

June 20, 2019

Dear Southborough Village Preschool Families,

Welcome to Southborough Village Preschool for the 2019-2020 school year! While it is always sad for us to say goodbye to old friends in June, as teachers, it is exciting for us to start thinking about new students, new learning communities and the great fun that we look forward to in September. We hope that you are excited as well!

As we all head into the summer months, we would like to touch base with you briefly, regarding a few important school notes. **You can expect a more detailed letter, student file paperwork, tuition payment plans and back-to-school information from us by the middle of August.** In that packet you will find information regarding everything you will need to know for September. In the meantime, we hope that you find this letter, and the attached 2019-2020 school calendar, to be helpful as you begin to enjoy your summer. Please reach out if you have any questions at all. We are here to help!

If you are new to SVP, we welcome you! Please reply to this email as soon as possible so that we know you received it, and be sure to let us know if you would like us to add or remove any email addresses from our contact list. Please don't hesitate to contact us over the summer if you have any questions. Be sure to email questions or concerns to both Directors during the summer months, as we will be out of town at different times until Labor Day, and this is the best way to ensure that you receive a speedy response. We can be reached at gretchenhartnett@southboroughvillagepreschool.com and lauraeppen@southboroughvillagepreschool.com.

We will be holding individual Parent/Child/Teacher Conferences during the week of Labor Day.

Conferences will be held every 15-20 minutes. Our T/TH students will be invited to come in for their conferences on Thursday, September 5th, and our M/W/F students will be invited in on Friday, September 6th. In general, you can expect that AM students will have conferences in the morning and PM students will have conferences in the afternoon. This conference will be an opportunity for your child to meet his or her new teachers, and for you to ask questions or share any information you would like us to know about your child. On the day of your conference you will also have an opportunity to select your payment plan for tuition. Please be prepared to make the next payment in your tuition plan on this day. Detailed tuition information will be coming in the August packet. Your child's teacher will be contacting you with your conference date and time in mid-August.

TIMES AND DATES TO NOTE: While your Parent/Student/Teacher Conference will occur on September 5th or September 6th, **regular classes will officially begin the following week, on Monday, September 9th.**

- Morning classes will run from 9:00 AM-12:00.
- Afternoon classes will run from 12:00-3:00 PM.
- Full day classes run from 9:00 -3:00 PM.
- All afternoon classes will be eating lunch at school this year.
- As a reminder, we follow the Southborough/Northborough Public School Calendar for holidays, professional development days and vacations.

Early Drop-Off and Playschool: Please remember that, once school starts, we offer Early Drop-Off every day beginning at 8:00 AM. Playschool will be offered on Tuesday and Thursday afternoons from 12:00-3:30 PM and on Monday, Wednesday and Fridays from 3:00-3:30 only. Tuesday/Thursday Playschool is available to non-enrolled SVP students as well, so feel free to spread the word to friends who might like to join us on those afternoons! You will receive more information regarding these fun extension options in the August Newsletter. Please let us know if you anticipate needing a permanent spot for Tuesday or Thursday afternoon Playschool.

PAPERWORK NOTE: Please note that by mid-August you will be receiving a packet from us, including required paperwork that you must return to us at your September Parent/Child/Teacher Conference. This packet will include an Enrollment Form (contact info), annual Developmental History, Authorizations, First Aid Consent Form and a Student Survey. State licensing regulations mandate that you must have this packet filled out and returned to us by the time of your Parent Conference, so that your child can begin school the following week. At that time, you must also present us with a current physical/immunization records (if a current one is not already in your child's file at school).

Please Note: Students will not be able to begin school without this paperwork (and a physical) on file. No exceptions can be made. We take very seriously our commitment (and State requirement) to have the most up to date information available for each student in our care. Thank you for your support with this important policy.

PHYSICALS: In order to begin school, all children are required to have a current physical and immunization records (within one year) on file at the Preschool. If your child's latest physical is dated September 9th, 2018 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 can begin school on the first day. Bring a copy of your child's current physical and immunization records to your September conference. Throughout the school year, if your child has a new physical, 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 9th, 2018), that physical will still be on file in our office. When you hear from your child's teacher in August, please confirm with her that your child has a current physical on file at SVP.

Important: If your child has a prescribed inhaler, EPI Pen or daily medication, we will need to have those medications, labeled (with a pharmacy label), 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 and Medication Consent Form** for your child's file (2 separate required forms). If you know that you will need these forms for your child, please respond to this email (gretchenhartnett@southboroughvillagepreschool.com), so that we can send the paperwork out to you now.

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-supplied 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, 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.

We sincerely thank you for choosing Southborough Village Preschool for your child. We truly appreciate that you have given us the opportunity to be such an important part of your child's lifelong journey of learning. We hope that you have a wonderful summer vacation and that you enjoy this time with your family. Please do not hesitate to contact us if you have any questions or concerns about next year. We are always happy to help and we look forward to an exciting year with you all. Have a safe, playful and wonderful summer!

Most Sincerely,

Gretchen Hartnett and Laura Eppen
Directors, Southborough Village Preschool
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