



Southborough Village Preschool

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Summer Newsletter *for the* **2023 – 2024 School Year**

Dear Parents of _____,

We are very excited to begin thinking about the upcoming school year at SVP! Southborough Village Preschool will open for the 2023-2024 school year on Thursday, September 7th, 2023. On Thursday, September 7th and Friday, September 8th, 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, and 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 7th. If your child will be attending school on Mondays, Wednesdays and Fridays, you can plan to have your conference on Friday, September 8th. We look forward to seeing you at your conference!

While conferences are on Sept. 7th/ 8th, the first full week of school begins on Monday, September 11th, 2023.

FACULTY and CLASSES

The following teams of teachers will staff our classrooms during the 2023-2024 school year:

DAYS	CLASS	ROOM	STAFF
Tues/Thurs AM Toddlers (8:45-11:30)	Toddlers	Toddler House #16 E. Main St.	Laura Eppen/Linnea Audibert
Mon/Wed/Fri AM Toddlers (8:45-11:30)	Toddlers	Toddler House #16 E. Main St.	Laura Eppen/Linnea Audibert
Tues/Thurs AM (8:45-11:45)	Preschool	Room 3	Ruth Weiner/Christine Poutre
Tues/Thurs PM (11:45-2:45)	Preschool	Room 3	Ruth Weiner/Christine Poutre
Tues/Thurs Full Day (9:00-3:00)	Preschool	Room 1	Nina Evers/Angela Vara
Tues/Thurs Full Day (9:00-3:00)	Preschool	Room 2	Sara Michas/Lindsey Kennedy-Sita
Mon/Wed/Fri AM (8:45-11:45)	Preschool	Room 1	Kara Bergeron/Kathryn Ferencsik
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	Michele Kostiw/Jennifer Buonamico

***Your child's class and teachers are highlighted above. Please note that only the Toddler Classes will be held at 16 E. Main Street, and all other classes will be held in the main school building located at 14 E. Main Street.**

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 10-15 minutes of class, if that works better for your schedule. Additionally, your child's **class ending time is the latest time that you may pick up** (unless you are doing Playschool), but feel free to pick up anytime during the 10-15 minutes before the end of class, if that is more convenient for you.

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. Please select 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 complete a Tuition Agreement Plan and 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. You will receive a reminder when your payments are due. If you have a question regarding your tuition agreement plan, please don’t hesitate to contact us.

2023-2024 School Year	2 Half Day Toddler Class	3 Half Day 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	\$3,718.00	\$5,161.00	\$3,316.00	\$2,914.00	\$4,603.00	\$4,045.00	\$5,427.00	\$7,533.00	\$12,960.00
Deposit	\$371.00	\$516.00	\$331.00	\$291.00	\$460.00	\$404.00	\$542.00	\$753.00	\$1,296.00
Balance Due	\$3,347.00	\$4,645.00	\$2,985.00	\$2,623.00	\$4,143.00	\$3,641.00	\$4,885.00	\$6,780.00	\$11,664.00
One Payment Plan									
Discount	\$30.00	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$50.00	\$50.00
Due: September	\$3,317.00	\$4,615.00	\$2,955.00	\$2,593.00	\$4,103.00	\$3,601.00	\$4,845.00	\$6,730.00	\$11,614.00
Two Payment Plan									
Due: Sept/Jan	\$1,673.50	\$2,322.50	\$1,492.50	\$1,311.50	\$2,071.50	\$1,820.50	\$2,442.50	\$3,390.00	\$5,832.00
Four Payment Plan									
Additional Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$50.00	\$50.00
Due: Sep/Nov/Jan/Mar	\$844.25	\$1,168.75	\$753.75	\$663.25	\$1,045.75	\$920.25	\$1,231.25	\$1,707.50	\$2,928.50

Important Things to Know About Southborough Village Preschool...

BEFORE AND AFTER-SCHOOL CARE AT SVP

We offer an **Early Drop-Off** option as well as an **After-School Care** option every day. You are encouraged to use these options as they suit your schedule throughout the year. If you intend to drop your child off early, or pick up late on a regular basis, please let us know at your September conference. You are also welcome to use Early Drop-Off and After-School Care simply as needed throughout the year. Many families find these options to be convenient, especially while managing other children’s school schedules or even napping siblings at home.

We do ask that if you intend to use before or after-school care, that you let us know what time you expect to arrive in the morning or afternoon. You can send the Directors, as well as your child’s teachers an email, to let us know of your plans, and you can also find sign-up sheets posted on the bulletin board at the front door. If you find that you are running late in the afternoon and will need your child to stay late, please call the office so that we know your plan, and so that we can let your child know as well. We ask that you don’t contact your child’s teacher through email or text during the day, as teachers are not always able to check their phones while teaching.

Early Drop-Off is available beginning at 8:00 AM every morning.

After-school Care is available on Mon/Wed/Fri from 2:45-3:30 PM and on Tues/Thurs from 2:45-4:00 PM.

The fees for Early Drop-Off and After-School Care will be billed in quarter hour increments, \$4.00 for every 15 minutes outside of class time. The fee for 0-15 minutes before or after class is \$4.00. The fee for 15-30 minutes before or after class is \$8.00. The fee for 30-45 minutes before or after class is \$12.00 and the fee for 45-60 minutes is \$16.00.

Billing for both Early Drop-Off and After-School Care occurs at the end of each month, through email, separate from tuition payments. Siblings will receive a 50% off discount when attending Early-Drop-Off/After-School Care at the same time. Early Drop-off/After-School Care 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 extended school time options 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 11th, 2022 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 11th, 2022), 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, please let us know at this time, so we can send you the paperwork you will need for your child's physician to fill out before the start of school.** We are required to have these 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 can be made to this Department of Early Education and Care health care law.

Other things to know...

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!

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 please don't worry about it at all!

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 (full day and PM classes), 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. Be sure to read ingredient labels carefully when selecting food to send to school with your child, for 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 (with ingredient label attached), so as to avoid cross contamination with nut products during preparation at home. We ask that you send us a photo of the ingredient label **before the day of the celebration**, so we can double check that it is indeed nut-safe. **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 this policy is in the best interest of all of our students at SVP and we greatly appreciate your understanding. 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. Our students always love having fresh fruit/vegetables at snack-time. In the Fall, you will have an opportunity to sign up for a day or two, to send in a fruit or vegetable for snack. Stay tuned for our Nutritious is Delicious sign-up sheets!

LUNCH

If your child is staying for lunch (**Full Day students AND all afternoon class students**), we ask that you provide your child with a nutritious NUT FREE lunch and a water bottle. 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.**

We suggest 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. Children love to be independent and we feel better not handling their food unnecessarily. If your child will be in one of our afternoon classes, and you prefer to give them an early lunch before coming to school, we ask that you still send a lunchbox, with some light snacks and a water bottle, as we will have the class dine together.

LABELS, LABELS, LABELS! Please label all items that your child brings to school, including backpacks, lunch boxes/food containers, and clothing, including hats, mittens, boots, and jackets/sweatshirts, etc. This really helps us, as your child may not always know what you have sent in for him/her each day. Labels ensure that we can return your child's belongings to you at the end of each day. Your cooperation with labels is very much appreciated!

What to Wear and Bring to Preschool...

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.

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 CLOTHING

Preschool can and should be a bit messy, and as such, we ask that you **bring a complete change of clothing for us to keep in the classroom for your child**, in the case of a spill or an accident. If you prefer, you can keep a change of clothing in your child's backpack instead of the classroom. Please send in warm weather clothes including socks and underwear for the Fall, and as the weather cools, you can replace those items with cool weather clothes. Don't forget to label all of the items that you send in for us, so we can be sure to return them to you at the end of the year.

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 creative treasures.

Health Policies at Southborough Village Preschool

It really is amazing to look back at how far we have come in the past few years in regards to the pandemic and public health policies. As you probably know, most COVID-19 policies have been dropped as the number of cases is so low, which is wonderful news. When decisions regarding illnesses and infectious diseases are made, Southborough Village Preschool, as a preschool that is licensed in the State of Massachusetts, follows the regulations put forth by the Department of Early Education and Care (DEEC), which in turn formulates policies based on directives from the Massachusetts Department of Public Health and the Center for Disease Control. Additionally, we take direction from the Southborough Department of Public Health. Finally, we typically follow the healthcare policies that the Public Schools of Northborough and Southborough have in place, in order to provide consistency for our families with older children.

As of now, we have not received any directives from the DEEC, but our expectation is that going forth, COVID-19 will be treated much like other infectious diseases are in school settings. **Essentially, it is important that symptomatic, students and staff should not come to school**, should test, consult with their physicians and remain home for the recommended amount of time for all illnesses, including, but not limited to COVID, influenza, strep throat, norovirus, conjunctivitis, etc., in order to best protect our students, teachers and families. We also ask that families let us know when a student will be staying home sick, as this helps us to track illnesses and notify families to keep an eye out for symptoms. At SVP, we feel strongly that we must all work together to keep our school community as healthy as possible and we are grateful to you all for your support in this important goal. We will be sure to share our detailed SVP Health Policy towards the end of the summer, and as always, will carefully communicate with our families if any highly contagious illnesses or infectious diseases have been reported in our classrooms. We thank you for your support!

Changes coming to SVP...

As you know, change is inevitable in life, and sometimes hard, and this year is no exception at Southborough Village Preschool. This fall, we find ourselves having to say goodbye to two very special teachers who have been with us for quite a long time - Haley DiStefano and Karen Arpino. We are fortunate though to be bringing a few very talented teachers onto our team this Fall, and we are excited for you to meet them! We are confident that we will have another amazing year, and are grateful to have such a dedicated, experienced and loving team of educators ready to greet your children in September.

It's hard to believe that after so many years, we have to say goodbye to Haley DiStefano. Haley has been teaching at SVP for 20 years and is retiring this year to spend more time with her family, including three grown children and a beautiful granddaughter! She will be coming back to SVP in the Fall though, to teach some fun science lessons and to substitute teach as well, which makes us very happy. We thank Haley for her dedication and commitment to SVP. It's fun for us to think about all of the children who have benefitted from her gentle, nurturing and loving style as a teacher over the years. Haley is an extraordinary educator and her kindness, creativity, and general love of all children in her classes will truly be missed. We thank you Haley, and wish you well on all of your upcoming adventures!

If your child has attended school on Tuesdays and Thursdays, in the past few years, it's likely that you have had the pleasure of getting to know Karen Arpino. Karen has been teaching at SVP for 10 years, and we've loved every minute with this amazing teacher and friend, but she is ready for a little more free time with her wonderful family! Karen raised two terrific children in town and she and her husband are planning to enjoy more time relaxing and visiting with them in the future, down in Mattapoisett. As a teacher, Karen's playful style and terrific sense of humor made every day a fun one for her students. She is a master at encouraging kids to try new things every day and helping them to feel good about themselves as learners and as part of a classroom community. We will truly miss Karen's kindness, thoughtfulness and energy at SVP, but are excited for what this next exciting chapter has in store for her.

While it is always sad to say goodbye to wonderful staff who have been with us for a long time, we do have some exciting news to share with you. We are thrilled to be expanding the school this year, and adding, not only a few new classes, but a few new fantastic assistant teachers as well. All four of these delightful and talented women are coming to us with many years of valuable work experience from a broad range of backgrounds. We are excited to welcome **Lindsey Kennedy-Sita, Jennifer Buonamico and Suzanne Correia** to our classrooms this year and are particularly delighted to tell you that they are all former Southborough Village Preschool parents! We are also grateful to be welcoming another new assistant teacher onboard this year, **Kathryn Ferencsik**. Kathryn has many years of child-care experience behind her and is also a graduate student at Boston College, working on a Masters in School Counseling. We are looking forward to expanding our staff with these incredible teachers this year, and know their warmth, kindness, energy and genuine love for young children will make them the perfect additions to the SVP Team.

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