



Birthday Celebration Guidelines



" Look Who's Celebrating a Birthday"

Birthdays are important days for our students and we share the desire to make your 'child's day' very special. If you wish to celebrate your child's birthday at SOECA, please complete a "**Birthday Party Request Form**". Complete the form and submit it two-weeks in advance to a member of the administrative team. Birthdays are celebrated during regular afternoon snack times (2-2:30pm). Parents may provide a special snack for all students in your child's class (abiding the guidelines below).

You must list your choice of snacks on the request form for **prior approval**. Parents are encouraged to participate in the celebration. **All snacks must be store bought AND have a label that describes the nutritional content(s)**. Due to children with severe food allergies, please speak with your child's teacher ahead of time about the appropriateness of your snack choice. **Please note:** All gift bags/party favors wished to be given out at the school, must be approved by a member of the Administrative team before they can be distributed. Any gift bags/party favors that you bring will not be given to the children directly, rather the teacher will distribute them directly to the parents when picking up their child.

****We are a "Nut Free" School, therefore, peanuts, peanut butter, tree nuts, and snacks with nuts in them (i.e. candy bars, cupcakes, cookies, etc.) are prohibited, as well as items produced on equipment which processes nuts; due to the severity of allergies associated with those foods. Balloons or toys/objects labeled "not recommended for children under the age of twelve (12)" are not allowed.**



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Child's Name _____ Class _____

Birthday _____

Date of Celebration _____

Time: 2:15 pm

Will the parent attend? Yes _____ No _____

Will snacks be served? Yes _____ No _____

If so, what will be provided:

•Remember to adhere to the SOECA Guidelines for Birthday Celebrations

Number of children in student's class: _____

Parent's Name: _____ (please print)

Parent's Signature: _____

Date Submitted _____

Do not write below this line.



Approved by: _____ Date: _____

Teacher acknowledgement _____

*A copy of this form will be returned to the parent once it has been reviewed and approved.