June 16, 2026

Dear Southborough Village Preschool Families,

We happily welcome you to Southborough Village Preschool for the 2026-2027 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 incoming students, new learning communities and the great fun that comes our way every September. We look forward to beginning a new school year with your family and hope that you are excited as well. Hopefully this email will answer any questions that you might have, but don't hesitate to reach out if you have any further questions or concerns.

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, required student file paperwork, tuition payment plans, and back-to-school tips from us by early 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 2026-2027 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 months if you have any questions at all. We can both be reached at directors@southboroughvillagepreschool.com. We look forward to hearing from you.

DATES AND SCHEDULES TO NOTE: At SVP, we enjoy beginning our school year with **individual Parent/Child/Teacher Conferences, which will be held in your child's classroom on Thursday, September 10th and Friday, September 11th**, followed by our first **regular week of classes beginning on Monday, September 14th.**

Our Individual Parent/Child/Teacher Conferences will be held every 15-20 minutes, throughout the day on September 10th and 11th. Our T/TH students will be invited to come in for their conferences on Thursday, September 10th, M/W/F students will be invited in on Friday, September 11th, and our five day students may be scheduled on either 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 teachers will be contacting you regarding 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 have 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 first tuition payment of the school year. Detailed tuition payment plan information will be provided in the August mailing.

PROCARE APP: At SVP, we use a childcare app called ProCare, to sign children in and out of school, and for billing and communication between staff and families. We will share more information with you about the ProCare app in our August Newsletter. The only thing you need to know at this point is that you will need to bring your phone with you every day for drop-off and pick-up, in order to sign your child in and out of school.

CLASS SCHEDULES AND BEFORE/AFTER SCHOOL CARE:

Monday/Wednesday/Friday Class Schedules:

- The Toddler Class will run from 8:45-11:30 AM (Toddler House)
- The Three Half-Day AM Younger Preschooler Class will run from 8:45-11:45 AM
- The Three Full-Day Younger Preschooler Class (AM & PM) will run from 8:45-2:45 PM
- The Three Full-Day Pre-K/Older Preschooler Classes will run from 9:00-3:00 PM

Tuesday/Thursday Class Schedules:

- The Toddler Class will run from 8:45-11:30 AM (Toddler House)
- The Two Half-Day AM Younger Preschooler Class will run from 8:45-11:45 AM
- The Two Full-Day Younger Preschooler Class will run from 8:45-2:45 PM
- The Two Full-Day Pre-K/Older Preschooler Class will run from 9:00-3:00 PM

You will receive your child's class and teacher assignment in our August packet mailing. Please let us know if you have any questions at all, as to what class your child will be in.

Please note: In an attempt to alleviate congestion in our parking lot, we stagger our class start/stop times, with some classes beginning at 8:45 AM and some beginning at 9:00 AM. If you have more than one student, and they have different start times, please feel free to being both at the earlier start time, and we will happily have your child join us in the Early Drop-Off room, for no additional fee.

Also, if it is helpful for you, we invite you to schedule your arrival at SVP anytime within our drop-off and pick-up windows. We find this can also help to alleviate congestion in our parking lot and it may also help if you are managing transportation for siblings at other schools, appointments, work, etc.

- If your child's class begins at 8:45 AM, you may drop off anytime between 8:45 and 9:00 AM.
- If your child's class begins at 9:00 AM, you may drop off anytime between 9:00 and 9:15 AM.
- If your child's class ends at 2:45 PM, you may pick up anytime between 2:30 and 2:45 PM.
- If your child's class ends at 3:00 PM, you may pick up anytime between 2:45 and 3:00 PM.

Early Drop-Off and After School Care: Please remember that, once school starts, we offer Early Drop-Off every day beginning at 8:00 AM. Some children love to be dropped-off early, as it is quieter and a bit more relaxing. Feel free to consider this option if it works for your schedule or your child.

After School Care will be offered every day from 2:45- 4:00 PM. Feel free to consider this option on a permanent or as-needed basis throughout the year. You will receive updated information regarding these extension options in the August mailing.

PAPERWORK NOTE: By early 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 and immunization record.

Students will not be able to begin school without this paperwork (and a physical/immunizations) on file. No exceptions can be made. We take our commitment (and State licensing requirement) very seriously to have the most current information available for each student in our care. Thank you for your support with this policy.

PHYSICALS: In order to begin school, all children are required to have current physical and immunization records (within one year) on file at the Preschool. **If your child's latest physical is dated September 15th, 2025 or earlier, it will be expired by 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. We are required by the State to have these on file.

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 begin school, even if you don't anticipate that we will ever need to use them. **If a chronic health condition and prescribed medication is listed on your child's physical, we will need to have the medication in the classroom.** 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

S**outhborough Village Preschool is an entirely NUT-FREE school.** We require all foods that are brought into the school to 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 full day students). Please select a water bottle that is child-sized (not tall) with a leak-proof top, that your

child can open and close themselves. Lunch boxes, and a small rest blanket (for full day students) should be able to easily fit inside the backpacks, with room for slippers/sneakers in the winter, and other treasures. Please be certain to label all of these items, so we can be sure to return everything to you at the end of the day.

Openings at SVP: We have only a few openings remaining for the upcoming school year. Please let us know if you are interested in having your child join an additional class. We would also appreciate it if you would share this information with families that you think might be interested in joining us at SVP this year.

SVP Book Swap Nook: Our Book Swap Nook can be found in front of the school, to the right side of the front door. We invite families to leave books in the Book Swap Nook that they are finished with, and we encourage the kids to select new books to take home anytime they would like. The kids are welcome to keep any books that they like, or they can return them at any point in the school year, and take home new ones. If you find yourself cleaning our your bookshelves this summer, and find some children's books (any level) that you are ready to pass along, please save them for us, or feel free to leave them in our Book Swap Nook at any point in the next few months. The Book Swap Nook is always open!

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 our teachers will be reaching out to you shortly after that, to set up your child's Parent/Child/Teacher Conference. 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!

Kind Regards,

Laura Eppen and Gretchen Hartnett

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