

Southborough Village Preschool

Registration Procedure for the 2018-2019 School Year

Registration procedure for current students/siblings and alumni: The 2018-2019 school year registration, for current Southborough Village Preschool students, their siblings and alumni families, will be held **beginning at 8:00 AM, on Wednesday, November 1, 2017.** Please be sure to return your registration materials as soon as possible on this date, so as to increase the chance that you will receive your first or second class choice. Classes will be filled on a first come, first served basis. You may bring your application and the materials listed below to the school, or you may mail them in to us on or after November 1st. **Please note, we will not be able to accept applications, in person or through the mail, prior to 8:00 AM on Wednesday, November 1st.** We will date and number applications as they arrive at the school and classes will be filled in the order in which they are received. Please use the Class Request Form located inside the application packet to indicate a first and second choice for your child's class. **Please note that registration will open to new families on Monday, November 13, 2017.**

Registration procedure for new families: Registration will be open to the public for new students **beginning at 8:00 AM, on Monday, November 13, 2017.** To register your child, please drop off or mail in your application, including the materials listed below, on or after this date. As classes can fill quickly, we urge you to apply as soon as possible, beginning on November 13th, so as to increase the chances that you will receive your first or second choice. **Please note, we will not be able to accept applications for new families, in person or through the mail, prior to 8:00 AM on Monday, November 13th.** Starting on this date, classes will be filled on a first come, first served basis.

To register your child for the 2018-2019 school year, you will need the following materials:

1. **A completed application**, consisting of a **Class Request Form** and a **Child Enrollment Form** (in the application packet). We make every effort to give you your first class choice, but in order to be assured a spot, it is wise to mark a second, or even a third class choice.
2. A **non-refundable** application fee of **\$100.**
3. A **non-refundable** deposit equal to **10% of the tuition.**

Important Note: We will notify you with a Class Placement Letter, as to which class your child has been placed in for the 2018-2019 school year. Please read, sign and return this letter by the date indicated on it. At this point, if you choose **not to accept** this placement, we will refund the 10% deposit to you. Should you **choose to accept** this placement, the 10% deposit will be applied towards your tuition for the 2018-2019 school 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 regarding registration. Thank you.

(See back for classes offered and tuition rates.)

We anticipate offering the following programs for the 2018-2019 school year:

- Toddlers (21 months-2.9 yrs.) Tues/Thurs AM (9-12)
- Preschool (2.9+) Tues/Thurs AM (9-12)
- Preschool (2.9+) Tues/Thurs PM (12-3)
- Preschool (Four in the Fall/Pre-K) Tues/Thurs Full Day (9-3)
- Preschool (3.0+) Mon/Wed/Fri AM (9-12)
- Preschool (Four in the Fall/Pre-K) Mon/Wed/Fri PM (12-3)
- Full Day Pre-K Mon/Wed/Fri (9-3) (4.0 by September 1st)

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 flexibility and understanding.

Trying to decide which class to sign up for? We strongly suggest that you speak with your child's teacher, or a Director, to discuss which class will be best for your child's enrollment for the 2018-2019 school year.

Playschool Note: Playschool will only be available on Tuesday and Thursday afternoons from 12:00-3:30 PM and on Monday, Wednesday and Friday afternoons from 3:00-3:30 PM, for the 2018-2019 school year. Please keep this in mind when you make your class selection.

Tuition rates and deposits are as follows for the 2018-2019 school year:

Toddler Program: \$3,140 (10% dep.=\$314)	2 Full-Day Program: \$4,530 (10%dep=\$453)
2 Half-Day Program: \$2,900 (10% dep.=\$290)	3 Full-Day Program: \$6,280 (10% dep.=\$628)
3 Half-Day Program: \$3,810 (10% dep.=\$381)	

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, at 508-485-3109, to schedule an appointment or if you have any additional questions. We encourage you to pay close attention to the above registration dates in order to ensure that you may receive the class that you prefer. We truly thank you for choosing Southborough Village Preschool for your child and look forward to hearing from you!

Sincerely,

Laura Eppen and Gretchen Hartnett,

Directors, Southborough Village Preschool