

* This Guide is meant to be a helpful reference - It is flexible.

Feel free to make changes as needed. *

Kindergarten Playdate and Schoolwide Playdate

As early as possible:

- Try to encourage early registration for Kindergarten by reaching out to local preschools and daycares
 - [☰ Local Preschools, Daycare Groups, and Pools](#)

(Early June, before the last day of school) By:_____. Completed on:_____

- Coordinate with admin to set dates and see if staff can attend
 - One or two dates for Kindergarten
 - One date for the entire school
- For 2023, the Kindergarten Team decided to have their popsicle playdate be at the end of May on a weekday from 4-5pm (as a way to encourage early registration and so more people could attend before vacations begin) instead of over the summer
- Reserve playground space, parking lot, and bathrooms
 - See [☰ Reserve School Property for an Event](#) Guide

(3 weeks before event) By:_____. Completed on:_____

- Create Flyer to advertise:
 - Flyer: [☰ Popsicles on the Playground 3.pdf](#)
 - Another Flyer: [■ Popsicles on the Playground \(1\).png](#)
- Prepare Sign-Up Genius for people to be at membership table and sell Spirit Wear if needed

(2 weeks before event) By:_____. Completed on:_____


- Send out information
 - Email to school community (via Corresponding Secretary to Ms. Krablin)
 - Send emails to [☰ Local Preschools, Daycare Groups, and Pools](#) requesting them to pass along the information
 - Facebook post (to be posted within 1 week of event)
 - PTA website
- Send out a Sign-up Genius for people to be at membership table and sell Spirit Wear if needed

(1 week before event) By:_____. Completed on:_____

- Buy popsicles and napkins
 - Bought from Walmart, 20 popsicles per box, three flavors
 - Number of popsicles used summer 2021: 12 boxes total
 - Kindergarten #1 playdate: 54 used
 - Kindergarten #2 playdate: 80 used
 - 1st grade playdate: 69 used
 - Number of popsicles used summer 2022: 7 boxes
 - Kindergarten #1 playdate: 40ish used
 - Kindergarten #2 playdate: rained out 😞
- Verify with school:
 - Access to freezers

- 2 Folding tables
- Trash can
- Hand sanitizer available
- Playground balls available
- Are the school restrooms available?

(Day of the event) By:_____. Completed on:_____

- Bring day of the event:
 - Popsicles (or deliver to school freezer ahead of time)
 - Napkins
 - Cooler for outside and refill popsicles from freezer as needed
 - Canopy for shade OR acquire folding tables (from school) to set up in the shade
 - Square account device
 - With instructions so volunteers know how to use it
 -  How to use Square
 - Power block and cord in case they need to be re-charged during event
 - Pens
 - Petty cash (and envelope)
 - Deposit form
 - Towels (in case playground is wet from rain)
- PTA Tables:
 - Membership
 - Bring Car magnets
 - Have Calendar of events ready to distribute
 - Have sign up form
 - Have Volunteer sign-up form
 - Spirit Wear
 - Bring inventory
 - Have Order form
 - Prepare inventory form for PTA members to check off how many items remain