**Purpose:**

This guideline assists the Center Head and Class Teachers for organizing festivals like Halloween, Diwali, Thanksgiving, Christmas, Pongal, Republic day, Valentine’s Day, Independence Day and Children’s day.

**Procedure:**

All children enjoy celebrating festivals. Hence as a part of our curriculum we shall celebrate festivals along with children and parents.

1. The team shall plan the activities in such a way the children can understand the basic concept behind celebrating the festival.
2. Parents shall also be involved in the celebration, with few activities planned for them.
3. Any contest for the parents shall be planned a month before. For example, Cake contest for Christmas, Sweet contest for Diwali. This will encourage parent’s active involvement with the school. Make sure that the parents are not forced to take part in the contest but do encourage them.
4. Festivals activities can be communicated to the parents a week before through the “My School Week Report”. Regular remainder regarding the festival preparation shall be given when they come to pick up the children.
5. Center Head shall check the inventory before shopping. Teachers shall try and use scrap materials for decoration as it would be very creative and cost effective.
6. Every member of the organization should be assigned with the task for each festival preparation; this will help develop team spirit.
7. The basic guidelines for class room decoration shall be provided by the school. Apart from this the Teacher shall also decorate the class room on their choice.
8. Class room decoration shall be done a day before the festival.
9. Special activity or songs related to the festival shall be rehearsed among the Teachers before imparting it to the children.
10. A wish list shall be created for parents with all the items needed for the program (Eg paper plates, spoons, napkins, cups etc) using following format

|  |  |  |
| --- | --- | --- |
| Item Name | Parents Name | Closing date |
|  |  |  |

1. Center Head shall send a report regarding the outcome of the event.
2. Class Teacher and Center Head shall review progress of the program and shall prepare report and identify the areas that we need to improve.