

Southborough Village Preschool

Registration Procedure for the 2012-2013 School Year

Registration procedure for current students and siblings: Registration for current Southborough Village Preschool students and their siblings will be held from Tuesday November 1st through Friday, November 4, 2011. You may bring your application and the materials listed below to the school, or you may mail them in. Please be aware that classes will be filled on a first come first served basis, so we strongly urge you to bring your applications in sooner rather than later. We will date and number applications as they arrive at the school. Please use the Class Request form located inside the application packet to indicate a first and second choice for your child's class. We will make every effort to see that families receive their first request, however if applications for a particular class exceed the number of available spots, we will use a lottery system to fill the slots. We will notify you of your child's placement by Friday, November 18, 2011. Please note that registration will open to new families on Monday, Nov. 7, 2011. Any applications received after Friday, November 4, will be filled on a first come first served basis.

Registration procedure for new students: Registration will be open to the public for new students starting on Monday, November 7. To register your child, please drop off or mail in your application, including the materials listed below. As classes can fill quickly, we urge you to apply earlier rather than later so as to increase the chances that you receive your first or second choice. We will notify you of your placement by Friday, November 18, 2011. Please note that beginning this week, classes will be filled on a first come first served basis. To register a new student we will need the following:

In order to register for the 2012-2013 school year, please bring the following:

1. **A completed application, consisting of a Class Request Form and a Child Enrollment Form.** We make every effort to give you your first class choice, but in order to be assured a spot it is wise to mark two class choices!
2. **A non-refundable registration fee of \$100.**
3. **A check for 10% of next year's tuition.**

Important Note: We will notify you with a Class Placement Letter by Friday, Nov. 18, 2011 as to what class your child has been placed in for the 2011-2012 school year. Please read, sign and return this letter by Wed., November 30, 2011. At this point, if you chose **not to accept** this placement, we will return the 10% deposit to you. Should you **choose to accept** this placement, the 10% deposit will be applied towards your tuition for next year. Once you have accepted a spot in a class for next year, this 10% deposit will become non-refundable. Please see a Director if you have any further questions. Thank you.

(See back for classes offered and tuition rates.)

For the 2012-2013 school year we anticipate offering the following programs:

Toddlers (18 months-2.9 yrs.) Tues/Thurs AM

Young Preschooler (2's and 3's) Tues/Thurs AM

Young Preschooler (2's and 3's) Tues/Thurs PM

Older Preschooler (3's and 4's) Mon/Wed/Fri AM

Older Preschooler (3's and 4's) Mon/Wed/Fri PM

Older Preschooler (3's and 4's) Tues/Thurs AM and Wed PM

Older Preschooler (3's and 4's) Tues/Thurs 9:00-1:30

Half Day Pre-K- Mon/Wed/Fri AM

Half Day Pre-K- Mon/Wed/Fri PM

Full Day Pre-K - Mon/Wed/Fri

Important: Please note that the ages and numbers of our students can vary from year to year. As a result, we may need to make changes to the offered classes/schedules based on applications and enrollment. We will be sure to notify you as early in the enrollment process as possible if we anticipate needing to make such changes. Thank you for your understanding.

Tuition rates are as follows for the 2012-2013 school year:

Toddler Program: \$2,500 (10% dep.= \$250)

3 Half Day Program: \$3,250 (10% dep.= \$325)

2 Day Program: \$2,500 (10% dep.= \$250)

3 Full Day Program: \$5,650 (10% dep.= \$565)

We sincerely look forward to welcoming you and your child into the Southborough Village Preschool community. We are happy to answer any questions that you may have regarding our program, mission, philosophy and curriculum. We believe that it is important for you and your child to visit our school if you have not already done so. Please call our office, 508-485-3109, to schedule an appointment or if you have further questions. We encourage you to pay close attention to the above dates to ensure that you receive the class/classes that you prefer. We truly thank you for choosing Southborough Village Preschool for your child. We look forward to hearing from you!

Sincerely,

Laura Eppen and Gretchen Hartnett,

Directors, Southborough Village Preschool

Class Request Form (2012-2013 school year)

I request that my child, _____ be placed in the following class for next year. (Please place a #1 next to your first choice and a #2 next to your second choice.)

- ____ Toddlers (18 months-2.9 yrs.) Tues/Thurs AM
- ____ Young Preschooler (2's and 3's) Tues/Thurs AM
- ____ Young Preschooler (2's and 3's) Tues/Thurs PM
- ____ Older Preschooler (3's and 4's) Mon/Wed/Fri AM
- ____ Older Preschooler (3's and 4's) Mon/Wed/Fri PM
- ____ Older Preschooler (3's and 4's) Tues/Thurs AM and Wed PM
- ____ Older Preschooler (3's and 4's) Tues/Thurs. 9:00-1:30
- ____ Half Day Pre-K- Mon/Wed/Fri AM
- ____ Half Day Pre-K- Mon/Wed/Fri PM
- ____ Full Day Pre-K - Mon/Wed/Fri

Important: Please note that the ages and numbers of our students can vary from year to year. As a result, we may need to make changes to the offered classes/schedules based on applications and enrollment. We will be sure to notify you as early in the enrollment process as possible if we anticipate needing to make such changes. Thank you for your understanding.

* Please tell us what your child's previous preschool experience/class has been. _____.

Please Note: A non-refundable fee of \$100.00 is due upon receipt of your application. In addition, a check for 10% of next year's tuition is due with your application. We will notify you with a Class Placement Letter by Friday, November 18th as to what class your child has been placed in. Please read, sign and return the letter by Wednesday, November 30, 2011. At this point, if you chose **not** to accept this placement, we will return the 10% deposit to you. Should you choose to accept this placement, the 10% deposit will be applied towards your tuition for next year. Once you have accepted a spot in a class for next year, this 10% deposit will become non-refundable. Please see a Director if you have any further questions. Thank you.

Parent Signature _____ Date _____

Director Use Only

Class _____

Registration Fee _____

Deposit _____

Southborough Village Preschool

14 East Main Street, Southborough, MA

Tel. 508 485-3109 or visit www.southboroughvillagepreschool.com

Child Enrollment Form

Child Information

Child's Name: _____ Date of Birth: _____

Age at Admission: _____ Date of Admission: _____

Child's Home Address: _____

Home Phone Number: _____

Primary Language: _____ Identifying Marks: _____

Eye Color: _____ Hair Color: _____ Skin Color: _____

Sex: _____ Height: _____ Weight: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Relationship to Child: _____

Home Address: _____

Reachable Phone Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Hours at Work: _____

Parent/Guardian Name: _____

Relationship to Child: _____

Home Address: _____

Reachable Phone Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Hours at Work: _____

Additional Information

Child's Physician: _____

Address: _____ Phone Number: _____

Allergies/Special Diets? _____

Individual Health Plan for child with a chronic health condition? If yes, please attach. _____

Copies of any custody agreements, court orders, and restraining orders pertaining to the child? If yes, please attach. _____

Special limitations or concerns? _____

Physical Exams/Immunizations/Lead Test

I certify that I will provide Southborough Village Preschool with current documentation of physical examination and immunizations in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements. _____

Parent initials:

Please Note:

A registration fee of \$100.00 plus 10% of your annual tuition is due at the time of registration in order to hold your child's spot. The fee is non-refundable and non-deductible. The 10% will be deducted from your tuition in September.

Parent/Guardian Signature _____ Date _____