



# Birthday Plan Request

(Please submit request at least one week prior to activity)

Child's Name: \_\_\_\_\_ Classroom / Teachers: \_\_\_\_\_

Child's Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Planned Activity: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

For my child's birthday, I would like to do or provide the following: \_\_\_\_\_

### **Birthday Fee Dress Day:**

**Your child is allowed to wear whatever they want to on their Birthday!**

### **Birthday Treats:**

We understand that your child may want to celebrate his/her birthday with his friends at the School; however, since we DO NOT permit food to be brought into the School, we will not make allowances for special birthday snacks. If you want to do something for your child's birthday we ask that you provide a non-food alternative.

For example:

- Goody bags for the children containing small age appropriate party favors (no candy or gum please!)
- Donate a book or other item in your child's name to their classroom.
- A parent or grandparent could come in and READ a story, play a party game or lead a craft.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(for office use only)

## Birthday Plan Request

Dear \_\_\_\_\_,

I have reviewed your birthday plan request, it has been:

\_\_\_\_ Approved with no changes

\_\_\_\_ Approved with the following changes / suggestions: \_\_\_\_\_

\_\_\_\_ Denied for the following reason: \_\_\_\_\_

\_\_\_\_ Please contact me to discuss another option.



If you have any questions or if I can help you in any way, please let me know.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_