



# 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 (EL 2:30pm; Prep 3:00pm).
- Parents may provide a special snack for all students in your child's class (abiding the guidelines below). Parents may drop off items to the EL or Prep lobby prior to the afternoon snack time.
- You must list your choice of snacks on the request form for **prior approval**.
- **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 be sent home with the students at afternoon dismissal.

**\*\*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.**



# Birthday Celebration Guidelines

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Birthday: \_\_\_\_\_

Date of Celebration: \_\_\_\_\_

Time: \_\_\_\_\_ Early Learning Academy 2:30pm

\_\_\_\_\_ Primary ( K-2<sup>nd</sup>) 3:00pm (15 min)

\_\_\_\_\_ Knowledge Mall (3<sup>rd</sup>-7th) TBD

Will snacks be served? Yes \_\_\_ No \_\_\_

If so, what will be provided:

\_\_\_\_\_

**\*\*Remember to adhere to the SOECA Guidelines for Birthday Celebrations\*\***

Parent's Name: \_\_\_\_\_ (please print)

Parent's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Do not write below this line.

## Administration Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher acknowledgement \_\_\_\_\_ Number of children in student's class: \_\_\_\_\_

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

