



# LET'S CELEBRATE!

My child \_\_\_\_\_ will be celebrating \_\_\_\_\_  
Fill in child's name Fill in type of event  
on \_\_\_\_\_, I, \_\_\_\_\_ would like to celebrate in the classroom  
Fill in date Fill in parent's name

by bringing the following:

Please check the one item listed below that you will be bringing.

- Fruit Popsicles
- Fresh Fruit
- Yogurt or Go-Gurts
- String Cheese or cheese cubes with apples or other fruit
- Vegetables and dip (*be careful of nut exposure*)

**Please discuss your celebration request with your classroom Master Teacher before completing this form. Turn in the completed form to the Front Desk for review and approval by the Cottage Supervising Teacher. Please submit no less than ONE WEEK in advance of any approved celebration.**

Supervising Teacher's Approval \_\_\_\_\_ Date \_\_\_\_\_

Front Desk Notified \_\_\_\_\_ Date \_\_\_\_\_

# SDSU Children's Center Celebration Policy

Celebrations often play an important role in the lives of children and their families. We welcome the opportunity to collaborate with families in sharing meaningful celebrations that are complementary to our daily programs. This policy is meant to provide opportunities for children and families to share their cultural traditions and celebrations with their peers in the classroom.

**Prior Approval** – Prior approval for any in classroom celebration is required. Families are asked to talk directly with their Classroom Master Teacher to discuss their interest and collaborate in making a plan for a celebration. The next step is to fill out the "Let's Celebrate" form and turn it in to the Front Desk. The Supervising Teacher will review the form, talk to the classroom Master Teacher with any questions and approve the form. You will be notified by the Master Teacher if your request has been approved with any changes in your original request. Families must request at least one week in advance of any planned celebration to be held in the Center. Those who do not get prior approval will be turned away and asked to schedule their celebration at a later date.

**Times** – Celebrations will typically occur during the afternoon snack in your child's classroom, generally between 2:30 and 3:30 p.m.

**Food/Drink** – The Center works hard to promote healthy eating for all children and this includes food choices for celebrations and events. Some food choices include: fruit that we serve infrequently during meals such as strawberries, watermelon, cantaloupe, grapes, berries, or a combination; fruit popsicles; yogurt/gogurt; string cheese; veggies & dip or any food to dip is always a hit! All food and drink items must adhere to the Children's Center Food Policy, including the Nut-Free Policy. (See Appendix F of the Parent Manual.) If you would like more ideas on what to bring, Laurie Buffington, the Food Services Supervisor, would be happy to answer any questions.

**Where to Sign-In Food for Special Celebrations or Events:** Please sign in all food items at the Front Desk and notify them that the item is for a special event in your child's classroom. If the food is perishable, please let them know that as well. Also notify the classroom teacher that food has been left at the Front Desk for the celebration.

**No Homemade Treats** – Due to the challenge of ensuring that homemade treats are completely nut free the Center must insist only items packaged with labeling reflecting no nut exposure are used within the Center. Cross contamination with utensils, ingredients and cooking surfaces are a potential hazard and hard to control in homemade treats.

**Storage** – Space is very limited in The Children's Center kitchen so please keep this in mind when making food choices. If the food item you bring needs special storage, simply sign it in at the Front Desk and notify them that a perishable item has been left. Also notify your child's teacher so that someone will be sure to come to the Front Desk to verify the items and place them in proper storage area. Be sure to discuss storage of your item(s) when planning for your event with the classroom Master Teacher.

**Inclusion** – Please keep in mind, that we are aware that some children have certain food allergies. If a treat for snack time is brought in that your child cannot eat, the Center will provide the regularly scheduled snack for that day.

**Toys, Presents, Trinkets, Goodie/Gift Bags** – The Children's Center does not allow any toys, presents, trinkets, or goodie/gift bags to be passed out to children for any celebrations or to be left in cubbies or parent mail files.

**Other Ways to Celebrate** – Families are encouraged to enjoy celebrations in ways other than food as well. This may include reading your child's favorite book to their class on a special day, donating a favorite book or providing some other special item that the children in the Center would enjoy having in the classroom.

## Checklist for Celebrations:

- Choose a date to celebrate
- Decide on food/drink-remember our NO NUTS POLICY!
- Obtain prior approval in writing from Master and Supervisor Teacher one week before the intended celebration
- Items to decide with the Master/Supervisor Teacher:
  - date and time
  - food and drink
  - storage/cooling requirements
  - family member(s) attending – yes or no
- Carefully check all food labels for nuts or cross-contamination of nuts.
- Celebrate!!