

## Mission Statement

Barrow Street Nursery School builds the foundation for lifelong enjoyment of learning, appreciation for the arts, and care for the community and environment. Our progressive approach is centered on collaboratively designed learning experiences.

**Children** play an active role in co-constructing an emergent curriculum that nurtures their growing sense of identity, agency and belonging.

**Teachers** engage in ongoing observation, reflection and critical thinking to bring breadth and depth to learning experiences.

**Family** partnerships are encouraged through meaningful dialogue, authentic interaction and mutual support.

Our community draws strength from the diverse perspectives and backgrounds of our joyful children, dedicated teachers and engaged families.

## Who's Who of PA Planning: School Staff

**Nicole** is who you see to discuss the overarching vision for your event, or to be sure that you are best matching an event plan to the school's philosophy and mission. Nicole is also kept up to date on PA events and committees via meetings with BSNS Admin and the PA Board.

**Steph** will support you with event logistics like materials and plans for set up and clean up. She is also involved when the event requires significant classroom collaboration and participation. (for example, the school's auction)

**Ashley Schuppel** is in charge of all event bookings and marketing, which includes BSNS Newsletter, Instagram and Paperless Post invitations. She is your go-to for managing spaces and invitations.

**Sonia** is who you see for placing orders (please see guidelines below) and facility tasks for Eddie.

**Eddie** will support the day of setting up and break-down (if applicable to your event).

## Barrow Street Nursery Event Timeline & Checklist

### 6-8 Weeks Prior to Event

- Reach out to Nicole and schedule a meeting about your upcoming event. In preparation for this meeting, please prepare to discuss the following:
  - Connection to Barrow’s mission/curriculum
  - Developmental appropriateness (if event is for children)
  - Preferred dates & times, rain dates/plan
  - Demands on volunteers/school/teachers/children/physical spaces
  - Total budget for the event
  
- Check in with your PA Liaison who has been assigned to your committee about plans and any areas that you need support with

### 4 Weeks Prior to Event

- Communication Plan:
  - Figure out the best way(s) to communicate your event to the community. Options include a schoolwide text, inclusion in class parent email, inclusion in weekly newsletter, flyers, paperless post, instagram post
  - Submit communication plan to Ashley Schuppel (include exact verbiage and dates you would like items to take place)
- Classroom Involvement: Work with Steph to create classroom schedule (if applicable, such as Author readings)
  
- Supplies/Orders: First check to see what remains in storage. Then submit supply & decor orders to Sonia. If tips needed (cocktail/auction), submit request to Sonia for petty cash

### 3 Weeks Prior to Event

- Volunteers:
  - Send out volunteer sign-up, ensure extra spots for setup and cleanup
  - If you are having trouble soliciting volunteers, reach out to the Flex Committee chair: Caroline Spencer, [caroline.spencer@gs.com](mailto:caroline.spencer@gs.com)

AV Requests to Steph

**Equipment Needed**

Projector/Screen		Microphone (Gym)	
Bluetooth Speakers (Gym)		Other:	

**2 Weeks Prior to Event**

- Coordinate facility tasks (for Eddie) via Sonia
- Create nametags for event (make sure to have extra blank ones)
- Create Run of Show if needed
- Make plans for clean-up and storage, disposal, or donation of any and all decor/supplies/food from event (and coordinate volunteers to assist in process/transportation of leftover items)
- Furniture Requests & Floor Plans to Sonia (for facilities)

Items	Qty
Adult Chairs	
Adult Tables	
Tablecloths	
Child Chairs	
Child Tables	
Other: _____	

**Day Before Event**

- Check-in with Sonia/Eddie to make sure all school-provided materials, furniture, and equipment are prepared and accounted for

**Day Of Event**

- Best of luck for a terrific event!
- Connect with Eddie immediately for any building related concerns/questions

**Immediately After Event**

- Return physical spaces to how they were before
- Pack up boxes if any materials are being saved in the attic. Dispose of materials not needed for following year. Get Nicole's approval to store anything in the attic before Eddie puts bins back (e.g. Parent Cocktail, Brunch, Fall Fair, Bake Sale).

**One Week After Event**

- Submit a brief summary of your event to Nicole and the PA Board Presidents (Alana and Taryn). It should include a basic summary of what you did, floorplan (if any), along with contacts used (if any) and budget spent (if any).**
- Submit all receipts to Sonia (if applicable)

## Materials & Purchasing Guidelines

We have **MANY materials at Barrow**, including items in storage. We have a **focus on sustainability and keeping waste as low as possible**.

**When planning an event, first review items you will need with Sonia. Please do this before purchasing the items.** There is a good chance that we already have what you need.

### Purchasing Guidelines:

- **Barrow Street is a nonprofit organization** and we have a tax exempt status.
  - See Sonia for a tax exempt form to bring with you before making purchases as we are unable to reimburse tax on any items purchased. If a tax exempt form is needed, please request 24-48 hrs before making a purchase as Fiscal will need time to process the form. Information required is the company's full name, address, and phone number.
  - **Purchases: It is best to purchase materials through Sonia via school accounts or credit card.**
- **If reimbursement are absolutely necessary:**
  - Reimbursements must be submitted to Sonia within 30 days or we cannot provide reimbursement.
  - From the day you submit your receipts, it usually takes 3-4 weeks to receive a check mailed to your home.