

How To Do Tea (in five easy steps!)

1. Contact the other Tea family and decide on the menu

About a week before your Tea date, contact the other family who is doing Tea. Agree on what each of you will bring; you have to have enough food to feed 35 kids, 5 or so educators and maybe 15 parents. It's nice (though not required) to have some cracker or cookie which is gluten-free. A good sample menu for Tea is the following (with enough so that every person gets a small helping of each kind of food):

- popcorn
- crackers
- plums
- watermelon
- brownies

2. Set up for Tea

- a. **arrive at 3pm** On your Tea day, bring your food (or drop it off in the morning) and arrive at the school by 3pm.
- b. **food** Arrange your food on platters from the kitchen and put it in the centre of the circle.
- c. **tea** Set the kettles to boil (there is usually one in the kitchen and one in Carolin's room which you can bring into the Tea room). Do not plug more than one kettle (or any other appliance) into any socket, otherwise the fuse will blow! Use the tea and the teapots in the kitchen. Make 2 pots of different kinds of non-caffeinated tea plus maybe a jug of water.
- d. **pillows & mats** Set up the pillows and mats in a circle. Some live in the Tea room (aka the Brick Room) and some live in the classrooms. The children on Tea can be responsible for fetching these and setting them up.
- e. **plates & cups** Set up the circle of plates and tea cups (found in the kitchen). Sometimes people opt to use paper towels instead of plates, but plates seem a bit more eco-friendly. This is also a good job for the children on Tea.
- f. **ready by 3:30** Let an educator know when Tea is ready.

3. **Serve Tea**

Generally, the adults on Tea serve the (hot) tea; the children on Tea get first dibs on passing around the platters.

4. **Clean Up**

- a. Clear all the dishes and trays from the Brick Room into the kitchen.
- b. Fill up the dishwasher but don't turn it on. It will be turned on on Monday.
- c. Rinse and pile any dishes which don't fit in the dishwasher for the next load.
- d. Wash the platters, tea pots and anything else which doesn't go in the dishwasher.
- e. Generally try to leave the kitchen a little bit tidier than you found it.
- f. Get the mats and pillows put away - usually the Tea kids are good for this, though others sometimes like to help too.
- g. Put away any chairs in the Brick Room.
- h. Give the Brick Room a rough sweep to get the food off the floor.

5. **Cups & Rags**

The families on Tea are also responsible for doing two more chores: washing the children's water cups and washing each classroom's rags.

One family should gather up all the water cups from the three classrooms, take them home and wash them, bring them back on Monday (*it's very important to bring them back!*) and distribute them to the classrooms on Monday morning.

The other family should gather up all the rags which the children use to clean the classrooms (each classroom has a designated bucket or basket), take them home and wash them, bring them back on Monday, and distribute them to each classroom.

Thank you!