

BIRTHDAY PARTY GUIDELINES

We are grateful to the volunteers who have offered to sponsor our monthly birthday parties. Because of the special needs of our residents, we have established the following guidelines that must be followed. We appreciate your cooperation and your help!

- **Date:** Generally scheduled on the 3rd Saturday of the month. However, after examining the birthdates of the residents as well as the schedule for the facility, another Saturday within the month may work better. The date will be finalized the last week of the previous month.
- **Time:** 1:00-2:30 (usually)
- **Place:** At MFH (inside or in the fenced side yard) or at a park.
- **Confirmation:** Please touch base with MFH staff by the prior Tuesday to determine name/ages of the birthday residents and how many residents will attend.
- **Supplies:** Birthday sponsors are asked to supply the following:
 - **Decorations:** A few decorations will make the time special. Suggestions are festive tablecloths (we have 4 tables), streamers or banners. Be creative. No Balloons (choking hazard).
 - **Serving Items:** Festive disposable plates, napkins, cups, and plastic ware would be appreciated. Again, it makes the day special, and also helps the staff because the kitchen manager is off on the weekends.
 - **Food:** A store bought cake will already be provided. We ask that you provide a 2nd food item for children who cannot have the cake (wheat intolerant or diabetic). Fruit or fruit candies may be a good option for the 2nd item. All foods must be store bought (licensing requires that all food be cooked in a licensed kitchen). We also would like it if you provided a “clear” beverage like juice or non-cola/red soda.
 - **Gifts:** No gifts need be supplied.
 - **Activities:** An activity would be nice to make the day a little different. But understand that there is a wide variety of ages at MFH so not all children may wish to participate. It could be outside (soccer, bean bag toss, sprinklers in the summer or slip and slide) or it could be a craft activity inside. Active games, such as bingo and musical chairs have been popular. Any game that keeps the toddlers moving! No movies. Please have your activity approved by MFH staff first. (No bounce houses, trampolines, water balloons, piñatas, or weapons of any kind.)
 - **Party Favors (optional):** If you choose to do party bags, remember that the ages of the children in residence vary. Items to consider are pencils, pens, bubbles, bracelets, etc. No candy, weapons, or play doh. Items should be approved.

NOTE: ALL VOLUNTEERS IN YOUR GROUP THAT WISH TO ENTER THE FACILITY MUST HAVE COMPLETED THEIR TRAINING REQUIREMENTS. NO PHOTOS MAY BE TAKEN, NO EXCEPTIONS, ALSO NO CELL PHONES ARE ALLOWED IN THE RESIDENTS' AREA.

These parties will help the children feel special while they are away from their home. We thank you for your interest and support!