

## **Lincoln Nursery School Parent Job Manual**

### **Welcoming and Social**

**Last Updated:  
Spring 2025**

#### **Job Description:**

The chairpersons of the Welcoming and Social Committee are the advocates for families new to LNS, and the stewards of building community among all families at LNS. They address the community's desire to have increased opportunities for social interaction. This committee works to make 'new' families feel welcome, and to help them integrate comfortably into the LNS community, while also continuing to connect returning families.

Specific responsibilities include: organizing Welcome Back Night, the Fall hayride event, the Winter Solstice Lantern Walk and other school-wide social events. The Welcoming and Social Committee (W&S) will also coordinate one-on-one outreach with families as needed.

#### **Timeline:**

- September
  - Welcome Back Night
    - This whole community event acquaints parents, other members of the community, classrooms and teachers with pertinent procedures. One parent from each family is strongly encouraged to attend. W&S is responsible for the overall planning of the event. W&S responsibilities include:
      - Invitations
      - Refreshments - Beer, Wine, non-alcoholic drinks and light food such as cheese or dessert trays
      - Nametags for parents and teachers - pick up supplies and markers from the office.
      - Usually held in the deCordova courtyard (turn on lights that are strung up)
      - Provide paper goods and distribute some to each classroom
      - Provide flowers and tablecloths
      - Assist in overall set-up and clean-up
- October
  - Fall Event
    - W&S is responsible for organizing and running a fall gathering that has historically consisted of cheese pizza, apples and a hay ride. The past couple of years the event has also included a gratitude activity.
    - Gather together as a school in the space behind red & blue studios - set up long folding tables to hold food & gratitude activity materials.
    - Hay rides are arranged through the deCordova landscape crew - usually Doug. Hay ride departs by the café-post schedule for studio hayride times.

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- An invitation should go out by early October in order to get an accurate headcount for pizza. Rossini's can deliver pizza to the school - request double-cut pies for child-sized servings; order at least one regular-cut pizza to give as a thank-you to Doug.
- December
  - Lantern Walk
    - This event is usually held on a Tuesday close to the Winter Solstice at 4pm.
    - Teachers coordinate the entertainment & music for the event and invite the community to join in song.
    - The lanterns have been created by the children in their studios.
    - W&S provides winter-themed cookies and hot chocolate to be enjoyed as the attendees arrive. Set up large folding tables in the courtyard and turn on the string lights.
- June
  - Host New Families Night
    - Invitations - teachers, staff, steering committee, and new families are invited
    - Refreshments - Beer, Wine, non-alcoholic drinks and light food such as cheese or dessert trays
    - Nametags
    - Decorate the playground (lightbulbs are usually hung in the courtyard)
    - Provide flowers and tablecloths
    - Assist in overall set-up and clean-up

#### Additional Documentation:

- Budget
- LNS Reimbursement Request Form

**Reports to:** VP of Programs