



PTA TAKE YOUR FAMILY TO SCHOOL WEEK!

Health & Safety Planning Guide

Why Health & Safety?

It's simple—healthy kids just learn better. Families play a key role in their child's education and health priorities.

The purpose of National PTA's Health and Safety initiative is to:

- Educate families on how to keep their kids healthy and safe, and incorporate some of the great changes happening at schools into their homes;
- Provide PTAs with tools to advocate for healthier changes in their schools AND provide resources to PTAs to partner with their school leadership to make their schools healthier and safer places for kids to learn and grow.

Take Your Family to School Week is the perfect time to host family engagement events around health and safety that are relevant and speak to the needs of your specific school community.

Suggested Health Topics

- Emotional/Mental Health
- Hunger
- Nutrition/School Meals/Healthy Eating
- Physical Activity/Recess/Physical Education
- Substance Abuse

Suggested Safety Topics

- Bullying Prevention
- Teen Driver Safety
- School Safety
- Sports Safety
- Digital Safety

Suggested Health Advocacy Topics

- Safe Drinking Water
 - Chronic Conditions
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Steps for Planning your Health & Safety event:

1. Identify who in your PTA, school or community is qualified to lead the agenda development and facilitate the discussion about how your school is creating healthy and safe places for kids to learn and thrive.
 - Consider involving people who have a background or interest in the health and safety topic that you plan to address: school nurses, health or PE teacher, athletic coaches, food service personnel, local farmer, chef, physician, community health expert, etc.
2. Connect with school leadership and other decision-makers to discuss event objectives and logistics (e.g. space, time, date, promotion).
 - Get the principal's support and approval
 - Ensure the event can occur during Take Your Family to School Week
3. Confirm that your school has the resources to execute your event.
 - Is there adequate space to host an interactive event?
 - Do certain school rooms (i.e., kitchen, classrooms) or athletic facilities (i.e., gymnasium, all-purpose room) need to be reserved or available?
 - Is technology needed? Is WIFI available?
 - Are any school support staff needed for the event (school nurse, PE teacher, food service personnel, janitor, etc.)?
 - Do you need to borrow any equipment for the event?
4. Work with your school health and safety team to plan your event. Consider:
 - What is the most important health and safety topic that your school should be addressing?
 - What interactive activities will you plan to teach families and students about that topic? For example:
 - How will families and student be engaged in participating?
 - Will there be a student challenge each school day of the week?
 - Will there be a healthy and safe event for the whole family to attend?
 - Will there be any take-home messaging or activities for families to reinforce learning?





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5. Recruit a PTA volunteer team. (This is a suggested volunteer list. Some volunteers may want to take on more than one role or you can maximize the number of people who can participate depending on the needs of your PTA.)

- 2-3 volunteers to promote your event
- 1-2 volunteers to invite speakers
- 1-2 volunteers to purchase food/drinks for the events
- 1-2 volunteers to purchase supplies/incentives for the events
- 2-3 volunteers to set up the event.
- 1-2 volunteers to greet families as they enter the event;
- 1-2 volunteers to help at the membership table
- 1-3 volunteers for each activity station.
- 1 volunteer to take pictures
- 1 volunteer to post to social media before, during, and after the events
- 2-3 volunteers to clean-up at the end of the event.

6. Promote your event

- Use the tools provided in the Take Your Family to School Week Toolkit to help you create posters, social media posts and e-newsletters to promote your event.

7. Host the event

- Set-up (1-2 hours before)
- Welcome families (15-30 min before)
 - Encourage them to sign in
- Welcome: PTA President (5 min)
 - Overview of event objectives and agenda
- Overview of health and safety topic: Health volunteer (15 min)
 - Review the link to good health and learning, why it's vital for students to learn in an environment that's healthy and safe, and what your school is doing to ensure that is happening.
- Interactive learning experience: all participants (30-45 min)
 - Families will participate together in an activity that aligns with your Health & Safety goals.
 - Examples of activities include:
 - [Connect for Respect](#)
 - [Bike helmet safety](#)





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- [Health fair](#)
 - [Playground clean up](#)
 - [Healthy cooking demonstration](#)
 - [Family field day](#)
 - Closing: PTA President (5 min)
 - Clean-up (1 hour)
 - Thank volunteers for their help.
8. Wrap-up
- Share event success with your school community and National PTA.
 - Email pictures of families engaged in activities at your event.
 - Share with National PTA on social media #PTAProud.
 - Submit evaluation information
 - Complete program leader feedback form.

