

June 23, 2022

Dear Southborough Village Preschool Families,

We happily welcome you to Southborough Village Preschool for the 2022-2023 school year! While it is always difficult 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. The COVID pandemic certainly presented its share of challenges for schools this year, yet it was a wonderful year for us at SVP. We are however, very hopeful for a return to a more normal school year this Fall, for our teachers, students and families.

As we head into the summer months, we would like to touch base with you briefly regarding a few important school notes. **You can expect an Enrollment Packet, including a more detailed letter, information regarding your child's teachers, student file paperwork, tuition payment plans, and back-to-school tips 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 2022-2023 school calendar to be helpful as you enjoy your summer and look forward to Fall.

**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 8<sup>th</sup>, and our M/W/F students will be invited in on Friday, September 9<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 and 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 (next payments due the first week of school). Detailed tuition information will be provided in the August mailing.

**SCHEDULES AND DATES TO NOTE:** While your Parent/Student/Teacher Conference will occur on September 8<sup>th</sup> or September 9<sup>th</sup>, **regular classes will begin the following week of Monday, September 12<sup>th</sup>.**

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

- The Three Half-Day AM Class will run from 8:45-11:45 AM
- 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
- 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. At this point, we are not sure if we will be able to offer Playschool on Tuesdays and Thursdays from 12:00-3:30 PM, we will keep you posted. You will receive updated information regarding these fun extension options in the August mailing.

**PAPERWORK NOTE: By mid-August you will be receiving an Enrollment 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 our commitment (and State requirement) very seriously 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 12<sup>th</sup>, 2021 or earlier, it will expire on 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, do let us know so we can make necessary accommodations.

Finally, we ask that all students bring a **water bottle every day, along with an 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.

**Thoughts on COVID:** As difficult as it was to run a school during another pandemic year, we were amazed with how healthy we stayed as a school community this past year. We were masked throughout most of the school year, and it certainly did make a difference for us, as we had minimal closures and a very healthy staff. While we all have questions regarding what next year will look like in terms of COVID protocol, we ask for your patience, as we will likely not have definitive answers on the school's COVID policies and procedures until late in the summer.

As a licensed school, we take our direction from the Massachusetts Department of Early Education and Care (DEEC), who in turn creates health policy under the direction of the Center for Disease Control (CDC), Department of Public Health (DPH) and the Governor's Office. Please keep in mind that we also receive policy guidance from our own Health Care Consultant and the local Southborough Department of Public Health, which on occasion differs slightly from what is happening on a State level, as they take into consideration community COVID cases and data. And finally, we also consider what percentage of our school population is fully vaccinated against COVID. All of these things always come into play when we make our health policy decisions at SVP, and we are grateful to our staff and families for their support and their trust, as we aim to keep our entire school population as healthy as possible.

On a related note, as you may know, as of this week, the FDA and CDC has fully authorized COVID-19 vaccines for children ages six months to five years of age. The DEEC has asked that we encourage our families to have their children vaccinated to protect them, your family and the community, and to prevent the general spread of the virus. We encourage you to consult with your pediatrician regarding his/her recommendation for COVID vaccines. More information is available at [www.mass.gov/covidvaccinekids](http://www.mass.gov/covidvaccinekids).

Please note that last year, unvaccinated students were required to quarantine at home for a week if they were determined to be close contacts with a COVID positive individual, while asymptomatic vaccinated students were not required to quarantine. We don't know what the DEEC policy will be regarding close contact cases this Fall, but we will be sure to communicate this information when it becomes available to us.

So at this point, we encourage you to enjoy the summer with your little ones and know that no matter what the DEEC develops for COVID policies for the 2022-2023 school year, it will be another amazing year at Southborough Village Preschool! We thank you for placing your trust in us, we know it isn't a decision you take lightly, and for that we are grateful. We are excited to work together with you next year and hope that you are as well. The health, safety and happiness of our SVP community is always a top priority for us.

### **Things we know for sure next year...**

- All of our teachers are fully vaccinated and will continue to be fully vaccinated at SVP. We encourage you to consult with your pediatrician and the American Academy of Pediatrics and follow the recommended vaccination schedule for all vaccines as you begin to prepare your child for next year.
- 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. The school is always cleaned and sanitized nightly by a professional cleaning company.

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. We will mail out our Enrollment Packets in early August and we'll be sure to reach out to you as soon as we have information from the DEEC regarding COVID policies and procedures as well. In the meantime, don't 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 with your little ones!

Most Sincerely,

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