

## **Guidelines for End of Year Field Day Celebrations**

### **Purpose of Field Day:**

Field Day is the last time the entire grade will get together for some fun before the end of the year. Usually, there are several (one per classroom) activities or games for the students to engage in for the typically 1.5 hour event. Parent volunteers from each class set up and execute one activity for all students in all classes in the grade to rotate through.

### **Who Does What:**

GLCs and teachers work together to determine which activities/ games each class will be responsible for. GLCs are responsible for all communication to parent volunteers in each class to let them know what they need to bring and do, timing, process, etc. GLCs are also responsible for overall execution and keeping on schedule during the event that day

### **When and Where it Happens:**

Field Day is held for each grade on one of the last few days of school on the playground.

### **What GLCs Should Do:**

#### **I. One month prior to Field Day:**

- A. Contact the designated Field Day teacher to discuss general plans for Field Day including: date, timing, location, and what games/activities will be executed. (Usually, there is one teacher who is the main point of contact for the GLCs on behalf of all of the teachers in that grade.)
- B. Scheduling of Field Day for each grade happens centrally and is on the school calendar in the office. Double check with Barb that the date and time that the teacher gave you are reserved on the school's master calendar in the office.

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- C. Request the list of parents who signed up to help at Field Day from the Lead Room Parent in each class for the grade.
- D. Write and send ***“Field Day Assignment for xxx Class”*** email directly to the parent volunteers in **each** class. Each email should include the following (example is below):
- i. Thank them for signing up to help at Field Day
  - ii. The general plan for Field Day (date, timing, location, list of each activity / game with assignments by class, and let them know that one parent in **each** class should bring Otter Pops or Popsicles for all students in their class only)
  - iii. The detailed assignment for the parent volunteers in that class with specific instructions for the activity or game (e.g., How to set up and execute the baggy clothes relay).
  - iv. Specific information re: what parents need to bring (e.g., 5 sets of adult sized t-shirts shorts, hats, etc., cones)
  - v. The specific location of each activity (e.g., baggy clothes relay will be located on the black top between the backboard and the lunch tables.)
- E) Ensure that each the Parent Volunteers in each class understands their responsibility and are committed to showing up with whatever they need to bring.

### **II. One week prior to Field Day:**

- a) Write and send ***“Reminder: The Plan for Field Day on [Date]”*** email (see example, below) which includes the following information:
- i. List of all games/activity stations with name of each class assigned to each.
  - ii. Specific timing – set-up, start, rotation timing, end of games timing, and time to have kids each Otter pops.
  - iii. List of all activities with class assigned to and location of each.

### **Sample emails:**

**1) Sample “Field Day Assignment for XXX Class” Email:  
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Hi [Name of each parent volunteer],

Thank you very much for volunteering to help and represent Mrs. Hogan's class at the first grade Field Day event! Field day is on [Date] on the main playground, with set up starting at [time] and the event ending at [time].

In addition to helping with the game, below, we would like to ask one parent to please bring Otter Pops (and a few pairs of scissors with which to open the Pops) for the children in Mrs. Hogan's classroom (22 children) to enjoy after the games have concluded.

The first grade teachers have selected specific games that they'd like the parents to set up and run, and the game that is assigned to you all is the "**Limbo**". This game will need to accommodate a group of between 16 and 22 children at one time, so dividing each group into 2 smaller groups would be best so we can minimize waiting times. Please note that 5 groups of children will be rotating through this game, so we will have only 10 minutes for each group to complete the game. After 10 minutes a bell will ring and the children will be directed to the next game station.

*Please* feel free to set this game up however you'd like. We're including, below, one option for how it can be done in case it's helpful.

Materials needed for "the Limbo":

1. 2 broom sticks or other long poles or sticks
2. 2 adults to hold the ends of each stick (4 adults holding)
3. boom box with lively music

Execution:

- Divide the group into 2 sub-groups
- Line each group up with one child behind the other in front of a stick.
- Explain to the children that they are trying to walk under the stick as it gets lowered.
- Start the music and have the adults hold the sticks at a high-ish height that the children can walk under fairly easily
- Once each child has passed under the stick once, the adults lower it and the children try again to walk under.

- Continue lowering the stick until there is only one child left.
- Variation if they get bored: Start with the stick higher and keep raising it and see who can jump up and touch it as it gets raised.

Please let us know if you have any questions or if we can be of help.  
Thank you, again!!

## 2) Sample “*Reminder: The Plan For Field Day*” email:

Hi First Grade Field Day Volunteers,

Thank you, again, for volunteering to help at Field Day!

Here's the plan:

At 10:15am we'll set up each station. At 10:40am the children will come out to the playground and start with the station that is manned by the parents from their class (so children from Hogan's class start at Station 3, the Limbo, see below). We'll be a little pressed for time, so each class will stay together and will do the game/activity at that station for 10 minutes. At the end of each 10 minute period, a whistle will blow, at which time we'll need to stop the games and tell the children to go together to the next station (students at station 1 go to station 2; 2 goes to 3; etc.)

At 11:30am we'll finish with the games and parent volunteers will direct the children back toward the grassy area outside their classrooms where the parents will distribute the Otter Pops that they've brought for their classes, hopefully by 11:40am. The 3rd grade Field Day starts at 11:40am on the playground, so we need to leave the playground area right after we finish the games at 10:30am - the promise of Otter Pops near their classrooms should help with that.

The following are the activity/game stations that will be set up and run by parents from each of the classes:

Station 1) Candy Walk - will be set up on the hard top near the grass field by San Filippo's class

Station 2) Sponge Water Relay - will be set up on the grass next to the Candy Walk by Wood's class

Station 3) Limbo - will be set up on the grass next to the Sponge Water Relay by Hogan's class

Station 4) Baggy Clothes Relay - will be set up on the grass next to

the Limbo by Cotter's class

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Station 5) Freeze Dance - will be set up on the hard top next to the field near the Baggy Clothes Relay and next to the Candy Walk by Howard's class

We'll be there a little before 10:15am to help with any set up issues. Please let us know if you need any help, if you have any questions, or if we've overlooked something obvious.

Thank you again!