

Hero Party MASTER AGENDA

Date, Location, Time: We recommend 5:30 p.m. – 7:30 p.m.

PLEASE NOTE: Throughout this document the word “parents” refers to guardians, foster parents, grandparents, and others who care about a child. All materials will be sensitive to this issue.

GOAL

The **goal** of the Hero Party is to **connect parents**, also known as heroes, of small children (zero to five) with resources they may not otherwise know about including a connection to other families who live in their neighborhood, and the neighborhood public school.

The Muskegon County Parenting Collaborative, MAISD, and Great Parents, Great Start Muskegon hosted six Hero Parties in 2004 and 2005. Three parties are planned in 2006. Every party was open to all residents of the Muskegon area school districts. This agenda is a guide for developing future Hero Parties within local school districts.

Pre-Party Tasks

- 12:30 p.m. Coat racks and hangers set up (if needed)
- 1:00 p.m. Pick up balloons
- 2:00 p.m. Arrive on site; Hang signs, move desks, put tables in place; Room set up; Registration set up; Resource tables in place
- 2:30 p.m. Check in at food service – determine distribution
- 4:00 p.m. Volunteer Check-In – Volunteer table in hallway
- 4:15 p.m. Establish place families can gather before registration time
- 5:15 p.m. Put out food; deliver food to the nutrition activity room(s)
- 4:30 p.m.
- All Volunteers Present – Parents and Children will be taken to rooms
 - Costumed figure outside to wave parents in
 - Guides have 15 minute information meeting – reminders about roles
 - Registration Instruction – Registration Begins
 - Explain Infant Massage is limited to first 25 infants; fliers for infant massage workshop available
 - Superintendent at doors to welcome parents
- 4:45 p.m. Guides posted near color sign at registration tables ready to take families to rooms
Parents and children are taken by guides to their first activity
- 4:30 – 5:45 Parents and children of all ages arrive
Volunteers at each door

All working on the party should dress casually. No suits. Nametags will be provided.
All Volunteers must check-in. Students check-in at separate location.

We HIGHLY RECOMMEND ONE REGISTRATION AREA with multiple tables. We also recommend having volunteers at the door to sort families as they enter and direct them to the correct table. We recommend having no more than 25 total people in each colored group. We have also found it beneficial to have two story rooms and two craft rooms.

One Registration Table for Purple = Infant(s) + Parents

One Registration Tables for each remaining color: blue, green, yellow and orange

Voters Registration County Clerk will register parents to vote

A “Guide” with (colored balloon attached) will be assigned to each group

Role Of Guide:

1. Keep group together – Families should always be escorted by a guide
2. Reinforce that all families stay together – Guides should not take responsibility for children without parent presence
3. Wrap-up Activities on time at end of session (25 minutes)
4. Assist the group by getting them involved
5. Answer questions
6. Approach and address inappropriate activity
7. Model how adults can positively interact and talk to children

Parents and children will rotate through the 3 activity rooms and dinner. Each color nametag sends them in a different order. Each room’s activity will last 25 minutes. Infant Massage lasts one hour. The “staff” in each room will keep parents busy by engaging them in conversations and pointing out resources available.

ALL OTHER PARENTS AND CHILDREN (Blue, Yellow, Green, Orange)

Families will rotate through four activities.

	5:35 – 6:00	6:05 – 6:30	6:35 – 7:00	7:05 – 7:30
Eat & Greet	Blue	Yellow	Green	Orange
Stories and Songs	Yellow	Green	Orange	Blue
Healthy Habits Start in Nutrition Take to Dental/Face Paint Take to Hearing & Vision Take to HGB/Lead Guides stay outside rooms in hallway - Reconvene group in at resource tables	Green	Orange	Blue	Yellow
Make, Take and Play	Orange	Blue	Yellow	Green
Live Music (Great for late arrivals!)	ALL COLORS	ALL COLORS	ALL COLORS	ALL COLORS

PARENTS WITH INFANTS (CAPACITY = 25 parent(s) and their infant) = **PURPLE**

5:30 – 6:00 Eat and Greet

6:00 – 7:00 Infant Massage

Child Care is available for siblings by licensed child care providers

7:00 – 7:30 Nutrition and Infant Resource

Activity Rooms – Children and Parents Together

1. **Infant Massage**

Leader:

Parents will learn the basics about infant massage from a certified infant massage therapist. Our cost is \$30 an hour; we pay for 2 hours. The MAISD contracts for this service.

2. **Infant Resource & Nutrition (25 at one time)**

Leader:

Parents will learn about resources and information specific to caring for their infants and or toddlers.

Volunteer Examples: Immunizations, Health Department, WIC, Child Abuse Council, ISD, Early On, Maternal Infant Support, Visiting Nurses, Hospital Neonatal Staff

3. **Stories and Songs – 2 Rooms**

Leader:

Reader will demonstrate and provide tips to encourage parents to read to their children. Books will be read and distributed. Music and movement will be demonstrated.

4. **Live Music**

Leader:

Children have a chance to try out instruments, sing-along, dance, and enjoy musical fun.

5. **Make, Take, and Play – 2 Rooms**

Leader:

Parents will learn how to use household items to have fun making and playing with their creations while interacting with their child. Bucket Bonanza and prizes will be offered to show parents an easy way to have fun with children.

Volunteer Examples: 4C's and Girl Scouts

6. **Healthy Habits**

Leader:

Parents will learn about issues related to physical, mental, and dental health. Activities will involve nutrition, parents make a healthy snack with their child, large stuffed animals will need their teeth brushed, water safety, free lead testing, hearing, and vision screenings will be offered.

All Start in Nutrition Room

(SNACK SERVED HERE – Ice Cream Cones filled with yogurt, granola, and fruit cocktail)

MSU Extension; Head Start Nutrition Consultant

Resource Tables: Health Department, Diabetes, American Red Cross, Water Safety, Community Health Project, Car Seats, Car Seat Inspections, MiChild, Fire Department, Police Department, Hospital Clinics

Hearing & Vision:

Health Department & Lions Mobile Unit

Dental Clinics

Lead and Hemoglobin Testing

7. **Eat and Greet**

Leader:

Parents and children will eat a meal together and meet others from their neighborhood.
Possible Menu: Ham and Turkey Sandwiches, Veggies and Dip, Fruit, Bottled Water
Door Prizes distributed and resource tables in the cafeteria. Great place to recruit for early childhood programs and kindergarten.

Checklist of Materials Needed

- Fliers, Press Release for newspaper
- Food and drink (aprons, rubber gloves, paper products)
- Snack supplies – serving bowls/spoons, individual paper bowls, etc.
- Raffle Tickets
- Door-prizes
- Volunteers
- Facility with carpeted spaces and age appropriate tables and chairs
- Name tags
- Directional signs and masking tape
- Easels to put signs on
- Registration area with one table for each color
- Balloons with high float
- Bags for parents to put resources in
- Craft supplies
- Game supplies and prizes
- Face painting supplies
- Infant massage oil, blankets on floor, CD player, certified therapist
- Photographer
- Agendas and Maps
- Sign-in sheets for volunteers and participants
- Feedback forms
- Fine-point markers for nametags
- Name-tags for volunteers
- Separate student volunteer nametags, sign-in sheets
- Paper placemats for snack area
- Hand sanitizer for snack area
- Tally sheet for tracking participants
- Costumes for characters
- Musical instruments
- Tables for resource materials near eating area
- PA system in eating area
- First Aid Kit
- 2-way radios for volunteers
- Thank-you letters

Sample of Community Organizations to Partner With

- 4-H
- After School Programs
- Big Brothers Big Sisters
- Boy Scouts
- Catholic Social Services
- Child Abuse Council
- Child and Family Services
- Children's Resource Network/4C's
- Community Access Line - 211
- Community Education Programs
- Community Foundation for Muskegon County
- Community Health Project
- County Clerk
- County Health Department
- Department of Social Services
- Dispute Resolution Center
- Early On
- Faith-based organizations
- Fire Department
- Girl Scouts
- Great Parents, Great Start
- Habitat for Humanity
- Hospital Medical Clinics
- Hospital Dental Clinics
- Hospital Birth Centers
- Head Start
- Intermediate School District
- Law Enforcement
- Maternal Infant Support
- MSU Extension
- Public Schools
- Rescue Mission
- Safe Kids/Car Seat Programs
- United Way
- Volunteer Agencies
- WIC
- YMCA

Anyone who cares about kids!