



Richard Stockton Elementary School

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October 17, 2017

SUBJECT: HALLOWEEN PROCEDURES

Dear Parent(s)/Guardian(s):

The purpose of this letter is to provide you with information about the Halloween procedures for **Tuesday, October 31, 2017**. We want this to be an enjoyable and fun activity for your children, but it is important that established procedures be followed for the safety and well-being of the children. We ask your cooperation in making this a great Halloween for all our students. (Kindergarten teachers will send a separate letter to parents.)

1. **All students will get dressed in their costumes in school.** We ask that children bring their costumes to school in the morning. Assistance and time will be provided for children to get dressed in their costumes. We will have educational assistants; room parents and teachers help children get dressed in their costumes.
2. Only room parents who have been pre-assigned and have a visitor sticker are to be in the school building during Halloween activities. **Kindergarten, First grade and Mrs. Holland's class** will have no more than **2 room parents** attend any classroom party. **Second thru Fifth grades** will have no more than **2 room parents** attend any classroom party. Room parents are not to bring any children with them to the party. Room parents are not to be moving from one classroom party to another. They should remain in the classroom to which they were originally assigned.
3. **The parade will begin at approximately 1:35 p.m. in the front of the school.** Children will take two laps in the front. **We ask that parents park on Wexford Drive and do not enter or park in the school's parking lot.** Parents are invited to observe the parade by standing along the sidewalk in front of the school. **Please do not enter the parade route and stay behind the cones.** We ask that parents provide their children with a large shopping bag in the morning to make it easier for them to carry home any treats they receive during the Halloween party in their classroom.
4. In case of inclement weather, the parade will take place in the All Purpose Room. Students may not wear skates, roller blades, carry hockey sticks or any other item that may be considered a toy weapon or can cause harm to another child.

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We believe that the above procedures will help make this a wonderful day for your children. **If you do not celebrate Halloween, an alternate program will be available in the library. Please inform your child's teacher if you wish to participate in the alternate program.**

Yours truly,

Jim Riordan
Principal