



Southborough Village Preschool

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Summer Newsletter *for the* 2019 – 2020 School Year

Dear Parents of _____,

We are really excited to begin thinking about the upcoming school year at SVP! Southborough Village Preschool will open for the 2019-2020 school year on Thursday, September 5th, 2019. On Thursday, September 5th and Friday, September 6th, we will hold a 15-minute, individual **Parent/Child/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, as well as the completed Child Enrollment Packet that you find enclosed, along with a current physical and immunization record. In order to make this a special and efficient use of time, please consider making 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 5th. If your child will be attending school on Mondays, Wednesdays and Fridays, you can plan to have your conference on Friday, September 6th. In general, morning classes can plan to have conferences in the morning and afternoon classes can plan for conferences in the afternoon. We look forward to seeing you at your conference!

While conferences are on September 5th/ 6th, the first full week of school begins on Monday, September 9th, 2019.

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 2019-2020 school year:

DAYS	CLASS	ROOM	STAFF lead/assistant
Tues/Thurs AM Toddlers	Toddlers	Rm. 1	Laura Eppen/Kara Bergeron
Tues/Thurs Full Day	Older Preschoolers	Room 2	Sara Michas/ Haley DiStefano
Tues/Thurs AM	Young Preschoolers	Room 3	Jan Henderson/Cara Shaw
Tues/Thurs PM	Young Preschoolers	Room 3	Jan Henderson/Cara Shaw
Mon/Wed/Fri AM	Young Preschoolers	Room 1	Kara Bergeron/Christine Poutre
Mon/Wed/Fri PM	Older Preschoolers	Room 1	Kara Bergeron/Christine Poutre
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/Michele Kostiw
Playschool (Tues/Thurs ONLY)	Playschool	Room 1	Laura Eppen/Kara Bergeron

***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 payment, 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.**

2019-2020 School Year	Toddler Class	2 Half Day Class - AM	2 Half Day Class - PM	3 Half Day Class - AM	3 Half Day Class - PM	2 Full Day Class	3 Full Day Class
ANNUAL TUITION	\$3,250.00	\$3,000.00	\$2,000.00	\$3,910.00	\$2,910.00	\$4,630.00	\$6,380.00
Deposit	\$325.00	\$300.00	\$200.00	\$391.00	\$291.00	\$463.00	\$638.00
Balance Due	\$2,925.00	\$2,700.00	\$1,800.00	\$3,519.00	\$2,619.00	\$4,167.00	\$5,742.00
1. One Payment Plan							
Discount	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$50.00
Due: September	\$2,895.00	\$2,670.00	\$1,770.00	\$3,479.00	\$2,579.00	\$4,127.00	\$5,692.00
2. Two Payment Plan							
Due: Sept/Jan	\$1,462.50	\$1,350.00	\$900.00	\$1,759.50	\$1,309.50	\$2,083.50	\$2,871.00
3. Five Payment Plan							
Additional Fee	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$50.00
Due: Sept/Oct/Dec/Jan/Feb/Apr	\$591.00	\$546.00	\$366.00	\$711.80	\$531.80	\$841.40	\$1,158.40

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 AM is \$11.00 total. The fee for Early Drop-off anytime between 8:15 and 8:45 AM is \$8.00 total. The fee for Early Drop-off anytime between 8:45 and 9:00 AM is \$5.00 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, you can 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 afternoon Playschool is \$11.00 per hour and billing occurs at the end of the month, through email.

The fee for extended time after 3:00 PM is as follows: The fee for pickup between 3:00 and 3:15 PM is \$3.00. The fee for pickup between 3:15 and 3:30 PM is \$6.00. Families oftentimes enjoy this option, if they are managing older children's school schedules, or even napping siblings at home. You are always welcome to have your child remain with us until 3:30 if it is helpful!

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 bring us 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 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 will have a current physical on file for the first day of school. Be sure to 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 9th, 2018), 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.**

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 also 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 manufactures 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 (**Full Day and PM Class students**), 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. While we certainly do encourage and remind children to eat a full lunch, we are unable to insist that they do so. Please keep this in mind as you are preparing lunches, and be sure not to send in too much food. This can be overwhelming for young students. **Please also avoid sending in glass containers, or foods that need to be heated up.**

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. If you are concerned about your child at any point during the day, feel free to give us a call and we can let you know how he/she is doing! 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 always happy to help children in all stages of toileting! This is an important part of what we do as preschool teachers. 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. Toilet training is a process, and all children do get there eventually, so don't worry!

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 all 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 will be with us for a full day. Remember to check your child's backpack every day for information and treasures.

MOVING ON... Sadly, our dear Alexandra Mills will be pursuing full time work in the Fall and not be returning to teach with us at Southborough Village Preschool. Alexandra is a gifted educator who has touched many children and their families over the years here. Her dedication, tremendous skill and enthusiasm will long leave a mark on our school. As a teacher, Alexandra most relished having the opportunity to teach children to love learning, and more importantly how to be a friend and a special member of a classroom community. While we are disappointed to not be teaching with Alexandra next year, we wish her the very best in her next educational adventure and look forward to frequent visits from her!

As they say, when one door closes, another always seems to open, and that appears to be the case at SVP again this Fall. We are happy to report that the wonderful Haley DiStefano, who has been teaching the Toddler class, will now switch to a full day position on Tuesdays and Thursdays, to replace Alexandra Mills! Haley taught with Sara Michas for many years in the past and it certainly will be fun to have them working together again. Kara Bergeron, one of our fantastic MWF teachers, is excited to also join us on Tuesdays and Thursdays as well this year, and will replace Haley in the Toddler class along with Laura Eppen! We are confident that it will be another exciting, productive and nurturing year at SVP!

As we all look towards 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 lauraepen@southboroughvillagepreschool.com. We truly look forward to seeing you all in September!

Sincerely,

Laura Eppen and Gretchen Hartnett