



Southborough Village Preschool

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Summer Newsletter 2017 – 2018

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

Dear Parents of _____,

Southborough Village Preschool will open for the 2017-2018 school year on Thursday, September 7th, 2017. On Thursday, September 7th and Friday, September 8th, we will hold a 15-minute, individual **student/parent/teacher conference, for each student**. At this time, you will have a chance to meet your child's teachers and discuss the upcoming school year. Be sure to bring your child with you, when you come to your conference. In order to make this a special and efficient use of time, please try to make other arrangements for un-enrolled siblings.

Your child's teacher will be contacting you in the next few weeks to inform you of your child's conference date and time. If your child will be attending school on Tuesdays and Thursdays, you can plan to have your conference on Thursday, September 7th. If your child will be attending school on Mondays, Wednesdays and Fridays, you can plan to have your conference on Friday, September 8th. In general, morning classes can plan to have conferences in the morning and afternoon classes can plan for conferences in the afternoon.

While conferences are on September 7th/ 8th, the first full week of school begins on Monday, September 11, 2017.

PLEASE NOTE: Half-day morning sessions will run from 9:00 AM to 12:00 noon, half-day afternoon sessions will run from 12:00-3:00 PM, and full-day sessions will run from 9:00-3:00. It is very important that morning students are not picked up any later than 12:00, so that we can begin our afternoon classes on time. Late fees will apply to late pick-ups.

FACULTY

The following teams of teachers will staff our classrooms during the 2017-2018 school year:

DAYS	CLASS	ROOM	STAFF lead/assistant
Tues/Thurs AM Toddlers	Toddlers	Rm. 1	Laura Eppen/Kristen Rosen
Tues/Thurs Full Day	Older Preschoolers	Room 2	Sara Michas/Alexandra Mills
Tues/Thurs AM	Young Preschoolers	Room 3	Jan Henderson/Cara Shaw
Tues/Thurs PM	Young Preschoolers	Room 3	Jan Henderson/Michele Kostiw
Mon/Wed/Fri AM	Young Preschoolers	Room 1	Kara Bergeron/Amy Richardson
Mon/Wed/Fri PM	Older Preschoolers	Room 1	Haley DiStefano/Kara Bergeron
Mon/Wed/Fri Full Day	Full Day Pre-K	Room 2	Gretchen Hartnett/Karen Arpino
Mon/Wed/Fri Full Day	Full Day Pre-K	Room 3	Jan Henderson/Christine Poutre (AM)/ Michele Kostiw (PM)
Playschool (Tues/Thurs ONLY)	Playschool	Room 1	Laura Eppen/ Cara Shaw/ Kristen Rosen

***Your child's class and teachers are highlighted above.**

TUITION POLICY

Please see the tuition chart below for details regarding your child’s tuition and payment options. As the chart indicates, 10% of your child’s tuition was paid at the time of registration. At this time, you will need to select a payment plan for the remainder of the tuition. 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. **Please be prepared to make the initial payments, for the tuition plan that you choose, on the day of your September conference.** Subsequent payments are due on the first day of the indicated month. We do not have a monthly payment plan. You will receive an email to remind you when your payments are due. If you have a question or a concern regarding your tuition agreement plan, please don’t hesitate to contact us.

***Please note: Tuition and Playschool payments received later than two weeks after the 1st of the month will be subject to a late fee.**

2017-2018	TODDLER (2-1/2 DAY) session	2-1/2 DAY session	3- 1/2 DAY session	2 - FULL DAY session	3 - FULL DAY session
YEARLY TUITION COST	\$3050.00	\$2800.00	\$3700.00	\$4400.00	\$6100.00
Deposit	305.00	280.00	370.00	440.00	610.00
Balance Due	2745.00	2520.00	3330.00	3960.00	5490.00
1. Full Year Plan					
Discount	30.00	30.00	40.00	40.00	50.00
Due September	2715.00	2490.00	3290.00	3920.00	5440.00
2. Two Payment Plan					
Due: September / January	1372.50	1260.00	1665.00	1980.00	2745.00
3. Five Payment Plan	Additional \$30.00	Additional 30.00	Additional \$40.00	Additional \$40.00	Additional \$50.00
Due: Sept./Oct/Dec/Feb/Apr	\$2775/5=\$555.00	\$2550/5=\$510.00	\$3370/5=\$674.00	\$4000/5=\$800.00	\$5540/5=\$1108.00

Important Things to Know About Southborough Village Preschool...

EARLY DROP OFF

Early Drop-off is available every morning beginning at 8:00 AM this year. The fee for Early Drop-off anytime between 8:00 and 8:15 is \$10.00 total. The fee for Early Drop-off anytime between 8:15 and 8:45 is \$7.00 total. The fee for Early Drop-off anytime between 8:45 and 9:00 is \$4.00 total. Early Drop-off billing occurs at the end of the month, through email.

PLAYSCHOOL

Playschool will be offered on Tuesday and Thursday afternoons from 12:00-3:30 PM, and on Monday, Wednesday and Friday afternoons from 3:00-3:30 PM (M/W/F Playschool is only available for students who are already in class on those afternoons). Playschool has only 13 spots available at any given time. You are free to sign up for Playschool as long as there is an opening. If you are certain that your child will need a permanent Playschool spot, please let us know now, or you can sign up for a permanent spot during your September conference.

Playschool is available to all preschool students (2.9+), as well as non-SVP students, on a first-come, first-served basis. We recommend that our Toddlers wait until the second half of the year before attending Playschool. Please see a Director before signing your Toddler up for Playschool.

Children who are attending Playschool between 12:00 noon and 1:00 PM should bring a nut-free lunch.

The fee for Playschool is \$10.00 per hour and billing occurs at the end of the month, through email.

Siblings will receive a 50% off discount when attending Playschool or Early-drop off at the same time.

Please note: Playschool/Early Drop-off bills are due upon receipt, must be paid within two weeks and cannot be carried over to the next month. Payments received later than 2 weeks after receipt of the monthly bill will be subject to a late fee. Continued use of Playschool/Early Drop-off is contingent upon payment of the monthly bill.

Student Records and Required Paperwork

PACKET OF PAPERWORK

In this envelope, you will find a packet of student paperwork that must be filled out annually and kept in your child's file, in order that he/she can begin school. Licensing regulations mandate that all paperwork must be submitted before the first day of school, so please bring this to your September parent/child/teacher conference. In this packet, you will find a Child Enrollment Form, Developmental History, Authorizations, First Aid Consent Form, and a Student Survey. Along with this packet, **you must also present us with a current physical/immunization record (if a current one is not already in your child's file at school).** Students will not be able to begin school without this paperwork on file.

PHYSICALS

In order to begin school, all children are required to have a current physical and immunization record (within one year) on file at the Preschool. **IF YOUR CHILD'S PHYSICAL IS DATED SEPTEMBER 11TH, 2016 OR EARLIER, IT WILL HAVE EXPIRED PRIOR TO OUR FIRST DAY OF SCHOOL.** Please keep this in mind as you go through the summer, and plan accordingly so that your child will have a current physical on file for the first day of school. Please bring a copy of your child's **current physical and immunization record**, to your September conference. Throughout the school year, if your child has a new physical (usually at or around a birthday), please remember to bring us an updated copy. If your child is returning to SVP and you are confident that you have a current physical on file with us (dated after September 11, 2016), that physical will still be on file in our office. Be sure to confirm this with your child's teacher as soon as possible and please be aware that Fall physicals will expire very quickly!

MEDICATION

If your child has a **prescribed inhaler, EPI Pen or any type of daily medication listed on his/her health care plan, we are required** to have those medications labeled (with a pharmacy label), in their original packaging, for storage in the classroom, in order to start school. You will also need to have your child's physician fill out an Individualized Health Care Plan (IHCP) and Medication Consent Form (one for each medication) for your child's file (2 separate required forms). **While you may feel as though your child will not ever need his/her EPI pen, inhaler or Benadryl while at school, if those medications are listed on your child's physical report, we are required by law to have them in the classroom before the first day of school. No exceptions will be made to this Massachusetts state health care law.**

*Be sure to check the expiration dates on any medications that you send in.

****Please let us know at this time if your child has a prescribed EPI pen or inhaler.** When we hear from you, we will mail you the appropriate paperwork so that your child will be able to start school on time. Please don't wait until the end of the summer to start the IHCP process. If you have any questions about the IHCP or if you need us to mail you these forms, **please email Gretchen Hartnett at gretchenhartnett@southboroughvillagepreschool.com.**

IMPORTANT NOTE Regarding Physicals and Medical Forms: If your child has a current Physical and Immunization Record or IHCP and Medication Consent Form on file with us from this past school year, and it is dated after September 11, 2016, it will be in your child's file in the office. This is sufficient to start school, as it is current until one year from the date that it was issued. Please, however, note that this form will need to be updated before it expires, so if it expires in the Fall, we will need the updated paperwork at that time in order for your child to continue to attend school. Please be mindful of the expiration dates for all of your child's paperwork.

Other things to know...

NUT FREE AT SVP!!! Please note that **Southborough Village Preschool is an entirely NUT FREE school.** We require any and all foods that are brought to school to be NUT FREE. This will mostly affect students who stay for lunch, as our school snacks are always nut free. As you consider lunch options for your child for the fall, please keep in mind that, while a food may not be made with nuts, it may be manufactured in a facility that makes other products that contain nuts. Please read ingredient labels carefully when selecting food to send to school with your child, or the class, so that we can ensure the safety of all students in our care. If your child has any other dietary needs or restrictions, please let us know so we can make necessary accommodations. Thank you for helping us to keep our students safe!

BIRTHDAY CELEBRATIONS! At SVP we love birthdays and do allow **small birthday treats** to be sent in for student birthdays, but require that treats be store bought, so as to avoid cross contamination with nut products during preparation at home. We ask that you bring the ingredient label with you so that we can be sure it is indeed nut free. If it says that it may be manufactured in a facility that makes other products that contain nuts, we cannot serve it at SVP. Be sure to check ingredient labels for sprinkles, and toppings too, as they are often times not nut free, or may be made in a facility that makes nut products. We realize that it may be disappointing to require store bought birthday treats for your child, but we feel as though this policy is in the best interest of all of our students at SVP and we greatly appreciate your understanding. We are unable to make any exceptions to this important policy.

SNACK

Southborough Village Preschool provides a nutritional, nut free snack during each class. The snack usually consists of some type of cracker/pretzel/whole grain snack and water. We respect each family's dietary preferences and are happy to work with your family in order to accommodate the needs of your child during snack time. You can find our list of possible snacks, posted on the bulletin board just inside the door of the school.

LUNCH

If your child is staying for lunch, we ask that you provide your child with a nutritious NUT FREE lunch. We encourage all families to follow the nutritional guidelines set up by the USDA. When considering lunch options for your child, kindly consider items that are easy for them to open and eat independently. Please avoid sending in glass containers.

DROP-OFF PROCEDURE

Drop-off will occur at the front door of the school each morning (PM classes-at the playground gate). There will be a Director, as well as one of your child's teachers, available to assist with this transition at the start of each day. We will happily greet and assist your child as he/she hangs up his/her coat and backpack. A teacher will then walk your child into the classroom. We thank you for your assistance with this routine. We find that children do amazingly well saying goodbye to parents at the door and it helps the teachers, as well as all students, get off to a calm and productive start each day. Please see us if you have any concerns or questions regarding drop-off, as we love to help in any way we can.

TOILETING

At SVP, we are happy to help children in all stages of toileting! Please feel comfortable chatting with us, at your conference, about your child's particular toileting habits or needs. Be sure to bring us a supply of the toileting products that you would like us to use for your child, while in our care.

WHAT TO WEAR AND BRING TO SCHOOL:

Clothes/Footwear

It is very 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 to school wearing clothes that you are concerned about staining. In addition to this, 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 two half-day programs, we require that you **bring a complete change of clothing for us to have in the classroom for your child**, in the case of a spill or an accident. While a change of clothes is optional for the three day programs, we still strongly suggest sending one in, as spills and accidents are common for preschoolers.

Labels, labels, labels! Please label all clothing, including backpacks, hats, mittens, boots, and jackets. This really helps us, as your child may not always know what you have sent in for him/her to wear each day. Labels help us return your child's clothing to you at the end of each day. Your cooperation with labels is very much appreciated!

Backpack

Every child should have a good-sized backpack (not the tiny backpacks) to carry projects and papers home from school. Please clearly label the bag with your child's name. Please be sure that your child's **lunchbox can fit inside** the backpack, as well as slippers for the winter and a rest blanket if your child is a full-day student. Remember to check it every day for information and treasures.

As we all look forward to these wonderful, lazy days of August, we hope that you and your young families are finding plenty of time to relax and enjoy each other. We greatly 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 approach the beginning of the school year, by emailing both of us, at gretchenhartnett@southboroughvillagepreschool.com and lauraeppen@southboroughvillagepreschool.com. We truly look forward to seeing you all in September!

Sincerely,

Laura Eppen and Gretchen Hartnett

A Few Changes Coming to Southborough Village Preschool!

We have just a few changes to announce at SVP this year. As they say, when one door closes another always seems to open, and while we are always sad to see a teacher go, we also get very excited about the wonderful teachers that find their way to us! New teachers always bring to us a wealth of education and experience and boundless love and appreciation for your children. We are confident that it will be another exciting, productive and nurturing year at SVP!

Moving on... Our dearest Jane Taglieri has retired! While we are so sad to see her leave, we are very excited to hear about what adventures and fun her new life brings her. Jane and her husband have sold their house in Southborough and are going to be splitting their time between their house on Cape Cod and a home in Boston. Retirement will allow Jane more time to travel and enjoy her three grown sons. Her sincere commitment and enthusiasm for teaching will long leave a mark here at Southborough Village Preschool. She has given so many children a terrific start to their educational careers. As a teacher, Jane relished having the opportunity to teach children how to love learning, and more importantly, how to be a friend and part of a classroom community. We will miss Jane so very much but wish her a lifetime of fun in the coming years. Please visit often Jane!

Joining us...Alexandra Mills will be returning to Southborough Village Preschool! While we will surely miss Jane Taglieri, we are thrilled to be able to welcome Alexandra Mills back, to take her place alongside Mrs. Michas. Alexandra taught at Southborough Village Preschool a few years ago and is ready and excited to come back to the Tuesday/Thursday Full Day class. Alexandra has a Masters Degree in Early Childhood Education and taught kindergarten before joining SVP. She has three children, in 11th, 9th and 6th grade, and of course they all attended SVP! She enjoys traveling, spending time with her family, running, gardening, sailing and skiing. She has been working over the past few years as a substitute teacher at the Preschool, so many of your children already know her. Her warmth, gentleness and wonderful smile make her easy to warm up to and we know you will be as thrilled as we are to have her back as a classroom teacher. Welcome Alexandra!