

# Important Things to Note at SVP (2019-2020)

## School Hours

**Morning Session: 9 AM- 12 PM, (Drop-off window 9:00- 9:15/Pick-up window 11:45- 12:00)**

**Afternoon Session: 12 PM- 3 PM, (Drop-off window 12:00- 12:15/Pick-up window 2:45- 3:00)**

**Full Day Session: 9 AM- 3 PM, (Drop-off window 9:00- 9:15/Pick-up window 2:45-3:00)**

**Early Drop-off: available from 8:00-9:00 AM**

**Playschool (extended hours): 12:00-3:30 PM (Tues/Thurs only) and 3:00-3:30 PM (Mon/Wed/Fri)**

## Pick-up Procedure

- **We take security very seriously at Southborough Village Preschool.** If someone else will be picking your child up after school, it is important that you notify us ahead of time. You can notify the Director or teacher at the door during drop-off, but a quick written note is also very helpful. If you make a change in your pick-up plans during the day, you must call us to notify us as to who will be picking your child up. We cannot allow students to leave SVP with other families unless we have received previous notification from you. If you have someone picking up who we have not met before, please be sure that they bring a form of identification.
- **Please be prompt when picking up your child from school.** Please call the school if you find that you are running late so that we can notify your child. We urge you to take advantage of our Playschool program if you anticipate not being able to pick up on time. Playschool fees will be applied for late pick-ups.
- **Parking lot:** We have a very small parking lot and, as a result of this, we ask that you take care when coming and going from SVP, in order to keep our students safe. When you park in the lot, please **pull all the way up to the fence**. If you park behind another car in the lot, please be sure to return to your car as quickly as possible so as to not block other parents unnecessarily. In order to minimize inconveniences for our very understanding neighbors, we ask that you park only on the “school side” of the street and return to your cars quickly after pick-up. **Please also take care to keep your child close to you at all times after pick-up. We ask that you do not allow your child to run around the front of the school, lawn, gardens or parking lot.**

## Playschool

We will be offering Playschool for our preschoolers (2.9+), from 12:00-3:30 on Tues/Thurs only, and from 3:00-3:30 on Mon/Wed/Fri. The Playschool fee is \$11/hour. If your child attends school in the afternoon, and you would like to take advantage of the extended Playschool time, the fee for pick-up between 3:00 and 3:15 is \$3.00. The fee for pick-up between 3:15 and 3:30 is \$6.00.

Playschool spots are open to all students ages 2.9 through five, on a first-come, first-served basis. You may sign your child up for a permanent spot if you are confident that he/she will be attending Playschool on that day, on a regular basis (see the registration form if you are interested in this option). If your child will be attending Playschool between 12:00-1:00, please send a nutritious, nut-free lunch.

## Early Drop-Off

Early Drop-off begins at 8:00 AM. The fee for Early Drop-off between 8:00 and 8:15 is \$11.00. The fee for Early Drop-off anytime between 8:15 and 8:45 is \$8.00. The fee for Early Drop-off anytime between 8:45 and 9:00 is \$5.00.

\* **Billing 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.

\* Siblings who are attending Playschool/Early Drop-off at the same time, will receive a 50% discount.

**SVP IS ENTIRELY NUT-FREE:** For the safety of all of our students, please take care to send lunches/celebration treats that are entirely nut-free. Also, please read labels carefully to be sure that your food items are not “manufactured in a facility that uses nuts”. These items cannot be served in school either. We thank you for your help with this.

**Drop-off Procedure:** Drop-off occurs at the front door of the school for the morning sessions, and at the playground gate for the afternoon sessions. Toddler drop-off occurs at the Toddler side-yard door. There will be a Director, as well as one of your child’s teachers, available to assist with this transition. We will happily greet your child, bring him/her into the school (or playground) and assist with his/her coat and backpack. Your child will then be walked into the classroom (or playground), by a teacher. We thank you for your assistance with this routine. We find that children do amazingly well saying goodbye to parents at the door/gate and it helps the teachers, as well as the students, get off to a calm and productive start each day. This routine also helps to minimize traffic and congestion in the hallway. Please see us if you have any concerns or questions regarding your child’s drop-off. We are here to help and are very good at this! ☺

**LABELS, LABELS, LABELS!** We try very hard here at SVP to return all of your child’s clothing, coats, hats, boots, etc. to you every day. Despite our best efforts, we do always end up with many items in our Lost and Found. Please label all items that you send to school with your child. It helps tremendously as we try to get our students ready to go home at the end of the day. Often times, children don’t recognize the jackets, hats or mittens that you have sent in with them. Labels really do help! Your cooperation is very much appreciated!

**Clothing/Footwear:** It is important that our students feel comfortable enough to be creative and physical while at school. Keeping in mind that creativity and physical play can sometimes be messy, please send your child to school in comfortable clothes that you will not mind getting dirty. In addition to this, comfortable, safe footwear is essential for your child at school. Sneakers and enclosed, rubber-soled shoes are the best for school! Please save flip-flops/dress shoes/Crocs for home.

**Extra Clothing!** It is required for our young preschoolers (and strongly suggested for older preschoolers as well) that you send in an extra outfit that we can keep at school in case of a spill or accident. Please label these items and change them with the season, as needed. Clothing donations are always welcome!

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### **Medical Forms and Medication:**

Medical forms for the upcoming school year should be brought in before your child’s first day of school. **NO CHILD CAN BEGIN SCHOOL WITHOUT PROOF OF A CURRENT PHYSICAL (dated after September 9, 2018) AND IMMUNIZATION RECORDS.** This is a Department of Early Education and Care regulation. Physical forms are good for one year from their date and must be signed by a physician. Please note that your child’s physical may expire during the school year (usually at or around a birthday). At this point, please remember to bring us an updated physical report.

Please be sure that we have an Individualized Health Care Plan and Medication Consent Form from your physician if your child has allergies or a chronic health problem. **If your child has a prescription for an EPI-pen or inhaler, we are required to have the medication, with original pharmacy labels attached, along with the necessary paperwork, before the first day of school.**

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Please be sure to bring your child’s required paperwork and current physical to your September conference. This includes the Developmental History form, all SVP Authorizations and the First Aid/Emergency Medical Consent Form. You may also need to bring a Permanent Playschool Registration Form, Oral Health Opt-Out Form (For Full-day students-we provide these at your September conference), Individualized Health Care Plan/Medication Consent Form (only if required for your child) and the survey about your child. We greatly appreciate your help with these important items as this information enables us to better understand your child and his or her specific needs. Please do not hesitate to contact us with any questions, concerns or suggestions. We are very excited for the school year and we look forward to getting to know you and your children better!

Sincerely yours,

Laura Eppen and Gretchen Hartnett