# Classroom elf: start here

A free two week set for teachers. Ten school days, Monday Dec 7 to Friday Dec 18.

## What is in the set

- Ten quick scenes, one for each school morning.
- A note from the elf for every scene, plus arrival and goodbye letters.
- Twelve props: eight flat cutouts and four fold-ups, like a locker with a door that opens.
- A writing prompt for every day.
- A calendar file. Each school day at 3:30 pm your phone tells you tomorrow's scene.

### 1 Add the reminders

On your phone, go to movetheelf.com/teachers and tap "Add the 3:30 pm phone reminders." Add all 11 events. Each school day at 3:30 pm your phone shows tomorrow's scene, the note to put out and what to grab. The first reminder comes Friday Dec 4. The last one, on Dec 18, tells you to take the elf home.

### 2 Print and cut

Print pages 4 to 9. Plain paper and black ink are fine. Cut out the notes, the two letters and the flat props on pages 4 to 7. Pages 8 and 9 are four fold-up props, which look best in color on cardstock.

### 3 Each afternoon

When the reminder pings, set up the scene before you leave. Each one takes about two minutes and uses things already in your room. Fold that day's note and stand it beside the elf.

### 4 Each morning

Let the class find the elf. Use the writing prompt as a warm up, or skip it. Pages 2 and 3 have all ten.

## Good to know

- You need an elf doll of your own. Any elf doll or plush works.
- The one rule for students: look, don't touch, or the magic fades.
- No food in any scene, and nothing to buy.
- This elf does not watch or report on anyone. It is here for kindness and a daily laugh, and the set never mentions Santa.
- Different dates, or a morning setup? Move the events in your calendar app, or just use the scenes in order.
- Short on time? Skip the fold-up props. Every scene works without them.

## Doing this at home too?

The full Move the Elf kit plans the whole month for families: 24 nights of scenes, a phone reminder every night, and notes and paper props to print. Scan the code to see it on Etsy.

There is also a free elf idea generator at movetheelf.com.

Scan to see it on Etsy

# Week one at a glance

Set up after dismissal. The class finds it the next school morning.

| MORNING | SCENE AND SETUP | WRITING PROMPT |
|---|---|---|
| 1<br>Mon Dec 7 | **Name Me**<br>Sit the elf on your desk, leaning on a stack of books, with the paper backpack beside it. Stand the arrival letter next to them and lay the blank name tag in its lap. The class votes on a name. After school, write the winner on the tag and tape it to the elf's chest.<br>You need: arrival letter, name tag, backpack, stack of books, tape. | *Pick a name for our elf. Give one reason it fits.*<br>The elf's note:<br>I need a name. Help! |
| 2<br>Tue Dec 8 | **Hall Monitor**<br>Pick the shelf nearest the door. Sit the elf there between two books so it stays up, and tape the hall pass to its hand. Stand the paper locker next to it with the door open.<br>You need: hall pass, locker, two books, tape. | *The elf has a hall pass. Where does it go, and what happens there?*<br>The elf's note:<br>Passes, please. |
| 3<br>Wed Dec 9 | **Fix My Mistakes**<br>Write the elf's four quiz answers on the board, or four of your own. Sit the elf on your desk against the books with the tiny quiz in its lap and a pencil across its legs.<br>You need: tiny quiz, stack of books, pencil. | *Find the elf's mistakes. Fix each one and explain how you know.*<br>The elf's note:<br>I studied. I promise. |
| 4<br>Thu Dec 10 | **Story Time**<br>Lean the elf against a thick book in the reading corner with the tiny book open in its lap. Stand a row of glue sticks facing it as the audience.<br>You need: tiny book, thick book, glue sticks. | *Which book should the elf read next? Convince it in three sentences.*<br>The elf's note:<br>The glue sticks begged for a story. |
| 5<br>Fri Dec 11 | **Substitute Teacher**<br>Sit the elf in your chair on a stack of books so it shows above the desk. Stand the substitute sign and the tiny chalkboard in front of it, with the schedule facing the class.<br>You need: substitute sign, chalkboard, your chair, stack of books. | *You are the teacher for one day. Write your schedule.*<br>The elf's note:<br>I made today's schedule. |

### Day 3, on the board

Write the elf's wrong answers on the board and let the class fix them. Pick the set that fits your grade, or use your own.

| | |
|---|---|
| **Kindergarten to grade 2** | 2 + 2 = 5. 10 - 3 = 8. C A T spells dog. A week has 8 days. |
| **Grades 3 to 5** | 7 x 8 = 54. Half of 30 is 10. becuase. A triangle has 4 sides. |

# Week two at a glance

Set up after dismissal. The class finds it the next school morning.

| MORNING | SCENE AND SETUP | WRITING PROMPT |
|---|---|---|
| 6<br>Mon Dec 14 | **Kindness Tickets**<br>Put the kindness tickets in a cup and sit the elf beside it with one ticket in its lap. During the day, hand a ticket to anyone you catch being kind, or let students give them to each other.<br>You need: kindness tickets, cup. | *Who did you catch being kind today? What did they do?*<br>The elf's note:<br>Catch someone being kind. |
| 7<br>Tue Dec 15 | **Cliffhanger**<br>Pin the elf's hands under a heavy book at the edge of a low shelf so it dangles. Put a jacket on the floor below for a soft landing.<br>You need: heavy book, jacket. | *How did the elf end up there? Tell it with a beginning, a middle and an end.*<br>The elf's note:<br>A little help? |
| 8<br>Wed Dec 16 | **Elf Mail**<br>Tape the Elf Mail label to an empty tissue box. Sit the elf beside it with a pencil in its lap. Students write a kind note to a classmate or to the elf and post it in the box.<br>You need: Elf Mail label, empty tissue box, pencil, tape. | *Write a friendly letter. Start with Dear and end with From.*<br>The elf's note:<br>I love mail. Write to me. |
| 9<br>Thu Dec 17 | **Report Card Day**<br>Sit the elf on your desk against the stack of books. Stand the class report card against its legs.<br>You need: class report card, stack of books. | *Now grade the elf. What does it get for sitting still? For hiding?*<br>The elf's note:<br>Grades are in. You did great. |
| 10<br>Fri Dec 18 | **See You After Break**<br>Fill in the class award. Sit the elf by the door on a stack of books with the goodbye letter beside it and the award standing behind it.<br>You need: goodbye letter, class award, stack of books. | *Write a goodbye note to the elf. Tell it your favorite day.*<br>The elf's note:<br>Thank you for having me. |

### After day 10

Take the elf and the props home on Friday Dec 18, so the room is clear when students come back in January. The last reminder tells you.

# Elf notes

Cut on the dashed boxes. Fold at the dotted side marks so the writing faces out, and stand the note beside the elf.

Day 1, Mon Dec 7, Name Me

I need a name. Help!

Day 2, Tue Dec 8, Hall Monitor

Passes, please.

Day 3, Wed Dec 9, Fix My Mistakes

I studied. I promise.

Day 4, Thu Dec 10, Story Time

The glue sticks begged for a story.

Day 5, Fri Dec 11, Substitute Teacher

I made today's schedule.

Day 6, Mon Dec 14, Kindness Tickets

Catch someone being kind.

Day 7, Tue Dec 15, Cliffhanger

A little help?

Day 8, Wed Dec 16, Elf Mail

I love mail. Write to me.

Day 9, Thu Dec 17, Report Card Day

Grades are in. You did great.

Day 10, Fri Dec 18, See You After Break

Thank you for having me.

# Arrival and goodbye letters

Cut on the dashed boxes.

For the first morning, Mon Dec 7

## Hello, class!

I came all the way from the North Pole to spend two weeks in your room. Every morning you will find me somewhere new.

There is one rule. Look, but don't touch, or my magic fades.

First job: I need a name. Will you pick one for me?

Love, your elf

For the last morning, Fri Dec 18

## Time for me to fly home.

Thank you for two great weeks. I saw kindness in this room every single day.

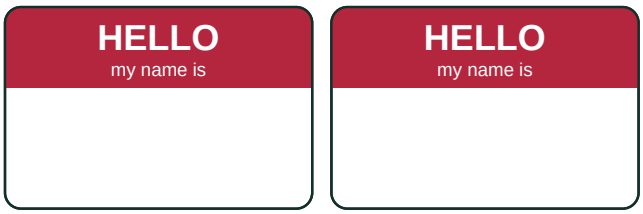
Keep it going while I am gone.

Have a wonderful break!

Love, your elf

# Classroom props

Plain paper and black ink are fine. Cut on the solid lines. Only the desk sign folds, on its dotted line.



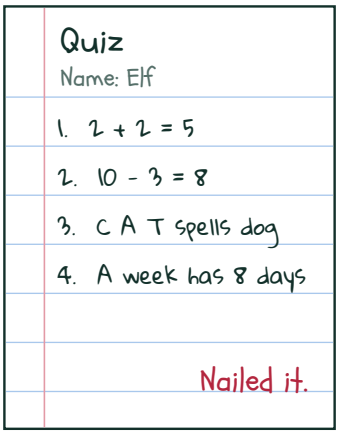

**Name tag, and a spare**
Write the winning name on it and tape it to the elf's chest.
Use on: day 1, then it stays on.



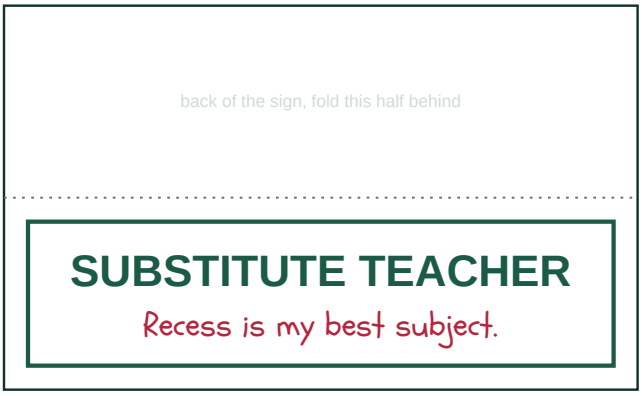

**Elf Mail label**
Tape it to the front of an empty tissue box.
Use on: day 8.



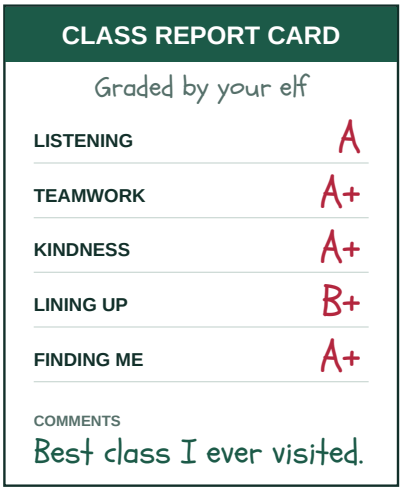

**Hall pass**
Tape it to the elf's hand.
Use on: day 2.




**Tiny quiz**
Lay it in the elf's lap. Put the same four answers on the board, or the harder set from page 2.
Use on: day 3.




**Substitute sign**
Fold the top half back on the dotted line so it stands like a tent.
Use on: day 5.




**Class report card**
Stand it against the elf's legs.
Use on: day 9.

# Kindness tickets and class award

Cut on the solid lines. There are 20 tickets here. Print this page twice for a bigger class.

KINDNESS
TICKET
I saw that. Thank you!
For: _____

KINDNESS
TICKET
I saw that. Thank you!
For: _____

**Kindness tickets**

Hand one to anyone you catch being kind, or let students give them to each other. Use on: day 6, and any day after.

# KINDEST CLASS AWARD

PRESENTED TO

_____

for two weeks of kindness, teamwork and very good guesses about where I was hiding.

December 2026

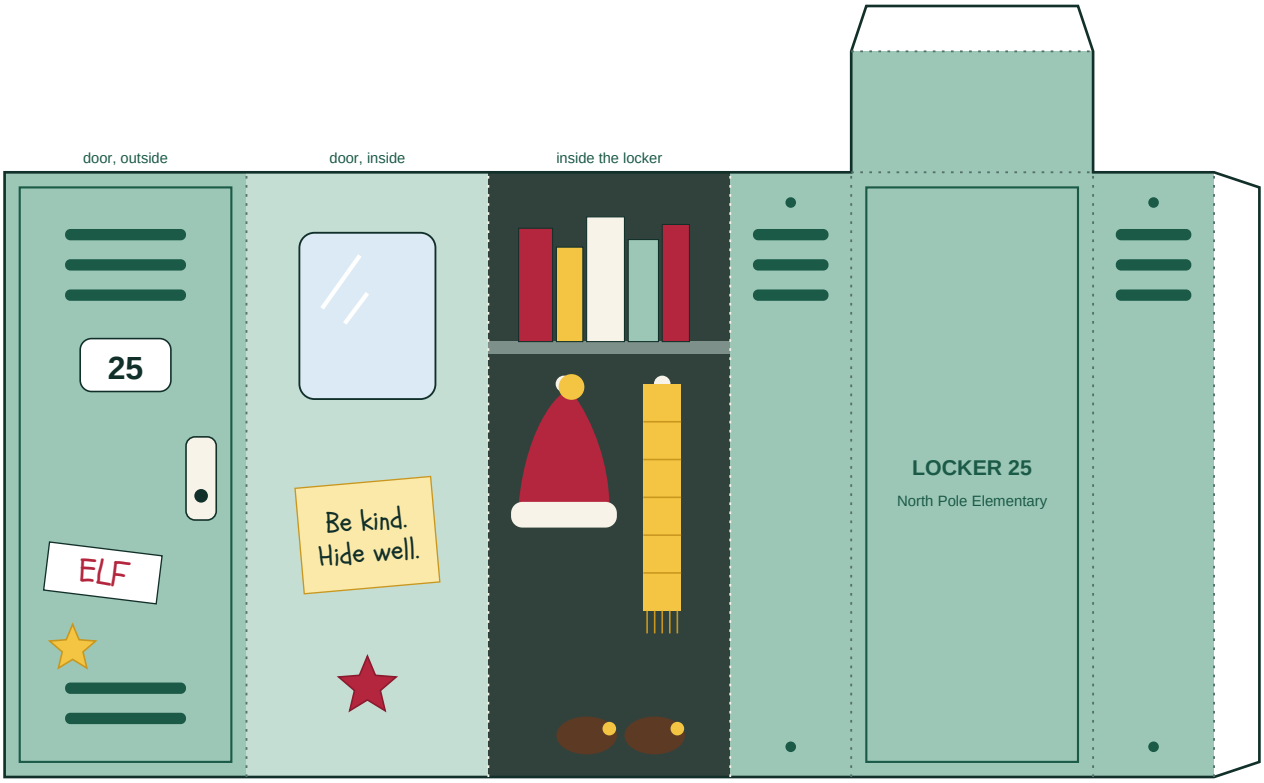
Love, your elf

**Class award**

Write your class or room name on the line, then stand it behind the elf. Use on: day 10.

# Fold-up props: locker and tiny book

These look best in color on cardstock. Black ink and plain paper work too. Cut on the solid lines and fold on the dotted lines, print side out.

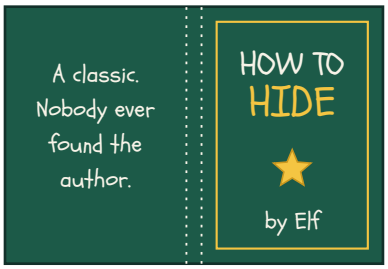


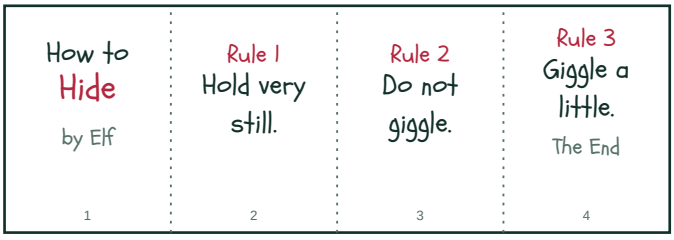

## Locker with a door that opens

1. Fold the first panel back behind the second and glue the two together. That is the door.
2. Fold the rest into a tall box, with the dark panel at the front. Tape the tab inside, behind the dark panel.
3. Fold the top down and tuck its small tab in. Swing the door shut over the dark panel.

Use on: day 2. Stand it next to the elf with the door open.

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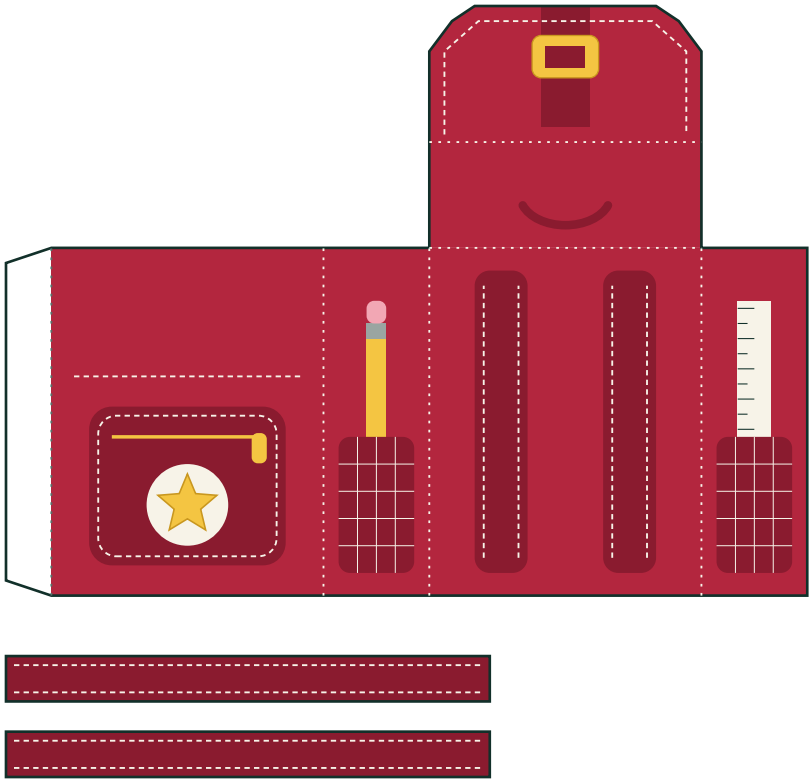

## Tiny book with real pages

1. Fold the cover on its two lines, print side out.
2. Fold the page strip in half with the print on the outside. Then fold each end back the other way, so it closes up like a fan.
3. Glue the back of page 1 inside the front cover and the back of page 4 inside the back cover, with their inner edges at the spine.

Use on: day 4. Open it in the elf's lap.

# Fold-up props: backpack and chalkboard

These look best in color on cardstock. Black ink and plain paper work too. Cut on the solid lines and fold on the dotted lines, print side out.



### Backpack

1. Fold on the four upright lines into a box, print side out, and tape the tab inside.
2. Fold the flap across the top and down the front. A dot of glue holds it shut.
3. Cut out the two straps. Tape both ends of each strap to the back of the backpack, so each one makes a loop for an arm.

Use on: day 1. Stand it beside the elf, or slip the loops over its arms.




### Chalkboard

1. Fold it in half on the line.
2. Stand it like a tent, legs down.

Use on: day 5.

## Like these? The family kit has more.

The full Move the Elf kit is for families. It has 21 paper props, including a suitcase, a pizza box and a laptop that fold up like these, plus 24 nights of scenes and a phone reminder every night.

Scan the code to see it on Etsy, or try the free idea generator at movetheelf.com.

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