



Southborough Village Preschool

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Summer Newsletter *for the* 2020 – 2021 School Year

Dear Parents of _____,

We hope you are all enjoying this summer vacation with your wonderful families! There certainly has been a lot of stress in the world these past few months, and we hope that this email finds your families all safe and healthy. This is the time of year that we begin to look forward to coming back to school, to seeing former students and meeting our new ones, and this year is no exception. As teachers, we never quite feel complete until we meet our classes, so we have been carefully planning for our re-opening and happily looking forward to welcoming you all back to Southborough Village Preschool. While we know that this COVID-19 pandemic has left us all feeling as though life is a bit out of control and unpredictable, fortunately at this point, we have been given permission from the State to plan to reopen. We are hard at work on our required Reopening Plan, and wanted to share a bit of what we have planned with you, as we know you are all very curious about what things will look like at school in September.

As always, our primary goal for the coming year is to provide your children with a warm, nurturing and safe environment, so as to promote fun, creative, and engaging educational experiences. As always, we will work hard every day, to make sure all of our students feel comfortable being themselves, growing, taking risks, making friends and being part of a very special school community.

Yes, things may look different, but children are very flexible and so are teachers! We are really looking forward to getting back to school and having fun with your children. It's what we do best and you can trust that regardless of the strange new landscape we are finding ourselves in, we will make sure your children feel loved and create an exciting and rewarding learning environment for them every day. We must all remember that this is a temporary situation that we are finding ourselves in right now and we will do a great job leading our children through this new normal together.

“MA Child/Youth Serving Programs Reopen Approach” Minimum Requirements for Health and Safety: Over the next few weeks, we encourage you to take a look at the new regulations that the State of Massachusetts has put forth for schools that plan to reopen. The Minimum Requirements for Health and Safety were last updated on June 12, 2020. While things can still change in terms of a September opening, you will find much information in this document, explaining how we will be working to keep our students, staff and families as safe as possible.

https://eeclead.force.com/resource/1591036172000/Min_Req (on the DEEC website). Sections 1-8 may be of most interest to families, as they cover the daily operations, health screenings/attestations and how we are instructed to handle possible exposures to COVID-19 within the school, or within a student's family. We will send a letter out in August that will fully explain the screenings, isolation and COVID-19 policies that are in place for all reopening programs.

Some of you may be wondering about any plans that may be in the works for “at home/online learning” or a hybrid model such as the one the public schools are considering for September. At this point, we are focused on a full reopening, but we will certainly be looking at other options for Southborough Village Preschool should we find that the State decides to move towards another Stay-at-Home Order. We are licensed under the Dept. of Early Education and Care (DEEC) and have been in constant contact for the past few months with our State Licensor. We take all direction from the State of Massachusetts for school closures, and are also in close contact with our Southborough Board of

Health Public Health Nurse, as well as our SVP Health Care Consultant. Finally, we are careful to frequently review all of the CDC and MA Dept. of Public Health guidelines for COVID-19 and we will continue to do so throughout the school year, modifying our plans as needed.

Now let's get to the fun part of our Summer Newsletter!

Southborough Village Preschool will open for the 2020-2021 school year on Thursday, September 10th, 2020. On Thursday, September 10th and Friday, September 11th, 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, we ask that you make other arrangements for siblings. You can expect an email in the next few weeks, from your child's teacher, inviting you to a conference. We look forward to seeing you!

While conferences are on September 10th/ 11th, the first full week of school begins Monday, September 14th, 2020.

CLASSES, SCHEDULES AND TEACHERS:

Please note: In order to meet the new Guidelines for Health and Safety put forth by the State, our class start and stop times have been adjusted to ensure that students and their parents/guardians have enough room to allow for social distancing at the front of the school, to permit time for our required daily health questionnaires, and also to allow for required cleaning times between classes. Please note your child's class start time and stop time below. Also, you will note that there is a window of time during which you can drop-off and pick-up your child. We appreciate your flexibility and understanding while we implement this new system!

***Important Note: These teacher assignments and class times are subject to adjustment as needed,** as we continue to work on structuring our groupings in order to meet the new Requirements for Health and Safety.

Your child's class, schedule and teachers can be found highlighted below:

DAYS	CLASS	ROOM	STAFF
T/F Full Day 9:00-3:00 Drop-off 9:00-9:10/Pick-up 2:45-3:00	Preschool	Room 2	Sara Michas/ Haley DiStefano
Mon/Tue/Wed AM 8:45-11:45 Drop-off 8:45-8:55/Pick-up 11:30-11:45	Preschool	Room 1	Kara Bergeron/Meredith Eppen
Mon/Tue/Wed PM 12:15-3:15 Drop-off 12:15-12:25/Pick-up 3:00-3:15	Preschool/Pre-K	Room 1	Kara Bergeron/Meredith Eppen
Mon/Tue/Wed Full Day 9:00-3:00 Drop-off 9:00-9:10/Pick-up 2:45-3:00	Full Day Pre-K	Room 3	Jan Henderson/Michele Kostiw
Mon/Tue/Wed Full Day 9:15-3:15 Drop-off 9:15-9:25/Pick-up 3:00-3:15	Full Day Pre-K	Room 2	Gretchen Hartnett/Liz Connors
*Please feel free to arrive anytime, as needed, within your child's drop-off/pick-up window.			

TUITION POLICY AND PAYMENT PLANS

See the tuition chart below for details regarding your child's tuition/ payment options. As the chart indicates, 10% of your child's tuition was paid at the time of registration. At this time, you'll 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 four-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. Please let us know if you have a question or a concern regarding your tuition agreement plan.

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

****There is a four payment plan option this year, in place of the five payment plan offered in past years.**

2020-2021 School Year	3 Half Day Class - AM	3 Half Day Class - PM	2 Full Day Class	3 Full Day Class	5 Full Day Class
ANNUAL TUITION	\$4,185.00	\$3,348.00	\$4,820.00	\$6,690.00	\$11,028.00
Deposit	\$418.00	\$334.00	\$482.00	\$669.00	\$1,102.00
Balance Due	\$3,767.00	\$3,014.00	\$4,338.00	\$6,021.00	\$9,926.00
1. One Payment Plan					
Discount	\$40.00	\$40.00	\$40.00	\$50.00	\$50.00
Due: September	\$3,727.00	\$2,974.00	\$4,298.00	\$5,971.00	\$9,876.00
2. Two Payment Plan					
Due: Sept/Jan	\$1,883.50	\$1,507.00	\$2,169.00	\$3,010.50	\$4,963.00
3. Four Payment Plan					
Additional Fee	\$40.00	\$40.00	\$40.00	\$50.00	\$50.00
Due: Sept/Nov//Jan/Mar	\$951.75	\$763.50	\$1,094.50	\$1,517.75	\$2,494.00

ADDITIONAL CLEANING FEE: While this has not been an easy decision to make, we will ask that all families pay a cleaning fee for the school year, in order to make it possible to cover the cost of the extensive additional cleaning that must be performed before, during and after our school days. We are hiring an assistant whose sole job is to clean the classrooms/bathroom and playground equipment frequently throughout the day and our regular professional cleaners will be doing an intensive cleaning every evening with an increased focus on the recommended COVID-19 sanitizing and disinfecting procedures. The fee for T/Th students is \$110.00, the fee for MWF students is \$150.00 and the fee for students who attend 5 days is \$220.00. We will communicate more about this fee in our August letter. Thank you.

Other Important Things to Know About Southborough Village Preschool...

Due to the new Requirements for Health and Safety, and the need to minimize the points of contact and interactions between students and groups of students, routines such as our drop-off/pick-up procedures and services such as Early-Drop Off and Playschool will look quite different as we begin our school year. As with most things though, we are confident that we will all get used to this new normal! In the meantime, we appreciate your patience, flexibility and understanding.

DROP-OFF PROCEDURE

Drop-off will occur at the front door of the school each morning and afternoon. Please wear a mask and be sure to wait on a distancing marker as we allow for proper spacing during the drop-off procedure. 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. After the brief daily written and visual screening (attestation), we will happily 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.

EARLY DROP OFF (please note changes)

Early Drop-off will only be available this year (subject to change) with advanced notice, or on a permanent basis. Please reach out to the Directors is you would like to request Early Drop-off. The fee for Early Drop-off anytime between 8:00 and 8:15 AM is \$12.00 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 (please note changes)

Please note the following changes in SVP Playschool. At this point, (subject to change) Playschool will no longer be offered on Tuesday and Thursday afternoons (12-3:30) However, please let us know if you anticipate that you will need your child to stay for any amount of extended time between 3:00 and 3:30 PM. The fee for pickup between 3:00 and 3:15 PM is \$4.00. The fee for pickup between 3:15 and 3:30 PM is \$8.00.

***Please note:** Siblings will receive a 50% off discount when attending Playschool or Early-drop off at the same time. 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 by **Friday, September 11th.**

PHYSICALS

In order to begin school, all children are required to have a current physical and up-to-date immunization record (within one year) on file at the Preschool. IF YOUR CHILD'S PHYSICAL IS DATED SEPTEMBER 14th, 2019 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 14th, 2019), 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 do be aware that Fall physicals will expire very quickly!

IMMUNIZATIONS: (Please note updated information)

While many doctor's offices are still seeing a limited number of patients, please note that the State has announced that it **is maintaining the immunization requirements for school entry** as they are currently posted for the 2020-2021 school year. Please let your child's pediatrician know that all MA students are still required to have current physicals and up-to-date immunizations in order to enter school in the fall. If your child has an appointment scheduled for a physical and/or immunizations, please communicate that with us and we will make note in your file.

****Note:** The **Mass Department of Public Health** has announced that beginning in the Fall of 2020, the **influenza vaccine will be required** for all children attending preschool who are 6 months of age or older.

MEDICATION/CHRONIC HEALTH CONDITIONS

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 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.

IHCP's. (Please note change): This year, we know the first few days of school will be very busy as we open with the new Health and Safety Requirements. **As such, we need to have your child's IHCP, Medication Consent Forms and medication in place, at SVP, by Wednesday, September 9th.** Please reach out to Gretchen Hartnett with questions.

Other things to know...

FOOD, SNACKS AND TREATS

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 entirely nut-safe. This will mostly affect students who stay for lunch, as our school snacks are always nut-safe. 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 in homes that are not nut-free. 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.

****Please note a change to our birthday treat policy this year:** If you will be sending in a birthday treat for your child, please send your child's teacher/or a Director, a photo of all item labels at least one day before the celebration, so as to allow for time to ensure the food will be safe for all students. Many local stores now carry "school safe" items that are guaranteed to be entirely nut-free, and not processed on equipment that manufactures items containing nuts.

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 will be wearing gloves and of course masks, while serving snack. 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. 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 as this can be overwhelming for young students. **Please also avoid sending in glass containers, or foods that need to be heated up. Teachers will be wearing masks and gloves while assisting students during lunch.**

*This year, we ask that you pack your child's lunch in a way that will require minimal assistance and handling from us.

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 AND FOOTWEAR: It's 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 not send your child to school in 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.

EXTRA CHANGE OF CLOTHES: Preschool can be messy! For younger preschoolers, we require that you **bring a complete change of clothing for us to keep in the classroom for your child**, in the case of a spill or an accident. While a change of clothes is optional for older students, we still strongly suggest sending one in, as spills and accidents are common for all preschoolers. Feel free to change the extra clothing out as the seasons change.

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 to carry projects and papers home from school. Please clearly label the bag with your child's name. Be sure that your child's **lunchbox can fit inside** the backpack, as well as slippers for the winter and a very small 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, and remind your child to keep toys and personal items at home, so as to minimize the chances of losing or misplacing favorite things.

***Please note this important change for rest time items:** At this time, the new regulation requirements prohibit families from sending in any unnecessary objects from home, so as to minimize the risk of cross-contamination for other students. Full day students may bring a VERY small blanket OR small stuffed animal only. Thank you!

As we all look towards these wonderful, lazy days of August, we hope that you and your family are able to find plenty of time to relax and enjoy each other. You can expect further communication and details from us in August, as we gather more information about our reopening procedure. We greatly look forward to working with you and your child this year at Southborough Village Preschool. We are tremendously grateful for the partnership we have with you and we know that by working together, your children will have a wonderful experience at SVP this year.

Though the new Requirements for Health and Safety do create restrictions for schools, we promise that our students will enjoy their days with us in the most normal way possible. All of our teachers will do their best to provide a loving and nurturing environment that is both stimulating and safe. Things may look different, but hopefully the students will only notice that the masks on the teachers are new, and that everything else feels the same. We must remember that this is a temporary change and we know that we will do a great job working together as a team.

We thank you for your diligence, thoughtfulness and support, we couldn't do what we do without you! 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@verizon.net**. We truly look forward to seeing you all in September!

Sincerely,

Laura Eppen and Gretchen Hartnett