

Pontchartrain ELEMENTARY SCHOOL

Winter Party Overview

Dear Pontchartrain Families,

We hope that each of you had a restful and enjoyable Thanksgiving break with your families! The intention of this flyer is to share the winter party information for our school. Winter parties will take place on our campus the week of December 13th - 17th. A grade level specific schedule for each day is provided on the back of this flyer. All winter parties will take place in the PES Gym, also known as the PES Winter Wonderland! Each class will have a 45 minute rotation for their party.

Each student is permitted two adult volunteers to join in the festivities during their class party time. All volunteers must indicate their attendance by **Thursday, December 9th** through the link, bit.ly/PESwinterparty to assist with preparations. Volunteers are asked to help orchestrate the party stations for the class. All party stations have been selected by the grade level and room parents will be reaching out to help fulfill party station supply needs. Volunteers are asked to arrive twenty minutes before their party starts to ensure ample time for check-in as well as time for set up. A map for the gym will be provided to all volunteers upon arrival and all supplies will be in teacher specific areas to ensure a swift set-up process.

Should you desire to check your child out after their class party, please indicate that information on the form above. Checkouts will only be allowed for individuals listed on your child's Emergency Contact Card. By completing the form above, this will help the teacher know that your child needs to bring their belongings to the gym for a swift check-out process. At the conclusion of the party, there will be an area for students to sit by the gym, while the parent volunteer checks out their child in the office. Children can not directly leave the party with their parent volunteer. Once the child has been checked out through the office, a school staff member will send your child to the office for dismissal. Siblings in other grade levels could be checked out at this time as well. However, parents are asked to limit check out to their children only as to not interfere with other homeroom classes.

Should any questions arise, please reach out to your child's homeroom teacher or the room parent for your child's class. We look forward to celebrating the winter season with each of you! From our PES Family to yours, we are wishing you and yours a wonderful holiday season!

Sincerely,

Pontchartrain Elementary Administration

Party Schedule By Class

Monday, December 13th - Third Grade

	Class A	Class B
10:00-10:45	Gray	Vinson
10:45-11:15	Clean Up & Preparation Window	
11:15-12:00	Alombro	Nelson
1:30-2:15	Cox	Couvillion
2:15-2:45	Clean Up & Preparation Window	
2:45-3:30	Montero	Mumford

Tuesday, December 14th - Second Grade

	Class A	Class B
10:00-10:45	Hays	Scherer
11:15-12:00	Neal	Laine
12:00-12:15	Clean Up & Preparation Window	
12:15-1:00	Harvey	Amort
1:30-2:15	Lange	Ronquillo
2:15-2:45	Clean Up & Preparation Window	
2:45-3:30	Cole	Singley

Wednesday, December 15th - First Grade

	Class A	Class B
10:00-10:45	Kloiber	Eley
11:55 - 12:40	Cohen	Fontenot
12:40-12:55	Clean Up & Preparation Window	
12:55-1:40	Aertker	Rosenau
1:40-1:55	Clean Up & Preparation Window	
1:55-2:40	Johnson	Loya
2:40-2:55	Clean Up & Preparation Window	
2:55 - 3:40	Armitage	Donegan

Thursday, December 16th - Pre-K and Kindergarten

	Class A	Class B
9:15-10:00	Farris	Braud
10:00-10:30	Clean Up & Preparation Window	
10:30-11:15	Kennedy	Ross
11:15-11:30	Clean Up & Preparation Window	
11:30-12:15	Lawson	Morimoto
12:45-1:30	K.Gray	Watkins
1:30-2:00	Clean Up & Preparation Window	
2:00-2:45	Ballay	Richardson
2:45-2:50	Clean Up & Preparation Window	
2:50-3:35	Wilson	

