from your teacher, then you will want to send a note out to the parents in your classroom.

**Valentine's Day Room Decorating**

**Monday, February 13th**

**3:35-4:30pm**

-Each classroom needs to be decorated so if you have issues finding volunteers, then please reach out to me.

-Do you have your room reps and/or parent volunteers (up to four allowed) lined up for classroom decorating? Your own Westgate child may help decorate their classroom with you safely (no standing on chairs, etc.), but all non-Westgate children/younger siblings are not allowed to attend either of these events. Please remind your volunteers of this policy.

-Do you have Valentine's Day decorations? Remember there are no balloons, latex, glitter, confetti or any food items allowed.

**Volunteer Names Due by Monday, February 6th**

**[Volunteer Spreadsheet for Valentine's Day Party and Room Decorating](https://docs.google.com/spreadsheets/d/1OEkUs8M6M5txhg_hp9IK2uQVXgYqxHzMwBhQ-Y6y0II/edit" \l "gid=2000704590)**

-Please add the names of all your classroom volunteers to the above spreadsheet so the front office can print off badges in advance for the day of the party. **If a name is not on this list, then that person will NOT be allowed inside Westgate for the party on Tuesday, February 14th.** I understand that last minute changes may occur due to illness/emergencies, but in that event the lead room rep should message Shelly Daley at 847.691.6594.

-Remind your parent helpers to bring their driver’s license with in the event the front office needs to scan it in the computer system for security reasons. The names of the volunteers who are decorating your classroom should also be added to the above school’s spreadsheet. This information is for me so I know that all rooms are covered with being decorated. No badge is needed for room decorating on Monday, February 13th.