



**SPRUCE
TREE
MONTESSORI
SCHOOL**

Event Purpose & Protocol Guide

This Guide is created in an effort to share the knowledge gained over many years of operation and event planning for Spruce Tree Montessori School community events. It serves to preserve event culture and inform protocol, while encouraging new ideas and fresh perspectives. Community is the key to our success, both internally and externally. We are all a part of the effort to build and maintain a connected, supportive and inspiring school community.

- Sep | Harvest Day & Garden Clean Up

- Annual. Second Friday in September.
- School garden harvest and clean up; all gardens, pots, lawn/garden furniture, etc are 'put to bed for winter'.
- Includes parent volunteer opportunities during the afternoon hours and a s'mores fire pit for all to enjoy.

- Montessori Mondays, Evening

- Occurring on select Mondays, typically August, October, February, March.
- Parent Program at school, 6 - 7:15 pm; Kids' Night at the Fairbanks Children's Museum (childcare and pizza), 5:30 - 7:45.
- Topics of Parent Program recommended and coordinated by the Head of School or staff; i.e. parent speaker, staff speaker, guest speaker, video, Ted Talk, activity, etc.
- Food and beverage provided; usually themed for the season, with parent sign up for food and non-alcoholic beverages and beer/wine provided by the school.

- Oct 31 | Halloween Party, 2 - 3:30 pm

- Sometimes falls during fall break camp week, but we still host it.
- Party planned internally; i.e. coordination of set up, clean up, food, games, and treats using SignUpGenius and parent volunteers.
- Fire pit for s'mores.
- Haunted House provided by Girl Scout troop in library space including set up, day of facilitation, and clean up.
- All invited; families, siblings.
- No Sunset program.

- **Nov | Give Thanks Open House**
 - Annual; Monday prior to Thanksgiving, evening.
 - Typical open house with fall themed refreshments served
 - Student led 'tours', lesson presentations and teacher meet/greet
 - Thankful themed craft
- **Nov | Thanksgiving Pie Day, Wednesday before Thanksgiving**
 - Annual assembly of pies by all students
 - Parent volunteers for apple and pumpkin pie ingredients and help with assembly stations
 - Facilitated as a Mentorship activity during the morning work cycle
 - Pies saved/frozen outside and taken home at dismissal to share during family Thanksgiving dinner
- **Dec | Holiday Program, late afternoon, off site location (Raven Landing, West Valley Auditorium)**
 - Annual, occurring the Thursday or Friday before the last week of school before the holiday break.
 - Internally produced by staff.
 - Each classroom sings 2-3 songs, plus a poem or skit, with or without accompaniment.
- **Dec | Holiday Party, following program until 5/5:30, at school**
 - Annual, occurring immediately following the Holiday Program.
 - Orchestrated and planned internally by Sabrina and Annie.
 - Use of SignUpGenius for cookies.
 - Cocoa, beer/wine served.
 - Santa and a reindeer on site for photos.
 - Some years an ornament craft or children's holiday movie is facilitated.
 - No Sunset program.
- **Spring, Trivia & Tapas Event, Binkley Room, Pike's Landing Hotel, 6 - 10 pm**
 - Annual fundraiser, adults only. Tickets sold.
 - All parents invited, staff expected to attend and contribute, bring guests, open to the public.
 - Hosted by the Friends of Spruce Tree Montessori (FOST) & Spruce Tree Montessori School; FOST is sole benefactor of event proceeds.
 - Parent Advisory Committee (PAC) serves as the steering committee of this annual fundraiser.
 - Planned internally with committee chairs (Silent Auction and Dessert Auction).
 - Event program includes live trivia game as its signature, a presentation by Sabrina (video presentation, photo slideshow, or special presentation), and a live pie auction.

- Event activities include silent auction, raffle drawing, live music or DJ, full dinner, specially brewed beer by HooDoo, souvenir glass with event logo, table wine, and a full cash bar available.
- Dress is cocktail attire.
- **May | Muffins with Moms**
 - Morning welcome to moms, grandmas, aunts or other loved ones.
 - 8:15 - 9, open house, student led
 - Muffins and coffee served.
- **May | Garden Day**
 - Annual, occurring the first Friday after Mother's Day.
 - Collaborative effort between parents, staff, students..
 - All gardens and flower pots are planted on this day.
 - SignUpGenius used for plant and soil donations as well as volunteer help.
 - Event occurs during the day, typically 10 - 3 with a mid-day lunch break between volunteer spots.
- **May | Field Day & Carnival**
 - Annual, occurring the Monday before Memorial Day.
 - Organized by PE Teacher and other staff with parent volunteers and staff organizing/running the events/games.
 - Students enjoy traditional field day events and carnival games with prize bags for participants.
 - SignUpGenius used to solicit parent volunteers.
 - Event occurs during the afternoon.
 - No Sunset program.
 - In most years, we host a BBQ style gathering for parents after the event or invite a food truck.
- **June | Donuts with Dads**
 - Morning welcome to dads, grandpas, uncles or other loved ones.
 - 8:15 - 9, open house, student led
 - Donuts and coffee served.
- **June | Denali Park Field Trip & Camp Out**
 - Annual, occurring the second Friday and weekend in June.
 - All school family field trip to Denali Park. Staff are expected to attend, it's a paid work day.
 - Friday morning drive to Park, meet for picnic lunch at noon at Savage River, day hike Savage trails.
 - Camping at Riley Creek Friday night with reservations handled by the school and camping logistics handled by parents.

- No formal programming or schedule besides Friday picnic and hike.
- **June | Parent Orientation & Wine Tasting, 3rd Thursday in June**
 - Annual parent orientation for new school year – new and returning parents invited.
 - Wine tasting sponsored by the school with hors d'oeuvres
 - Each station is a different presentation of a part of the Parent Handbook or School Culture
 - Staff and PAC members invited to present
- **June | New Student Mock 1st Hour, Wednesday morning of 2nd to last week of school**
 - Offers newly enrolled students, all ages, a chance to visit the school, see their classroom, meet their teacher, play on the playground
 - Parents can drop off or stay.
 - Q&A on playground with Leadership Team for parents who stay.
 - Coffee and refreshments served.
- **June | STMS Celebration & Completion Event, Late Afternoon-Evening, Riverboat Discovery**
 - Annual 'graduation' ceremony for kindergarteners and sixth graders, occurring the last day of school in June.
 - Program and entertainment planned internally. (graduation ceremony, live music, community craft project, face painter, photo slideshow, cruise down the Chena River)
 - Beer and wine served aboard Riverboat.
 - Potluck facilitated internally; graduate parents asked to bring main dishes; themes have included BBQ, taco/nacho bar, Italian, heavy apps potluck.
- **July | Back to School Open House, Late Afternoon**
 - Open House for all students following summer break. Meet/greet teachers, see classrooms.
 - Refreshments provided by school.