

COOKIE HEAVEN

Sixth Grade

Planned Number of Participants: 500 +

Classroom Coordinator:

Holiday Fair Contacts: Kimberly Martin – 720-231-7071

Matt Woodhull – 630-272-2926

Children will ascend to the Spanish Room 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, 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 – asked to borrow from parents
 - Glass, clear plastic, or silver in color
- 600 cookies, individually wrapped
 - ALL NUT FREE, 200 gluten free, 100 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 communications, details and recruiting class parents to help fill volunteer shifts. This includes set up, organizing supplies, clean up. Ideally, Class Coordinator manages set-up.
2. Students typically create decorating vision and then set up room – with help of teacher and parents. If supplies are needed, contact Kimberly Martin (events@denverwaldorf.org or 303-777-0531, ext 143)
3. 6th grade teacher works with students to create halos with supplied materials.
 - a. garland/wire, ribbons, etc.

4. If needed, 2 or more class parents to wash/iron white sheets to have ready by Friday, November 30th at 3pm.
5. Recruit 2 or more parents to iron the angel costumes to have ready by Friday, November 30th at 3pm.
6. Send and manage a request for class parents to make a designated number of NUT FREE cookies.
 - a. We are aiming for 600 cookies this year.
 - i. Approximately 200 need to be gluten free and 100 vegan.
 - b. Gluten free and vegan cookies need to be labeled as such.
 - c. Cookies need to be delivered to the Spanish Room by 3pm on Friday, November 30th.
7. Request serving platters from class parents to be brought in by 3p on Friday, November 30th.
 - a. Ask each parent to place a label underneath their platter.

ROOM SET-UP

Cookie Heaven will be held in the Spanish Room. This room will be ready to set-up by 3:15pm with the goal to finish by 5:45pm on Friday, November 30th so that the only thing to do Saturday morning is to set out the cookies. Ideally, 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 of the West door.
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. Also, pleasantly arrange platters for cookies, remembering to put sign indicating platters of gluten free or dairy free.
10. 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 and go down the steps where the parents will 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 a 6th grade angel guide with no further wristband 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 want a gluten free or vegan cookie and make sure angel guide knows.
- Pass the child off to an angel coming down from heaven (the stairs leading up to Spanish Room) and relay all the necessary information.

CLEAN-UP PROCEDURES

Children's Activities close at 2:45pm, though there may be a few children in line, Please determine how the clean-up process can begin promptly. All Children's Activities rooms must be cleaned and back to their original configuration by 5pm on Saturday, December 1st.

- Remove all decorations from around the room and store them nicely in plastic bins.
- Carefully remove all sheets, NEATLY FOLD all clean sheets nicely and put in storage bins. Create a separate small pile of sheets needing to be washed.
- 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 any paper and tape from tables, chairs, etc. Recycle or trash appropriately.
- Wipe down all tables, chairs, etc.
- Sweep/vacuum
- Pick-up trash. Dispose of all trash & recyclables in the dumpsters 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.