

Southborough Village Preschool

Registration Procedure for the 2023-2024 School Year

We are excited to share that we are hoping to add additional classes to our existing class offerings and schedule next year. While we are in the early stages of planning, we are hoping to have these additional classes in place by September of 2023. We will update you as our plans progress, but in the meantime we encourage you to register your child for the 2023-2024 school year. Let us know if you have any questions at all. We are happy to help!

Registration procedure for current students/siblings and alumni: The 2023-2024 school year registration, for current Southborough Village Preschool students, their siblings and alumni families, will **begin at 8:00 AM, on Tuesday, November 1st, 2022.** As classes can fill quickly, we urge you to apply as soon as possible, beginning on November 1st, so as to increase the chance that you will receive your first or second class choice. **Classes will be filled on a first come, first served basis.** You may bring your application and the materials listed below to the school, or you may mail them in to us on or after November 1st. Unfortunately, we will not be able to accept applications in person or through the mail, prior to 8:00 AM on Tuesday, November 1st. We will date and number applications as they arrive at the school, and classes will be filled in the order in which they are received. Use the Class Request Form located inside the application packet to indicate a first and second choice for your child's class. **Note: Registration will open to new families on Monday, November 14th, 2022.**

Registration procedure for new families: Registration will be open to the public for new students **beginning at 8:00 AM, on Monday, November 14th, 2022.** To register your child, please drop off or mail in your application, including the materials listed below, on or after this date. As classes can fill quickly, we urge you to apply as soon as possible, beginning on November 14th, so as to increase the chance that you will receive your first or second choice. Unfortunately, we will not be able to accept applications for new families in person or through the mail, prior to 8:00 AM on Monday, November 14th. Beginning on this date, classes will be filled on a first come, first served basis.

To register your child for the 2023-2024 school year, you will need the following materials:

1. **A completed application, consisting of a Class Request Form and a Child Enrollment Form** (in the application packet). We make every effort to give you your first class choice, but in order to be assured a spot, it is wise to mark a second, or even a third class choice.
2. **A non-refundable application fee of \$100.**
3. **A deposit equal to 10% of the tuition.** Upon acceptance of a placement, this deposit becomes **non-refundable**. This amount will then be applied towards your child's tuition.

Important Note: We will notify you with a Class Placement Letter, as to which class your child has been placed in for the 2023-2024 school year. Please read, sign and return this letter by the date indicated as acceptance of your child's class placement. Should you choose to accept this placement, the **10% deposit will then become non-refundable. This amount will be applied towards your child's tuition for the 2023-2024 school year.** If you choose not to accept this placement, please note this on the Class Placement Letter and return it to us **by the date indicated**. At this point we will refund the 10% deposit to you, however the \$100 application fee is non-refundable. Note: Placements will not be held after the date indicated on your Class Placement Letter. Please see a Director if you have any further questions about registration. Thank you.

We anticipate offering the following programs for the 2023-2024 school year:

- Toddlers (21 months-2.9 yrs.) Tues/Thurs AM (8:45-11:30)
- Toddlers (21 months-2.9 yrs.) Mon/Wed/Fri AM (8:45-11:30)
- Preschool (2.9+) Tues/Thurs AM (9-12)
- Preschool (2.9+) Tues/Thurs PM (12-3)
- Preschool (Older Preschoolers/Pre-K) Tues/Thurs Full Day (9-3)
- Preschool (2.9+) Mon/Wed/Fri AM (8:45-11:45)
- Preschool (Older Preschoolers/Pre-K) Mon/Wed/Fri PM (11:45-2:45)
- Full Day Pre-K Mon/Wed/Fri (9-3) (4.0 by September 1st)

Important: Please note that the ages and numbers of our students can vary from year to year. As a result, we may need to make changes to the offered classes/schedules/times based on applications and enrollment.

Trying to decide which class to sign up for? We strongly suggest that you speak with your child's teacher, or a Director, to discuss which class will be best for your child's enrollment for the 2023-2024 school year.

Playschool Note: At this point, we plan to offer Playschool on Monday, Wednesday and Friday afternoons from 3:00-3:30. It's possible that we will also be able to offer Playschool on Tuesday and Thursday afternoons from 12-3:30, however this program is subject to change based on enrollment and classroom availability.

Tuition rates and deposits are as follows for the 2023-2024 school year:

Two Day Toddler Program T/Th: \$3,718 (10% dep.=\$371)	3 Half-Day Program M/W/F AM: \$4,603 (10% dep.=\$460)
3 Day Toddler Program M/W/F: \$5,161 (10% dep.=\$516)	3 Half-Day Program M/W/F PM: \$4,045 (10% dep.=\$404)
2 Half-Day Program T/Th AM: \$3,316 (10% dep.=\$331)	2 Full-Day Program T/Th: \$5,427 (10%dep=\$542)
2 Half-Day Program T/Th PM: \$2,914 (10% dep.=\$291)	3 Full-Day Program M/W/F: \$7,533 (10% dep.=\$753)

We thank you for submitting an application to Southborough Village Preschool and sincerely look forward to welcoming you and your child into our school community. We are happy to answer any questions that you may have regarding our program, mission, philosophy and curriculum. We believe that it is important for you and your child to visit our school, if you have not already done so. Please call our office, at 508-485-3109, to schedule an appointment, or if you have any additional questions. We encourage you to pay close attention to the above registration dates in order to ensure that you may receive the class that you prefer. We truly thank you for choosing Southborough Village Preschool for your child and excited to have you join our school community next year!

The Southborough Village Preschool Directors,
Laura Eppen and Gretchen Hartnett