

KINDERMARKET

DVWS Alumni/Grandparents

Planned Number of Participants: 100

Classroom Coordinator: Festival Committee/Room Parents/Administration

Kindermarket Contacts: Courtney Slinko – 847-208-3593

Ausra Montvydaite – 630-885-9977

DVWS Alumni will support young children in selecting gifts for their family and friends based on the shopping list completed with the help of a parent or guardian. DVWS Alumni will model appropriate community shopping behaviors and speech through gentle guidance and care. And most importantly, to be a part of a lovely and memorable experience for children and their parents. Assist children in shopping for gifts without parents in attendance. DVWS Grandparents will greet the child at the cashier table to collect their Stars and assist the child at the gift wrapping table.

Materials:

- Donated gift items
- Gift bags
- Ribbon
- Hole punch
- Scissors
- Pens
- Stickers
- Shopping bins
- Broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray
- Laminated and bound activity instructions sheet.
 - Volunteer schedule for your activity
 - Set-up and clean-up instructions

PRE-KINDERMARKET PREPARATIONS

1. Administration Office will assist in communications and recruiting DVWS Alumni while the Room Parents will recruit Grandparents through their classroom parents.
2. Festival Committee members and Deck out the Hall Volunteers typically set up the hallway.

HALLWAY SET-UP

The Kindermarket (Children's Shoppe) will be in the EC Hallway. The goal is to have the hallway set up by 5:45pm on the Friday before the Kindermarket with the help of the Festival Committee and other parent volunteers.

1. Arrange the hallway with 5 - 6ft tables along the window side wall to encourage children shoppers to shop on the North side of the hallway and exit the Kindermarket on the South side of the hallway.
2. Cover the tables with white table cloths.
3. Bring table (that is near the front of the Apple Blossom Room) and 2 chairs to just inside the door entrance for the cashier.
4. Cover the long tables in the Apple Blossom Room with plastic table cloths and set up the gift bags, hole punch, ribbon, stickers, tape and pens.
5. Have all homemade gifts brought to the Wonder Garden Room and placed on the long table.
6. The Festival Committee will price the items for sale.
 - a. The highest priced item is typically \$5, so you could divide the tables by \$1 items, \$2 items, \$3 items, \$4 items, \$5 items.
 - b. You may also price the items individually if you wish or a combo of both options as well.
7. Once the room/hallway is completely set-up, please find Courtney Slinko for the sign to hang on the door of Apple Blossom Room, indicating that the room/hallway is set up.

INSTRUCTIONS FOR DVWS ELVES

- **PLEASE ARRIVE ON TIME FOR YOUR SHIFT!**
- Please dress as an Elf or in festive clothing (elf hats will be provided, if needed).
- Wear a nametag with your helping name on it.
- Receive each child with a warm hello or handshake and ask them if they are ready to do some shopping.
- From each child, you should receive a shopping list to help you guide the decisions and lead the child in making good choices.
- Move through the Kindermarket and make selections with the child and engage them in some conversation and support where needed regarding their budget of stars.
- Once selections are made, proceed to the cashier and help them pay for their items.
- Hand the child off to the gift wrapping station before returning for another shopper.
- Keep the tables organized and refill the tables with more items that are stored under the tables.
- Watch the children as they go through the Kindermarket to ensure their safety.
- Write down any thoughts or suggestions on improving this activity for the following year.

INSTRUCTIONS FOR THE GRANDPARENT ANGELS

- **PLEASE ARRIVE ON TIME FOR YOUR SHIFT!**
- Feel free to wear white and/or an angel halo or in festive clothing.
- Wear a nametag with your helping name on it.
- Cashiers:
 - Receive each child with a warm hello or handshake and ask them if they are ready to purchase their items.
 - From each child, you should receive Stars (1 Star = \$1.00) for payment for their items.
 - **PLEASE RECORD A TALLY MARK FOR EACH STAR COLLECTED ON THE SHEET PROVIDED. THIS IS VERY IMPORTANT!**
 - Please collect stars in the shoebox provided. When it gets full, please bring the box of Stars to the Front Office for them to be reused.
 - Write down any thoughts or suggestions on improving this activity for the following year.
- Gift Wrappers:
 - Receive each child with a warm hello or handshake and ask them if they are ready to wrap their items.
 - Assist children in decorating their gift bags and writing the recipients and the gift givers name on the bag itself.
 - Keep the table organized, clean and dispose of garbage as needed.
 - Watch the children as they decorate to ensure their safety.
 - Ask an Elf to escort any children that have completed their gift wrapping out of the Apple Blossom Room and to the entrance of the Kindermarket so they can enjoy the other activities.
 - Write down any thoughts or suggestions on improving this activity for the following year.
- **PLEASE DO YOUR BEST AS TO NOT LET THE CHILDREN PLAY IN THE APPLE BLOSSOM ROOM. THE PLAY AREA WILL BE BLOCKED OFF TO HELP WITH THAT MESSAGE.**

CLEAN-UP PROCEDURES

Children's Activities close at 5:00pm and the clean-up process can begin then. All Children's Activities areas must be cleaned and back to their original configuration by 7:00pm on Saturday, December 7th.

- Pick up trash & recycling. Place the bags in one place in the Apple Blossom room to be disposed of.
- Return the classroom to its original set-up.
 - A photo of the original set-up will be provided.