

Important Things to Note at SVP (2020-2021)

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

DAYS	CLASS	ROOM	STAFF
Th/F Full Day 9:00-3:00 Drop-off 9:00-9:10/Pick-up 2:45-3:00	Preschool	Room 3	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.			

Drop-off Procedure: As a reminder, drop-off will look a little bit different this year as we work to adhere to the COVID-19 policies that are now in place. Please remember to wear a mask and try to limit the number of people you bring for drop-off. If there are more than 3-5 people in line at the door, please consider waiting a few minutes before approaching for drop-off. When you come up to the door, we will be asking you our Daily Screening questions, and you will be required to sign this document (we suggest bringing a pen). There will be a Director as well as one of your child's teachers ready to greet you and your child to transition him/her into the building. Transitions such as this can sometimes be stressful for children (or parents 😊), but don't worry, we are here to help! We suggest being quick and positive with a big smile and a hug and kiss, and then let us take over. We are really good at this! Feel free to call the office later to check in on your child, as we are always happy to look in on them and report on their progress. After drop-off, we ask that you follow the arrows along the pavement, so as to maintain a safe and efficient drop-off.

Pick-up Procedure: Your child's teacher will let you know where your child's class will be dismissing from (front door or playground). As with the morning procedure, we ask that you wear a mask and maintain a safe social distance while waiting for your child. You will find pavement markers around the property, to help with this. Don't forget about the Daily Report clipboards by the front door! We suggest taking a quick photo of this so that you can read it later with your child, and to minimize close contact at the front door.

We take security very seriously at Southborough Village Preschool. If someone else will be picking your child up after school, you must let us know ahead of time, even if that person is on your list of people approved to pick up. You can notify the Director/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 identification.

Please be prompt when picking up your child from school. Be sure to 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, because of this, we ask that you take great 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. **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.**

Early Drop-off and Playschool:

- Early Drop-off is available every morning beginning at 8:00 AM. Playschool will be offered afternoons, from 3:00-3:30 PM, only for students who are attending school that day.
- Please note: During the 2020-2021 school year, **parents will be required to sign up ahead** of time for both Early Drop-off (8:00-9:00 AM) as well as extended Playschool time (3:00-3:30 PM).
- **Early Drop-off Fees: The fee for drop-off between 8:00 and 8:15 AM is \$12.00.** The fee for drop-off between 8:15 and 8:45 AM is \$8.00. The fee for drop-off between 8:45 and 9:00 is \$5.00.
- **Extended Day Playschool Fees:** The fee for picking up between 3:00 and 3:15 PM is \$4.00 and the fee for picking up between 3:15 and 3:30 is \$8.00.

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, as we work hard to ensure the safety of all of our young students.

LABELS, LABELS, LABELS! We work hard 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 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 us. Your cooperation is 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!

Medical Forms and Medication:

Medical forms for the upcoming school year must be brought in before your child’s first day of school. **NO CHILD CAN BEGIN SCHOOL WITHOUT PROOF OF A CURRENT PHYSICAL (dated after 9/14/19) 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. At this point, please remember to bring us an updated physical report.

New Requirement: All children attending school in Massachusetts will be required to receive the **influenza vaccine, by December 31, 2020**, per order of the MA Department of Public Health (We recommend them by October 31st).

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, by Wednesday, September 9th, 2020.**

We are excited to welcome you and your child to SVP for what is sure to be an exciting and unique school year! Please do not hesitate to contact us with any questions, concerns or suggestions. We greatly appreciate your support and partnership at SVP, and thank you for allowing us to be a part of this special time for your child.

Sincerely, Laura Eppen and Gretchen Hartnett