

**CHILDREN'S SHOPPE****Seventh Grade**

**Planned Number of Participants: 350**

**Classroom Coordinator: Julie Jordan 720-233-7733**

**Holiday Fair Contacts: Matt Woodhull – 630-272-2926**

**7<sup>TH</sup> grade students assist children in shopping for gifts without parents in attendance. The child leaves with the gifts wrapped.**

**Materials:**

- 20 Shopping baskets
- 12 Gnome Hats & aprons
- Donated gift items
- Wrapping paper
- Gift bags
- Price tags & index cards
- 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
- Ribbon
- Tape
- Pens
- Scissors
- Stickers
- Shopping bags

**PRE-FAIR PREPARATIONS**

1. The 7th grade students will practice helping shoppers through the room
2. The 7th grade students will sort, price, and inventory all the stock for the room.
3. Class coordinator will participate in the Holiday Fair team to organize needed room supplies.
4. Class coordinator will assist in recruiting other class parents to help finish set-up for the shop on Friday, December 2nd from 3pm to 4pm as well as supporting parents for the day of the fair.

**ROOM SET-UP**

The Children's Shoppe will be held in the Library room. This room will be ready to set-up by 1pm with the goal to finish by 3:00 pm on Friday, December 2nd. The Class Coordinator is responsible for leading supporting our 7<sup>th</sup> grade students and volunteers in the set-up of the room.

1. Arrange tables/desks to enter the room from one door and leave through another.
2. Cover the tables/desks with table cloths
3. Cover all the bookshelves with paper so that the library books are not disturbed.
4. Designate two desks and chairs to be the two separate gift wrapping stations.
5. Bring in the gifts and supplies and arrange items nicely.
6. Price the items for sale. \$1, \$2, or \$3. You may price the items individually or in bundles
7. Once the room is completely set-up, please find the Children's Activity Chair and ask for the sign to hang on the door, indicating that the room is set-up.
8. Get the cash box from the Business Department.

## **INSTRUCTIONS FOR ROOM VOLUNTEERS**

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Three volunteer parents will assist students.
- 7th Grade students will stand at the entrance to check each child in.
  - **No wristband necessary for this activity.**
- Keep track of each child with a tally mark on a sheet of paper, this can be done as they pay & leave.
- Parent Volunteers will help wrap presents or help complete the cash transactions as the shoppers leave the room. The 3 volunteers will be distributed based on the crowd and need.
- Parent Volunteers, please notice how many people are in the room and the number of children participating in the activity so we can decide on the best occupancy number for the room.
  - If the room seems really full, implement the process of 1 child out, 1 child in.
- Write down any thoughts or suggestions on improving this activity for the following year.

## **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 3<sup>th</sup>.

- 7th grade students will put all remaining stock into boxes in their price categories. Double checking inventory list as it is stowed away.
- Parent volunteer will deliver the cash box to the business office.
- Bookcases will be uncovered, shelves will be returned to useable state.
- Fold all tablecloths and put in bin
- Bring all boxes of leftover items to the conference room in the basement.
- 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.

## The Why of The Children's Shop

Sponsored by our Denver Waldorf 7th Grade Class

DWS 7th Grade Class run a Children's Shop:

- how to organize a shop with donated items,
- work in customer relations, helping our youngest students choose, pay for (\$1 or \$2 items), and wrap a gift for their family members
- how to track simple financial transactions.
- supported by class parents as needed

The Children's Shop: Students decide the organization, shifts, and price point of the goods. The parent volunteers are limited to 1-2 to head up the venture and help guide the children in organizing the shop. A couple more parents should be present during each shift to oversee the room and be there if the 7th graders have any questions or problems. The Parent Council and Winter Fair Team will begin collecting in October for the "simple lovely things" to sell in the shop, so there is no concern over a starting budget. We also encourage each student to make 5-10 similar small items. The more donations the better, so please think about anything you can make like bookmarks, or donate like costume jewelry.

Before the Festival

- Arrange donations of items to be sold
- Set the price point for the inventory
- Design and set-up the Children's Shop

During the Festival the 7th Grade runs the Children's Shop

- Assist the children to choose presents for their family members.
- Assist children in wrapping and labeling their chosen items.
- Students take track cash sales & track inventory.
- Students to take shifts assisting in customer service, making personal recommendations

After the Festival

- Clean-up the Children's Store
- Perform end of the day inventory
- Produce an end of the day accounting report

Ideally, we will have some DWS Parent participation:

- One or two parents to shepherd them through the entire process
- A few parents to volunteer to work with the students in customer service.