COOKIE HEAVEN

Sixth Grade

Planned Number of Participants: 500 +
Classroom Coordinator:
Holiday Fair Contacts: Matt Woodhull – 630-272-2926
Kimberly Martin – 720-231-7071

Children will ascend to the Hand-Work room that is decorated heavenly and exit through the Spanish room with a cookie.

Materials:

- White sheets
- White holiday lights
- Decorations:
    - Pine cones, crystals, rocks, branches, star garland, paper snowflakes, doves, fairies, gnomes, plants, small pine tree, or anything else "heavenly"
- Clear fishing line
- Safety pins, tape and clothes pins for hanging sheets
- Tall ladder
- Dark paper to cover windows
- White angel gowns for students to wear
- Silver halos, made and worn by students
- Serving plates and platters
    - Glass, clear plastic, or silver in color
- 800 cookies, individually wrapped
    - NO NUTS, 1/3 gluten free, 1/5 vegan friendly, all labeled
- Live music performed by the students
- Broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray
- Laminated and bound activity instructions sheet:
    - Volunteer schedule for your activity
    - Set-up and clean-up instructions

PRE-FAIR PREPARATIONS

1. Class coordinator will assist in recruiting other class parents to help set-up the classroom on Friday, December 5th from 3pm to 6pm as well as organizing class supplies.
2. The 6th grade teacher is consulted to get an idea of a decorating vision for the room.
3. The 6th grade teacher is asked to see if the students will be making any decorations for the room.
    a. If supplies are needed, contact Matt Woodhull (x.128 or at woody@denverwaldorf.org)
4. Remind the 6th grade teacher that students are expected to create a halo with supplied materials.
    a. Silver garland/wire, ribbons, etc.

5. Recruit 2 or more class parents to wash/iron white sheets to have ready by Friday, December 5th at 3pm.
6. Recruit 2 or more parents to iron the angel costumes to have ready by Friday, December 5th at 3pm.
7. Send and manage a request for class parents to make a designated number of NUT FREE cookies.
    a. We are aiming for 800 cookies this year.
        i. Approximately 300 need to be gluten free and 100 vegan.
    b. All cookies must be individually wrapped.
    c. Gluten free and vegan cookies need to be labeled as such. Labels will be provided by Matt Woodhull when called upon.
    d. Cookies need to be delivered to the Hand-Work room by Friday, December 5th at 3pm.
8. Request serving platters from class parents to be brought in by Friday, December 5th at 3pm.
    a. Ask each parent to place a label underneath their platter.

ROOM SET-UP

Cookie Heaven will be held in the Hand-Work room. This room will be ready to set-up by 3pm with the goal to finish by 6pm on Friday, December 5th so that the only thing to do Saturday morning is to set out the cookies. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Arrange the tables, desk and chairs so that children can easily flow through the East entrance and exit out to the Spanish room.
2. A "U" shape, spiral and randomness have all been used in the past, but feel free to get creative as long as the maze is kept simple.
3. Put some chairs on top of desks to create "walls" of different heights.
4. Cover everything with the white sheets provided.
5. Place white holiday lights under and on top of sheets to create a soft, ethereal tone.
6. Hang sheets from fishing line and pins or tape to hide the rest of the room.
    a. Cover windows with heavy paper.
7. Hang snowflakes, doves, star garland, lights, pine cones, etc. from fishing lines.
8. Pleasantly arrange plants, crystals, and other decorations on top of desks and on the floor.
9. Most importantly, have fun and be creative!

INSTRUCTIONS FOR ACTIVITIES

1. Student angels quietly lead children through the cookie maze, admiring all the heavenly decorations.
2. After choosing one cookie, the child leaves the room to the Spanish room where the parents are instructed to pick up their child.

INSTRUCTIONS FOR ROOM VOLUNTEERS

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Greeter – one volunteer needs to stand at the entrance to check each child in.

- Check the child's activity bracelet.
    - BLUE bracelets are unlimited activity passes and the child can be let in with no further action.
    - SILVER bracelets are 3-activity passes. Place a single sharpie line mark on the child's silver activity bracelet. Silver bracelets can only have up to 3 sharpie marks. If the child is out of passes for activities, they may be directed to the front desk in the main lobby to purchase more children's activity bracelets.
- Keep track of each child with a tally mark on a sheet of paper.
- Remind all the children to select one cookie of his or her liking.
    - Ask if they need a gluten free or vegan cookie.
- Pass the child off to an angel coming down from heaven (the stairs leading up to Hand-Work) and relay all the necessary information.

CLEAN-UP PROCEDURES

Children's Activities close at 2:45pm, though there will certainly be some finishing their projects after that time, the clean-up process can begin then. All Children's Activities rooms must be cleaned and back to their original configuration by 5pm on Saturday, December 6th.

- Remove all decorations from around the room and store them nicely in plastic bins.
- Carefully remove all sheets from the ceiling and light fixtures, fold nicely and put in storage bins.
- Students remove angel gowns, fold and put into storage bin.
- Students may eat any leftover cookies (like there will be any leftovers).
- Wipe off serving platters and stack in a safe spot for the teacher to return to the rightful owners on Monday.
- Remove all paper and tape from tables, chairs, etc.
- Wipe down all tables, chairs, etc.
- Sweep/vacuum
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.
    - Large trash bags are available in the front office.
- Return the classroom to the original set-up.
    - A photo of the original set-up will be provided.