



Southborough Village Preschool

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Summer Newsletter *for the* 2021 – 2022 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 2021-2022 school year on Thursday, September 9th, 2021. On Thursday, September 9th and Friday, September 10th, 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 will 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 9th. If your child will be attending school on Mondays, Wednesdays and Fridays, you can plan to have your conference on Friday, September 10th. We look forward to seeing you at your conference!

While conferences are on Sept. 9th/ 10th, the first full week of school begins on Monday, September 13th, 2021.

PLEASE NOTE: As we explained in our June Newsletter, we have slightly adjusted a few of our class start/stop times to allow for a more comfortable flow at the front door as well as in the parking lot area. Please see the chart below for this information. If your child is attending a half-day class, we thank you for picking up promptly at the end of class, as our teachers need time to prepare for the afternoon sessions. Late fees will apply to late pick-ups.

FACULTY and CLASSES

The following teams of teachers will staff our classrooms during the 2021-2022 school year:

DAYS	CLASS	ROOM	STAFF
Tues/Thurs AM Toddlers (8:45-11:30)	Toddlers	Rm. 1	Laura Eppen/Kara Bergeron
Tues/Thurs AM (9:00-12:00)	Preschool	Room 3	Jan Henderson/Cara Shaw
Tues/Thurs PM (12:00-3:00)	Preschool	Room 3	Jan Henderson/Karen Arpino
Tues/Thurs Full Day (9:00-3:00)	Preschool	Room 2	Sara Michas/ Haley DiStefano
Mon/Wed/Fri AM (8:45-11:45)	Preschool	Room 1	Kara Bergeron/Ruth Weiner
Mon/Wed/Fri PM (11:45-2:45)	Preschool	Room 1	Kara Bergeron/Linnea Audibert
Mon/Wed/Fri Full Day (9:00-3:00)	Full Day Pre-K	Room 2	Gretchen Hartnett/Liz Connors
Mon/Wed/Fri Full Day (9:00-3:00)	Full Day Pre-K	Room 3	Jan Henderson/Michele Kostiw
Extended Time Playschool (3:00-3:30 Daily) *T/Th Playschool (12-3:30) possibly starting later in the Fall, please stay tuned.	Playschool	Outside (3-3:30)	Gretchen Hartnett/Laura Eppen

***Your child's class and teachers are highlighted above.**

Please note: Your child’s class **start time is the earliest time that you may drop off** (unless you are doing Early Drop-off), but feel free to drop off anytime during the first 10 minutes of class, if that works better for your schedule. Additionally, your child’s class ending time is the latest that you may pick up (unless you are doing Playschool), but feel free to pick up anytime during the 10 minutes before the end of class, if that works better for your schedule.

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 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. 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.

2021-2022 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	5 Full Day Combo
ANNUAL TUITION	\$3,520.00	\$3,115.00	\$2,510.00	\$4,325.00	\$3,490.00	\$5,025.00	\$6,975.00	\$12,000.00
Deposit	\$352.00	\$311.00	\$251.00	\$432.00	\$349.00	\$502.00	\$697.00	\$1,200.00
Balance Due	\$3,168.00	\$2,804.00	\$2,259.00	\$3,893.00	\$3,141.00	\$4,523.00	\$6,278.00	\$10,800.00
1. One Payment Plan								
Discount	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$50.00	\$50.00
Due: September	\$3,138.00	\$2,774.00	\$2,229.00	\$3,853.00	\$3,101.00	\$4,483.00	\$6,228.00	\$10,750.00
2. Two Payment Plan								
Due: Sept/Jan	\$1,584.00	\$1,402.00	\$1,129.50	\$1,946.50	\$1,570.50	\$2,261.50	\$3,139.00	\$5,400.00
3. Four Payment Plan								
Additional Fee	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$50.00	\$50.00
Due: Sept/Nov//Jan/Mar	\$799.50	\$708.50	\$572.25	\$983.25	\$795.25	\$1,140.75	\$1,582.00	\$2,712.50

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 \$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. (Early Drop-off for the M/W/F Room 1 class will be prorated accordingly).

PLAYSCHOOL

Extended Time Playschool will be offered every afternoon from 3:00-3:30 PM. This Playschool option is only available for students who are already in class in the afternoons. Please let us know if you intend to use this option. You will find sign-up sheets posted on the bulletin board by the front door and you can sign up for a permanent Playschool spot, or simply sign up as needed. If you find that you are running late in the afternoon and will need your child to stay after 3:00 PM, please call the office so that we know your plan, and so that we can let your child know as

well. Many families enjoy this option, especially 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!

It is our hope to be able to offer additional Playschool time on Tuesdays and Thursdays, from 12:00 until 3:30, but this will not be available at the beginning of the school year. Stay tuned for more information!

The fee for Extended Time Playschool after 3:00 PM is as follows: 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.

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 13th, 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 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 13th, 2020), 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 for your child 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 (two 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.**

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 us at directors@southboroughvillagepreschool.com.**

Other things to know...

WHAT ABOUT COVID-19? As you know, COVID-19 continues to make headlines around the world, including in our area. Fortunately, as the vaccination rates remain relatively high in our area, and the number of COVID-19 cases remain quite low, the Department of Early Education and Care has dropped most of the COVID-19 regulations that were in place in schools last year. While things can change at any moment, as of now, here are a few thoughts...

- **All vaccinated adults and young children can attend school unmasked.**
- Please note that **all unvaccinated adults must remain masked** while in our building and on school property.
- All teachers at SVP are and will continue to be fully vaccinated.
- We ask that all people are mindful of distancing at pick-up and drop-off.
- In the fall, we invite you to let us know if you would like for your child to wear a mask at school.
- Where we have seen the advantages of mask wearing in reducing many illnesses, vaccinated adults are also welcome to wear masks at SVP.
- Teachers will have masks on hand at school should a situation arise where we feel that that they are necessary and we suggest that you keep a labeled mask in your child's bag at all times as well.
- This year, we ask that you keep your child home in the case of any illness. This cautious approach kept our school remarkably healthy this past year and we are hoping for another healthy year for our teachers, students and families. We thank you for your support and are grateful for your understanding!

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!

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! We love birthdays at SVP 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.

If you will be sending in a birthday treat for your child, we ask that you either send the food in a day ahead of time or 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 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 MWF PM Class students**), we ask that you provide your child with a nutritious NUT FREE lunch. 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.**

Water Bottles: While we do serve water at snack and at other times as needed, we ask that you send a water bottle with your child each day. We encourage the students to help themselves to their water bottles throughout the day as needed.

We also ask that you take some time this summer to experiment with some lunch options that are not only nut-free, but also easy for your child to open and manage independently. While we are always available to help, we make an effort to handle student's food as little as possible. Check to be sure that your child can open his/her lunch box or containers. For pre-packaged snacks, we suggest that you make a small cut in the packaging and show your child how to open the package the rest of the way. Kids love to be independent and we feel better not handling their food unnecessarily.

Please LABEL your child's water bottle and all lunch items including lunchbox, food containers, ice packs and silverware. This will help us ensure that all of your child's supplies return home to you every day. Thank you!

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.

Extra Clothes

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.

Backpack

Every child should have an ample 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 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.

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!

Changes coming to SVP...

As many of you know, we were fortunate to have Annelise and Meredith Eppen with us this year! We are so grateful to them for making time to help us out, as we worked through this challenging and unusual school year. They made everything more fun for us all this year, and we couldn't have pulled it off without them. Their hard work, dedication, patience and creativity made them naturals in the classroom. The kids absolutely loved them and so did we! We would love to keep them on with us, but they are both continuing on in their higher education endeavors and won't be able to join us in the classroom this Fall. We wish them the best in their new adventures and look forward to visits from them next year. Thank you Annelise and Meredith!

While we will miss seeing Annelise and Meredith every day, we are excited to welcome two new members to the SVP Team! Ruth Weiner will be joining Kara Bergeron for the AM class and Linnea Audibert will be joining Kara for the PM class. Ruth has been teaching locally for many years and we are so excited to have this talented educator join us at SVP this Fall. She loves spending time with her family including two high school aged sons, but also loves spending her days with adorable preschoolers. Linnea is not only a wonderful and experienced teacher, but also a former SVP parent, and substitute teacher. She has three amazing children of her own and comes to us with a tremendous amount of experience, and an abundance of patience and kindness as well. We welcome Ruth and Linnea to SVP, and know that you will love them as much as we do!

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 directors@southboroughvillagepreschool.com. We truly look forward to seeing you all in September!

Sincerely,

Laura Eppen and Gretchen Hartnett