

ROYALTY ROOM

Third Grade

Planned Number of Participants: 300

Classroom Coordinator: Lisa Martinez-Templeton & Kira Murphy

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

Children will either make a decorative felt crown OR tomten hat.

Materials:

- Felt shapes (cut ahead of time by parents)
- Sequins, jewels, dried beans and rosebuds
- Needles and thread
- Pieces of elastic cording (cut ahead of time by parents)
- Fabric dots
- Buttons
- Embroidery floss
- Hole punch
- Heavy paper to cover tables
- Wide masking tape
- Sharpies
- 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 2nd from 3pm to 5:30pm as well as organizing class supplies.
2. Assign 3 or more class parents to cut a designated number of crowns and hat shapes using felt patterns and brought to the school no later than Thursday, December 1st by 3pm.

ROOM SET-UP

The Royalty Room will be held in the third grade classroom this year. This room will be ready to set-up by 3pm with the goal to finish by 5:30pm on Friday, December 2nd. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Arrange desks into several work stations.
2. Cover each of the work stations with heavy paper.
3. Put chairs at each work station.

4. Place one desk/table and a chair near the entrance to serve as the check-in station.
5. Neatly set-up crown pieces on the supply table where children can choose 2 pieces (similar or different).
6. Neatly stack hat pieces on a table next to the crowns.
7. At the work stations, place sewing and decorating supplies in the center.
 - a. Bowls of sequins, jewels, beans, rosebuds, glitter and fabric glue, scissors, needles and thread, and elastic cords.
8. 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.

INSTRUCTIONS FOR ACTIVITIES

1. Select two crown pieces or two hat pieces and sew them together with needle and thread.
2. Cut an elastic cord to the size of the child's head.
3. Sew the cord on the crown/hat.
4. Decorate the crown/hat with buttons, sequins, etc.

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.
- Direct the child to another volunteer to explain the activity and to pick out crown or hat pieces.
- Facilitate the activities and provide support.
 - Assist each child in sewing or decorating their crown or hat.
- Replace trash bags when they need to be replaced.
- Replenish supplies as needed.
- Monitor the room and provide assistance when needed.

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 3th.

- Return any materials to bins and bags to be used for next year.
- Remove all paper and tape from tables and place in the trash.
- Wipe down all tables.
- Sweep/vacuum the floor.
- 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.