

# COOKIE HEAVEN

**Planned Number of Participants: 500+**

**Classroom Coordinator:**

Holiday Fair Contacts: Kimberly Martin (720) 231-7071

**Children travel through the Eurythmy classroom that is decorated heavenly and exit 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(?) (anything "heavenly")

Clear fishing line

Safety pins, tape, clothes pins for hanging sheets

Tall ladder(s)

Dark paper to cover windows

Tape

White angel gowns and Eurythmy shoes for students to wear

Silver halos, made and worn by students

Serving plates and platters - glass, clear plastic or silver in color

650 cookies, individually 'wrapped', NO NUTS, 1/3 gluten free and 1/5 vegan- labeled

Live music (by the students - "soft and heavenly")

broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray,

laminated, bound activity instructions sheets: volunteer schedule for your activity, set-up and clean-up instructions

## **Pre-Fair Preparations**

Working with the Teacher, the Class Coordinator is responsible for:

1. Teacher is consulted to get an idea of any decorating vision for the room.

Send out request for any specific borrowed decorations Teacher wants.

2. Teacher is asked if the students will be making any decorations. If so, report to Kimberly

Martin for available supplies to be provided. Deliver supplies to Teacher.

3. Remind Teacher that students need to create a halo with supplied materials. In the past, silver garland/wire and ribbons have been used. If Teacher has another idea, please report need of materials to Kimberly Martin.

Make arrangements with Teacher to drop off supplies with students on a specified day, with instructions of how to make the halo. Arrange a day to pick up the completed halos

4. Requests of the class parents/grandparents:

1. Recruit 2 or more class parents to wash and iron sheets to have ready by Fri., Dec. 6th at 3P.

2. Recruit 2 or more parents to iron angel costumes to have ready by Fri., Dec. 6th at 3P.

3. Send and manage request of class parents to make a designated number of NUT-FREE cookies.

\*For 2013, we are aiming to have 625 cookies - approximately 200 of which are gluten free and a small % vegan.

(6th grade has 24 students this year, so each family should make approximately 26 cookies = 8 families make gluten free, 2 families vegan and the remaining 14 families the rest of the cookies.)

\*All cookies need to be individually wrapped.

\*Gluten free and vegan need to be labeled as such. Labels provided by Nov. 21st.

\*Cookies should be delivered to the Eurythmy Room by 3P on Fri., Dec. 6th.

4. Request serving platters borrowed from class parents to be brought in by Fri., Dec. 6th at 3P.

Ask each parent to label platter inconspicuously on bottom.

5. Help recruit parents to set up classroom on Fri., Dec. 6th from 3-6P. Monitor the online sign up sheets to see where gaps need to be filled. [denverwaldorf.org](http://denverwaldorf.org) - click on Holiday Fair.

Setting up the classroom:

1. Oversee classroom set up Fri., Dec. 6th and ensure it is ready for the Fair.

## Room Set-Up

Cookie Heaven will be held in the Eurythmy classroom this year. This room will be ready to set-up by 3P on Friday, Dec. 6th. The goal is to have the room setup by 6P on Friday, Dec. 6th such that the only thing to do Saturday morning is to set out the cookies. The Class Chair is responsible for overseeing volunteers during set up.

**Do not move the piano. Leave piano where it is and work around it so it is hidden and not open for use.**

**Please be highly aware of the floor - ladders and desks and chairs can scratch it.**

1. Arrange a few desks and chairs from the 6th grade classroom so that children can easily follow them as they enter. A "U" shape, a spiral, and randomness have been used in the past but feel free to be creative as long as the 'maze' is kept simple.

2. Put some chairs on top of desks to create 'walls' of different heights. Cover chairs and desks with white sheets.

3. Place white holiday lights under and on top of sheets to create a soft ethereal tone.

4. Hang sheets from fishing line and pins or tape to hide rest of room. Attach the line to the top of the chalkboards.

5. Cover windows with heavy paper.

6. Hang snowflakes, doves, star garland, lights, pine cones etc. from fishing line.

7. Pleasantly arrange plants, crystals, other decorations. on top of desks and on floor. If using a pine tree, place as central focus.

8. Have fun, be creative.....



## Instructions for room volunteers

### **Please arrive on-time for your shift!!!**

Greeter - one volunteer to sit outside of Eurhythmy classroom entrance to check 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 activity bracelet. Yellow can only have up to 3 marks. If the child is "out" of Children's Activities, they could be directed downstairs to the front lobby to purchase more children's activities bracelets. Count the child on the tally sheet

Remind the child to select one cookie of his/her liking - and ask if they need to have a g-f or vegan cookie..

Open door and hand the child to an 'angel' - 6th grade student- relaying cookie type info if necessary.

A second parent volunteer can stand by door inside, somewhat out of site, to ensure child leaves with a cookie (like any child is going to forget that!).

## Instructions for activity

1. Student angel **quietly** leads child through cookie 'maze', admiring all the heavenly decorations
2. After choosing one cookie, the child leaves the room - the student angel opens the exit door

## Clean Up Procedures

Children's Activities close at 2:30P, clean up can begin then. Please close door to room to indicate activity is closed. All Children's Activities rooms must be cleaned and back to their original configuration by 5P on Saturday, December 1st.

Remove all decorations from around the room and store nicely in plastic bin.

Carefully remove all sheets from ceiling and light fixtures. Fold nicely and put into storage bins.

Students remove angel gowns, fold and put into storage bin.

Students may eat any leftover cookies.

Wipe off serving platters and stack in safe spot in classroom for Teacher to return via students on Mon.

Remove all paper and tape from tables, trash.

Wipe all tables.

Sweep floor and wipe down any areas that need it.

Dispose of all trash in dumpster outside - big black trash bags will be made available for big trash collection.

Return classroom to original setup. Review room photo for more information about how the room was setup originally.

