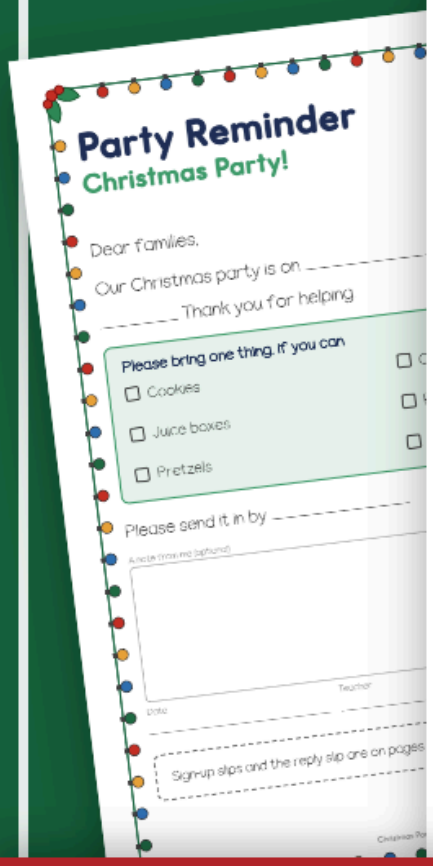
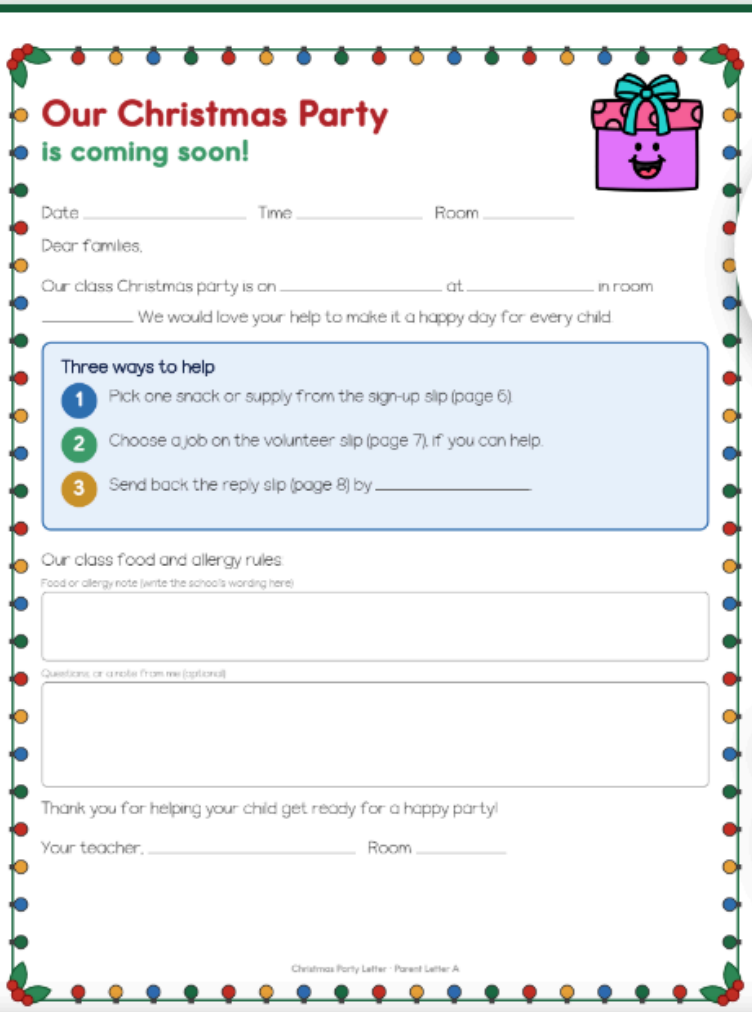
Bright Path Sped

15 PAGES







CHRISTMAS PARTY LETTER

Editable Letters · Sign-Up Slips · Thank-You Note

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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a blank, type, and Save As.
- Every date, time, room, name and note blank is a type-in field. You can also print any page and write by hand.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Every page is US Letter, portrait. Turn off fit to page and shrink to fit. The supply, volunteer and reply slips are cut apart by the teacher, so card stock or colored paper works well for them.

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PREVIEW

Our Christmas Party
is coming soon!



Date _____ Time _____ Room _____

Dear families,

Our class Christmas party is on _____ at _____ in room _____. We would love your help to make it a happy day for every child.

Three ways to help

1. Pick one snack or supply from the sign-up slip (page 6).
2. Choose a job on the volunteer slip (page 7), if you can help.
3. Send back the reply slip (page 8) by _____.

Our class food and allergy rules:

Food or allergy note (write the school's wording here)

Questions, or a note from me (optional)

Thank you for helping your child get ready for a happy party!

Your teacher, _____ Room _____

PREVIEW

Teacher prep: print, then cut apart on the solid lines.

Supply sign-up



Cookies

Family name

I will bring (how many)

Supply sign-up

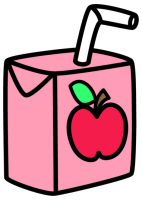


Cups

Family name

I will bring (how many)

Supply sign-up



Juice boxes

Family name

I will bring (how many)

Supply sign-up

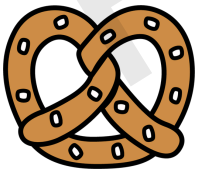


Fruit

Family name

I will bring (how many)

Supply sign-up



Pretzels

Family name

I will bring (how many)

Supply sign-up



Water bottles

Family name

I will bring (how many)

PREVIEW

Teacher prep: print, then cut apart on the solid lines.

Reply slip



Name

I can come to the party:

☐ yes ☐ no

I will bring

Parent or guardian signature

Reply slip



Name

I can come to the party:

☐ yes ☐ no

I will bring

Parent or guardian signature

Reply slip



Name

I can come to the party:

☐ yes ☐ no

I will bring

Parent or guardian signature

Reply slip



Name

I can come to the party:

☐ yes ☐ no

I will bring

Parent or guardian signature

Reply slip



Name

I can come to the party:

☐ yes ☐ no

I will bring

Parent or guardian signature

Reply slip



Name

I can come to the party:

☐ yes ☐ no

I will bring

Parent or guardian signature

PREVIEW

Food and Allergy Notes

Write the school's food rule first. Then add a note for each child whose family sends one, in the school's own words. Leave a row blank if there is nothing to add.

The school's food rule (write it here)

Child's name	Food or allergy note (the school's wording)	Checked

PREVIEW

Before you send the letter

Check this page and the supply slips together, so families see the room's rules before they sign up. Your school's rules come first.

Sign-Up Tracker

Count what families have signed up for. Still needed is needed minus signed up. Type the numbers, or write them by hand.

Supplies

Supply	Needed	Signed up	Still needed
Cookies			
Cups			
Juice boxes			
Fruit			
Pretzels			
Water bottles			

Volunteer jobs

Job	Needed	Signed up	Still needed
Games table			
Craft table			
Snack setup			
Clean-up			
Read a holiday story			
Small group helper			

Children in the class

Reply slips back (how many)

Families who have not replied yet

Date of this count

Notes for the next count (optional)

Read it this way

If the class needs 20 cups and families have signed up to bring 10 of them, 10 are still needed. Write the still-needed number in the last column.

PREVIEW

Filled Example

Every family name on this page is invented, and the class of 20 children is invented too.

Supply sign-up

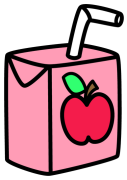


Cookies

Family name: Okafor (invented)

I will bring: 6 cookies

Supply sign-up



Juice boxes

Family name: Brooks (invented)

I will bring: 4 juice boxes

Supply sign-up



Cups

Family name: Lin (invented)

I will bring: 10 cups

Sign-up tracker, from the three slips above

Supply	Needed	Signed up	Still needed
Cookies	20	6	14
Cups	20	10	10
Juice boxes	20	4	16
Fruit	–	–	–
Pretzels	–	–	–
Water bottles	–	–	–

Each row is needed minus signed up: cookies: 14 still needed; cups: 10 still needed; juice boxes: 16 still needed. Needed is one per child in this invented class.

An example

Okafor, Brooks and Lin are invented families, and the class is invented. Blank versions are on pages 6 and 12. The dashes mean no one has signed up for that item yet.

PREVIEW