

BROOKE ELEMENTARY SCHOOL
Royersford, Pennsylvania 19468

TO: All Parents/Guardians of Brooke Elementary Students
FROM: Edward J. Mackel, Ed.D., Principal
DATE: October 27, 2009
RE: **HALLOWEEN PARADE and PARTIES**



Viewing the Parade

The annual Halloween Parade for the children of Brooke will be held on Friday, October 30, 2009, beginning at approximately 2:15 PM (AM Kindergarten's parade will begin at 9:10 AM in front of the school). The children will parade around the edge playground at the back of the school. (Please note that this is a change from previous years.) All parents are invited to view the parade. Parents should stand in the middle of the playground or off of the playground near the equipment.

Classroom Parties

After the parade, the children will return to their classrooms where they will have small parties. Each classroom party will be organized by the teacher and homeroom parent. Unfortunately, all parents who come to view the parade will not be able to come into classrooms for the parties due to security and time issues. Each classroom will provide the office with a list of parents helping with the party (maximum of 5 parents per class) and these parents will report to the office before the parade to prepare the party while the children are outside parading. We apologize if you are disappointed that you may not be able to attend the classroom party. However, I am sure you understand it is our desire to keep children safe. Please speak to the teacher and/or homeroom parent if you are interested in helping with this or another classroom activity that will be planned this year.

Alternate Activity

Realizing that some families may not desire for their children to participate in the Halloween activity, we will provide an alternate activity during the time of the parade and party. The specific activity will be determined once we know the number of children who will be involved. If you prefer that your child participate in the alternate activity, please contact the school office to advise me of your decision.

Costumes

As you select your child's costume please refrain from costumes that are suggestive of violence or that include weapons of any type. Play weapons, including play swords, knives, guns, whips, etc., are not permitted in school at any time. Children should bring their costumes to school in a bag clearly marked with their name. The children will change back into their school clothes prior to dismissal.

Dismissal Procedures

We will follow our normal dismissal routine and parents are strongly encouraged to use normal routines also. If your child normally rides a bus, please have your child ride the bus home from school on this day. Most problems that occur at dismissal time are caused by changes in a child's normal routines.

Schedule of Events

- Parade will begin at 2:15 PM at the back of the school.
- Parent Pick-up (in the Gymnasium): 3:40 PM
- Walkers Dismissed: 3:40 PM

We hope you enjoy the parade. Thank you in advance for your cooperation.