



PARENT NOTE FOR PARTY ATTENDANCE



It is an exciting time of year and almost time for a class party. Please remember that no treat bags or outside food can be brought in. Safety is very important to us at Kohrville Elementary. Keeping safety in mind we have set up Party Day procedures that we hope will accommodate guests quickly.

The following procedures are in place for party guests beginning at 1:45 p.m. on February 14th.

- You may RSVP your plans to attend the party by completing the information at the bottom of this page. A badge will be created for you ahead of time and given once ID is presented.
- Stations will be set up in the cafeteria by alphabetical order and RSVP lines. Please be prepared to show ID and wear the issued badge where it is visible.
- **Guests may join the classrooms beginning at 2:15.**

Please follow these guidelines if you would like an early dismissal for your child on party day:

- Early dismissal will begin at **3:00** p.m.
- You may check out your children only from the classroom. (**Remember that only those that are authorized in Skyward are allowed to check out a child.** This is not the same as being an emergency contact person.)
- Sign your child out with the teacher and obtain an exit ticket.
- We will have staff members at all exit doors facing the front parking lot to collect the tickets.

RSVP to homeroom teacher by Thursday, February 7th

Person attending party: _____

Person attending party: _____

Student name: _____

Teacher name: _____

Student name: _____

Teacher name: _____

Student name: _____

Teacher name: _____