



Spruce Street Nursery School

Executive Director Search

July 2024

5 Avery Place | Boston, Massachusetts 02111



Our Mission

Founded in 1996, Spruce Street Nursery School was created to provide an environment that supports the development of young children and fosters creative thinking, while offering families the opportunity to participate in a community committed to excellence in early learning.

Teaching compassion and respect through listening and understanding is a fundamental tenet of our educational approach.



About Our School

Spruce Street Nursery School serves children ages 2-5 and is located in the heart of downtown Boston. At Spruce we recognize that children learn about the world through active exploration and play. Teachers here develop curriculum to honor and explore each child's potential. Classrooms are designed to offer many opportunities for a child to learn at his or her own pace. Art, music, and children's literature are essential elements of our program. Concepts and skills are presented at appropriate developmental stages and then expanded upon through both structured activity and imaginative play.

Many children begin attending on a part-time schedule which allows both the child and family to achieve a comfort level with school and the separation process. Scheduled days increase in subsequent years as your child becomes acclimated to school, allowing greater continuity of curriculum as your child grows and develops.

We feel that children of all ages should come together to learn from and with each other. Although our classrooms are grouped and defined generally by age, all of the children have ample opportunity to work with other teachers and age groups as well. By encouraging interchange between classrooms a greater feeling of community is experienced as children both younger and older come to know and appreciate one another.

The city provides the school with many opportunities for concrete experiences that broaden the children's understanding of the world around them. Cart rides along city streets and trips to the park contribute to an essential understanding of what it means to be part of a larger community. The many resources available in the city are invaluable teaching tools. The richness and diversity of the urban environment both informs and enriches our educational mission.



Diversity, Equity and Inclusion Statement

Spruce Street Nursery School is committed to honoring, supporting and increasing the diversity of its community. Spruce Street Nursery School does not discriminate against students, families and teachers on the basis of race, color, national or ethnic origin, marital status, religion, political beliefs, disability, gender or sexual orientation in the administration of its educational policies, admissions policies, and other school administered programs.

Extended Programs

Early Arrival (7:30-8:30 am)

Children gather in the Acorn classroom where the Early Arrival Teacher provides activities and a light breakfast to begin the day.

Extended Day (1:00-3:30 pm)

The Extended Day Program provides a small, mixed-age setting for guided exploration of a specific activity based on a theme. Themes include Outer Space, STEAM, and Forest Animals. Led by a dedicated Extended Day teacher, the children have the opportunity to participate in a variety of projects. Rest time, snack, and stories are also important elements of Extended Day.

Afternoon Enrichment Programs (1:00-3:30 pm)

Special Activity programs are offered throughout the year. These programs include Swim & Play, Tennis, Yoga, Theater and more!

Late Day (3:30-5:30 pm)

Late Day is available M-F from 3:30-5:30. Children may sign up on a contract or drop-in basis. Late Day is a deliberately slower pace than the school day, with time for play, snack, and stories.

Summer Program

Spruce Street also offers a Summer Program, available to all currently enrolled families.



Our Programs

Spruce Street Nursery School provides a joyous early learning experience for children ages 2 through 5 years.

Spruce Street accommodates a maximum of 49 children at any given time. By maintaining a teacher to child ratio of 1 to 4.5 throughout the school, we are able to provide a warm and nurturing nursery school environment where each child's individual development is given thoughtful attention. Each day begins at 8:30 am and ends at 1:00 pm, with the possibility of Early Arrival from 7:30 am, Extended Day until 3:30 pm, and Late Day until 5:30 pm.

The Acorns

Age: 2.0 - 2.9 years | Days: MWF or TTh

The Acorn classroom offers many opportunities for discovery in an environment that is warm and welcoming. Our teachers help your child to form friendships with gentle guidance. Language development is enhanced through songs and finger plays, interactions with peers, and conversations with responsive teachers. Pre-academic skills such as colors, letters, and number concepts are introduced gradually through play. Picture books are read throughout the day, and each child keeps a journal of his/her explorations with pen and paper. A climbing structure is ever present for the active Two's boundless energy. The children also explore enclosed fields and playgrounds, weather permitting. The Acorns ride in carts, safely buckled, to all of their destinations.

The Willows

Age: 2.10 - young threes | Days: 3, 4, or 5 days

In the Willow classroom, lessons are planned along thematic units developed from the interests and ideas of the children, such as Dinosaurs, Outer Space and the Human Body. Planned activities increase children's knowledge of the world around them through hands-on discovery, while introducing fundamental pre-reading and pre-math concepts. Each child keeps a journal with drawings, letters and the child's words to document his or her days at school. Daily meetings provide children with a forum to practice group etiquette while expressing their ideas and discussing the themes they've been exploring in the classroom. Through play, active inquiry and teacher-initiated activities, children develop self-esteem while gaining social, cognitive and physical skills.

The Maples

Age: mid threes - early fours | Days: 3, 4, or 5 days

The Maple curriculum provides exposure to a broad range of topic areas with an emphasis on integrating pre-academic skills throughout. Thematic units are developed from the children's ideas and interests as well as from the teacher's goals for each child and the class as a whole. Maple journal entries often begin to include representational drawings and inventive spelling. The Maples work both cooperatively and independently in their process of discovery; meeting becomes a time for listening, sharing and discovering more. Through guided inquiry, planned activities, and dramatic play, each child's sense of themselves as a good friend and competent learner develops.

The Oaks

Age: Pre-Kindergarten | Days: 5 days only

The Oak class helps familiarize your child with key abstract concepts while maintaining a strong commitment to active learning. Journals are an integral part of each day, with an emphasis on emerging literacy through encouraging drawing and writing, and transcribing the children's increasingly complex stories. Letter sound associations are reinforced as the children practice their letter of the week, and begin to recognize letters and words in text. Simple equations are demonstrated with hands on counters, and geometric concepts are explored through tangrams and geoboards. In the Oak classroom, children have the opportunity to explore topics and themes in increasing depth as well as pursue their own areas of interest.



Spruce Street Nursery School at a Glance

Founded in 1996

Serves children ages 2-5

Maximum of 49 children at any given time

Teacher to child ratio of 1 to 4.5

Class Sizes & Teachers

- Acorn: 9 students, 2 teachers and 1 teacher's aid
- Willows: 16 students, 3 teachers
- Maples and Oaks: up to 12 students each, 2 teachers
- 1 Float teacher
- 1 Music and Movement specialist

15 Teachers and Staff

11 Board Members

Morning Tuition, Yearly 8:30-1:00

- Mon-Fri: \$26,200
- 4 Days : \$22,900
- 3 Days : \$17,900
- 2 Days : \$12,700



Leadership Opportunity

Christie Guevin founded Spruce Street Nursery School in 1996 with the goal of providing a nurturing learning environment that is stimulating yet warm, challenging, yet cozy. Christie's vision led to the development of an extraordinary school, completely dedicated to the positive growth and development of young children.

After 26 years of leadership, Christie is stepping down, opening an opportunity for a new leader to continue to develop the Spruce story. The next leader of Spruce Street Nursery School will find a joyful environment, staffed with deeply committed and knowledgeable faculty, where children are actively engaged in learning. More than just a school, Spruce is a community built upon a strong foundation of trust and care. Located in downtown Boston, the facility is intentionally designed with developmentally appropriate classroom environments and a creatively constructed outdoor play area. A highly sought-after school for families with young children, Spruce parents are deeply committed to and supportive of the school. With a history of capacity enrollment, strong financial status, and exemplary long-term leadership, the school is thriving.

Spruce's next leader must be an experienced early childhood educator who is licensed or eligible for licensing as an EEC Director by the Massachusetts Department of Early Education and Care. The following skills and personal traits are essential:

- A deep understanding of, and commitment to, early childhood education
- A passionate and energetic individual who connects with children, parents, faculty and staff
- A compassionate, caring, and supportive mentor who serves as a role model for faculty and staff and is committed to continuous improvement
- A multi-talented and thoughtful leader who has the courage and conviction to deal with any future challenges that may arise
- A manager with business acumen who can understand



finance, state regulations, accreditation, and staffing needs, and who is committed to working with the Board and development team

- A leader experienced in attracting, supporting, and retaining high quality faculty and staff
- A self-aware leader who collaborates and welcomes diverse perspectives, is flexible, but decisive when needed
- A leader with strong oral and written communication skills



Application Process

Interested candidates should submit the following documents in a single merged pdf to Mary Seppala:

- EC Candidate Summary (request from Mary Seppala)
- Letter of interest to the Spruce Street Nursery School Search Committee
- Current resume
- Statement of leadership philosophy
- List of five references with e-mail addresses and telephone contact

Contact Information:

Mary Seppala
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