

June 30, 2021

Dear Southborough Village Preschool Families,

We welcome you to Southborough Village Preschool for the 2021-2022 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. After this incredibly challenging year, we are very hopeful for a return to a more normal school year for our teachers, students and families.

As difficult as it was to run a school during this past year, we were amazed with how well we did and how much we learned about ourselves as educators. As a staff, we met recently and reflected on the many things that we experienced over the past year, in particular the things that we are proud of or even grew to enjoy this year.

- We are so grateful to our SVP families, as without their commitment and support, we would not have been able to be so successful this year. We worked together as a team, following the guidance from the CDC and DPH, to carefully adhere to the masking, quarantining and travel mandates that were put into place for Massachusetts during the COVID-19 pandemic. We truly appreciate the sacrifices that were made by all of our families, in order to keep our staff and students as safe and healthy as possible.
- We are indebted to our incredible staff, for their tireless dedication to SVP this year, for the risks they took coming to work for us each day and the sacrifices they made in their personal lives to keep us open. We knew our teachers were amazing, but this year they really went above and beyond for SVP.
- Our staff and students were fully masked this year and we are grateful to all of our parents for supporting us in this request. We were astounded at how adaptable the children were when it came to wearing masks and we continue to be in awe of their resilience and flexibility every day.
- One of the most interesting things we learned this year is that masks truly do work in greatly reducing the transmission of ALL illnesses in a school setting. We were astounded this year to find that we made it through the school year, not only without any school transmitted cases of COVID-19, but we were also without other illnesses for the first time ever, including influenza, stomach bugs, cold viruses, etc. We thank our families for keeping students home who had any illness symptoms; it truly made a difference in the health of our school. As we head into the next school year, we will continue to closely follow the guidance from the CDC and DPH, as we did throughout the pandemic. We are open to the use of masks in the future should these agencies suggest it, in order to reduce the spread of illness amongst staff and students. The safety of our SVP community is always a top priority for us.
- All of our teachers are fully vaccinated and will continue to be fully vaccinated at SVP.
- We will continue our practice of increased and frequent handwashing, including but not limited to the beginning of our day, before and after snacks and meals, after using the bathroom, etc. We will also continue with the increased cleaning schedule for toys, tables/chairs and all high touch surfaces.
- We will continue using our increased ventilation systems, to promote fresh air flow in the classrooms.
- We will continue using our increased cleaning schedule, both throughout the day and after school.
- This past school year we had to stagger our class start/finish times in order to allow for more distancing at the entrance to the school, and so that classes didn't cross paths in the hallway. We actually found this to be beneficial in terms of congestion at the door as well as in the parking lot area. As such, we will be staggering our class start/finish times slightly this year and these times can be found below.

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 2021-2022 school calendar, to be helpful as you enjoy your summer.

**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 reach out to us over the summer if you have any questions at all. We can both be reached at [directors@southboroughvillagepreschool.com](mailto:directors@southboroughvillagepreschool.com). We look forward to hearing from you!

**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 9<sup>th</sup>, and our M/W/F students will be invited in on Friday, September 10<sup>th</sup>. In general, you can expect that AM students will have conferences in the morning, PM students will have conferences in the afternoon, and Full Day students will be scheduled throughout the day. We do have some flexibility though, so when the time comes to schedule your child's conference, don't hesitate to reach out with your scheduling needs. Your child's teacher will be contacting you with your conference date and time in mid-August. 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 and make your next tuition payment. Detailed tuition information will be sent to you by mid-August.

**SCHEDULES AND DATES TO NOTE:** While your Parent/Student/Teacher Conference will occur on September 9<sup>th</sup> or September 10<sup>th</sup>, **regular classes will begin the following week of Monday, September 13<sup>th</sup>.**

**Monday/Wednesday/Friday Class Schedule:**

- The Three Half-day AM Class will run from 8:45-11:45 AM (younger preschoolers)
- The Three Half-day PM Class will run from 11:45-2:45 PM
- The Three Full Day Pre-K Classes will run from 9:00-3:00 PM

**Tuesday/Thursday Class Schedule:**

- The Toddler Class will run from 8:45-11:30 AM
- The Two Half-day AM Class will run from 9:00-12:00 AM (younger preschoolers)
- The Two Half-day PM Class will run from 12:00-3:00 PM
- The Two Full Day Class will run from 9:00-3:00 PM

If you are not sure which class your child will be in, please don't hesitate to reach out to us. You will also receive your child's class assignment in our August packet mailing.

**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 every day from 3:00-3:30 PM. We are hoping to be able to offer Playschool as well on Tuesdays and Thursdays from 12:00-3:30 PM. You will receive updated information regarding these fun extension options in the August Newsletter.

**PAPERWORK NOTE:** Please note that by mid-August you will be receiving a packet from us, including a newsletter and 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, a Student Survey and tuition payment plans. State licensing regulations mandate that you must have this packet filled out and returned to us by the time of your conference so that your child can begin school the following week. At that time, 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 (and a physical) on file.** No exceptions can be made. We take very seriously our commitment (and State requirement) to have the most current 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 13<sup>th</sup>, 2020 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. We ask that you bring a copy of your child's current physical and immunization record to your September conference.

**IMPORTANT NOTE: 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 for your child to start school, even if you don't anticipate that we will ever need to use them. 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. If you know that you will need these forms for your child, please respond to this email so that we can send the paperwork to you now, as it can take several weeks for necessary appointments and forms to be filled out.

**Southborough Village Preschool is an entirely NUT-FREE school.** We require all foods that are brought into the school be nut-free. While we provide daily nut-free snacks, if your child will be staying for lunch in the fall, we suggest taking time this summer to experiment with some nut-free lunch options to pack in his/her lunchbox. If your child has any other dietary needs or restrictions, be sure to let us know so we can make necessary accommodations.

Finally, we ask that all students bring a **water bottle every day, along with a ample sized backpack and a lunch box** (for those eating lunch at school). Be sure to label all items so we can return everything to you daily.

We sincerely thank you for choosing Southborough Village Preschool for your child and 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. We look forward to an exciting year with you all. Have a safe, playful and wonderful summer!

Most Sincerely,

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