



Southborough Village Preschool

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Summer Newsletter 2011 – 2012

Please keep for reference during the school year
 Please note that you will receive your Parent Handbook at your conference.

Dear Parents of _____,

Southborough Village Preschool will open for the 2011-2012 school year on Wednesday, September 7. On Wednesday, September 7 and Thursday September 8, there will be 15 minute individual **student/parent-teacher conferences**. At this time you will have a chance to meet your child's teacher and discuss the coming school year. Please bring your child with you. In order to make this a special time, please leave un-enrolled siblings at home.

Your conference time is _____.

On Friday September 9, we will have **Orientation Day**. This is a one hour class designed to give children an opportunity to acquaint themselves with their class and their teacher. Adults are invited to wait outside during the orientation class. Students will be in their classrooms for 45 minutes, followed by 15 minutes on the playground. The orientation class will end promptly after 1 hour so as to allow teachers time to prepare for their next class. The schedule for your child's orientation class is as follows:

Tues./Thurs. AM and PM classes and the Tues./Wed./Thurs. class	9:00-10:00 AM
Mon./Wed./Fri. AM class and the Mon./Wed./Fri. Full Day classes	10:30-11:30 AM

The first full week of school begins on Monday, September 12. **PLEASE NOTE: This year, morning sessions will run from 9:00 to 12:00, afternoon sessions will run from 12:00-3:00 and full day sessions will run from 9:00-3:00.**

FACULTY

Our 3 classrooms will be staffed by the following teams of teachers:

CLASS	STAFF	CLASS	STAFF
T,Th - AM	Room 1 - Jan Henderson / Colleen Harper	M,W,F – Full Day	Room 1 - Jan Henderson / Liz Connors
T,Th - PM	Room 1 - Jan Henderson/TBD	M,W,F – Full Day	Room 3 – Gretchen Hartnett / Jane Taglieri
T,Th – AM toddlers	Room 3 - Laura Eppen / Nikki Neal	Playschool (M,F)	Monica Austin
M,W,F – AM	Room 2 – Kate Battles / Monica Austin	Playschool (T,Th)	Sara Michas
T,Th (AM) & W (PM)	Room 2 – Haley DiStefano / Sara Michas		

TUITION POLICY

The tuition for each of the Tues/Thurs half-day programs is \$2,320. The tuition for the Mon/Wed/Fri and the Tues/Wed/Thurs half-day programs is \$3,040 and the tuition for the full day program is \$5,300. We have three payment plans available. Please pick the plan that best suits your needs. There is a discount for those that pay the tuition in full and a small handling fee for the five-payment plan. Initial payments for all payment plans are due in September. We do not have a monthly payment plan. If there is a problem, or if you have questions, please call us.

	2-1/2 DAY SESSION	3- 1/2 DAY SESSION	FULL DAY
YEARLY TUITION COST	\$2320.00	\$3040.00	\$5300.00
Deposit	232.00	304.00	530.00
Balance Due	2088.00	2736.00	4770.00
1. Full Year Plan			
Discount	20.00	30.00	40.00
Due September	2068.00	2706.00	4730.00
2. Two Payment Plan			
Due: September / January	1044.00	1368.00	2385.00
3. Five Payment Plan			
Due: Sept./Oct/Dec/Jan/Feb	421.60	553.20	962.00

Important Things You Should Know About Southborough Village Preschool...

EARLY DROP OFF

Early drop off is available every morning beginning at 8:15 AM. The fee for early drop off at 8:15 is \$6.00. The fee for early drop off at 8:45 is \$3.00.

PLAYSCHOOL

Playschool is open to all children between the ages of 18 months and 5 years of age. Playschool has both permanent and flexible slots. You will receive further information on how to sign up for Playschool at your conference. Children who are not students at Southborough Village Preschool may also attend if there is space available. Playschool meets on Monday, Tuesday, Thursday and Friday and is available from 12:00 to 3:30 p.m. Children coming at 12:00 noon should bring their lunch. Rates are \$8.00 per hour and billing is done at the end of the month.

MEDICATION AND MEDICAL FORMS

Medical forms for the upcoming school year are to be brought to conferences in September. **NO CHILD CAN BEGIN SCHOOL ON SEPTEMBER 12 WITHOUT PROOF OF A CURRENT PHYSICAL AND IMMUNIZATIONS.** This is a Department of Early Education and Care regulation. Physical forms are good for one year from the date and must be signed by a physician. Please be sure that we have an individualized health care plan from your physician if your child has allergies or a chronic health problem.

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WHAT TO WEAR AND BRING TO SCHOOL:

Clothes/Footwear

It is important that your child be comfortable while at school. Preschool is a time for hands-on learning (painting, exploring, etc.) and physical play. We ask that you do not send your child into school wearing clothes that you are concerned about staining. In addition to this, proper, safe footwear is essential for your child at school. Sneakers and enclosed rubber-soled shoes are requested. Please save flip-flops, dress shoes, and Crocs for home.

For the 2-day programs, we request that you bring a complete change of clothing for us to leave for your child in case of a spill or an accident.

For the 3-day programs, if you feel that your child may need an extra set of clothing, feel free to send it in. Please label all clothing including hats, mittens, boots, and jackets. Your child may not always know what you have brought in for them to wear. Labels help with this!

Backpack

Every child should have a good sized backpack to carry projects and papers home from school. Please label the bag with your child's name. Remember to check it every day for information and treasures.

Snack

Southborough Village Preschool provides a small, nutritional snack during the morning for each class. The snack usually consists of some type of cracker/pretzel and water. We respect each family's dietary preference. We are happy to work with your family in order to accommodate the needs of your child during snack time.

Lunch

If your child is staying for lunch, we ask that you provide your child with a nutritional lunch. We encourage all families to follow the nutritional guidelines set up by the USDA and will be happy to help you find copies of this plan. On certain days of the week we will offer pizza (from a local pizzeria) for those who would like, at an additional cost of \$3 per child.

We look forward to working with you and your child this year at Southborough Village Preschool. Please let us know if you have any further questions for us as we are approaching the beginning of the school year. Have a wonderful remainder of the summer with your families. See you in September!

Sincerely,

Laura Eppen and Gretchen Hartnett