Southborough Village Preschool

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Summer Newsletter

for the

2026 – 2027 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 2026-2027 school year with conferences on Thursday, September 10th, 2026. **On Thursday, September 10th and Friday, September 11th, we will hold a 15-20 minute, individual Parent/Child/Teacher Conference, for each student.** At this time, you will have an opportunity 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/immunization record (showing lead test). In order to make this a special and efficient use of time, please consider making other arrangements for unenrolled 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 10th. If your child will be attending school on Mondays, Wednesdays and Fridays, you can plan to have your conference on Friday, September 11th. If you are unable to attend a conference that day, just let your child's teacher know and she'll be happy to find a time that works for you. We look forward to seeing you at your conference.

While conferences are on Sept. 10th and 11th, the first full week of school begins on Monday, September 14th, 2026.

FACULTY and CLASSES

The following teams of teachers will staff our classrooms during the 2026-2027 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 & Full Day (8:45-2:45)	AM & Full Day Preschoolers	Room 1	Kara Bergeron/Ruth Weiner/Linnea Audibert
Tues/Thurs AM (8:45-11:45)	Half Day AM Preschoolers	Room 2	Michelle Valle/Angie Vara
Tues/Thurs Full Day (9:00-3:00)	Full Day Pre-K and Four in the Fall	Room 3	Michele Kostiw/Nina Evers
Mon/Wed/Fri AM & Full Day (8:45-11:45)	AM & Full Day Preschoolers	Room 1	Lindsey Kennedy-Sita/Angie Vara
Mon/Wed/Fri Full Day (9:00-3:00)	Full Day Pre-K and Four in the Fall	Room 2	Gretchen Hartnett/Jennifer Buonamico
Mon/Wed/Fri Full Day (9:00-3:00)	Full Day Pre-K and Four in the Fall	Room 3	Michele Kostiw/Ruth Weiner

***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 our little, red schoolhouse, located at 14 E. Main Street.**

CLASS SCHEDULES AND HOURS OF OPERATION:

Please note: In an attempt to alleviate congestion in our parking lot, we stagger our class start/stop times. If you have more than one child/student, and they have different start times, please feel free to being both at the earlier start time, and we will happily have your other 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 help if you are also 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.

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 needs and schedule this year. If you intend to drop your child off early, or pick up late on a regular basis, please let us know as soon as possible. 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 sibling's school schedules, appointments, work schedules, or even napping siblings at home.

Throughout the school year, we do ask that if you intend to use before or after-school care, you let us know what time you expect to arrive in the morning or afternoon. You can send an email to the Directors, as well as your child's teachers, message us through the ProCare app, or even call the office to let us know of your plans. 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 rely on contacting your child's teacher through email or ProCare during the day, as teachers are not always able to check their phones while teaching.

Early Drop-Off and After School Care: Please remember that during the school year, 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. We ask that you let us know by the time you drop your child off if you plan to have them stay late. Please ensure that your child is also aware that he/she will stay late.

PROCARE APP

At SVP, we use an app, called ProCare, to monitor attendance of each child. We have found this app to be incredibly helpful as it is also used to communicate with parents/staff, share information/photos/videos and to send/pay tuition bills. ProCare also records the times of drop-off and pick-up for our Early Drop-off and After School Care options, and creates billing for the use of these programs. You will be receiving information regarding our ProCare app at the end of the summer. You will be able to set up your app on your phone before the school year begins, and you will use it to sign your child in and out of school each day. Please keep an eye out for an email regarding how to use ProCare as we approach the beginning of the school year. **Please note, you will need to bring your phone each day when you drop your child off as well as when you pick them up, in order to sign them in and out.** If someone other than a parent will be bringing your child to or from school, they too will need to bring their phone with them as well.

If you will be using our before or after school care options, please note that billing for Early Drop-off and After School Care occurs once you sign your child into, or out of, SVP during non-class times. If using Early Drop-Off (any time after 8:00 AM), once you sign your child in for the day, ProCare begins billing you for this extra charge. The app will prorate the cost to the minute you sign in, with the cost being based on $16.00 per hour. For example, at 8:00 AM it will start charging $16.00 for children whose class starts at 9:00 AM, but will only charge $12.00 for children who start at 8:45 AM. For children dropped off later than 8:00 AM, the cost will be less, as the app will prorate the cost based on how

long the child attends these before/after school care options. For example, 15 minutes of before or after school care would cost $4.00, 30 minutes would cost $8.00, etc. This billing process works the same for After School Care.

If you are not using the Early Drop-off and After School Care options, please do not sign your child in before the scheduled start of their class, and make sure to sign them out on the app at, or prior to, the end of the class – we suggest doing this before the teachers release your child to you. This will help us avoid any incorrect charges on your account. The billing app cannot be adjusted after the current day. Billing for Early Drop-Off and After School Care will be automatically sent to your ProCare account at the end of each month and you will be able to pay your bill using the app. If you ever feel as though you were incorrectly charged, please see Laura Eppen at any point in the year. Thank 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.

2026 - 2027 School Year	2 Half Day Toddler Class	3 Half Day Toddler Class	2 Half Day Class AM	3 Half Day Class AM	2 Full Day Class	3 Full Day Class	5 Full Day Combo
ANNUAL TUITION	$4,040.00	$5,610.00	$3,640.00	$5,030.00	$5,930.00	$8,240.00	$14,100.00
Deposit	$404.00	$561.00	$364.00	$503.00	$593.00	$824.00	$1,410.00
Balance Due	$3,636.00	$5,049.00	$3,276.00	$4,527.00	$5,337.00	$7,416.00	$12,690.00
One Payment Plan							
Discount	$30.00	$30.00	$30.00	$40.00	$40.00	$50.00	$50.00
Due: September	$3,606.00	$5,019.00	$3,246.00	$4,487.00	$5,297.00	$7,366.00	$12,640.00
Two Payment Plan							
Due: Sept/Jan	$1,818.00	$2,524.50	$1,638.00	$2,263.50	$2,668.50	$3,708.00	$6,345.00
Four Payment Plan							
Additional Fee	$30.00	$30.00	$30.00	$40.00	$40.00	$50.00	$50.00
Due: Sept/Nov//Jan/Mar	$916.50	$1,269.75	$826.50	$1,141.75	$1,344.25	$1,866.50	$3,185.00

Important Things to Know About Southborough Village Preschool…

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 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/proof of a lead test (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 (within one year), as well as his/her immunization record, including proof of a lead test, on file at the Preschool. IF YOUR CHILD'S PHYSICAL IS DATED SEPTEMBER 14th, 2025 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 the correct paperwork on file for the first day of school. Be sure to bring a copy of your child's **current physical and immunization record, including proof of a lead test**, 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 14th, 2025), that physical will still be on file in our office. Be sure to confirm this with your child's teacher before your conference and be aware that fall physicals will expire quickly!

MEDICATION

If your child has **a prescribed inhaler, EPI Pen or any type of chronic health condition and daily medication listed on his/her physical report, 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 **(by 9/11/26)**. Please note that, we are required to have the medications in the classroom, in the case of an emergency, 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 (IHCP) and Medication Consent Form (one for each medication) for your child's file (two separate required forms), in the case of an emergency. No exceptions can be made to this Department of Early Education and Care health care law. We appreciate your attention to these important health and safety requirements.

Other things to know…

DROP-OFF PROCEDURE

Drop-off will occur at the front door of the red schoolhouse, or at the back door of the Toddler House. 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! We are happy to work with you and your child to ensure that their toilet training process is as smooth and stressless as possible.

NUT-SAFE AT SVP!

Please note that **Southborough Village Preschool is an entirely NUT-SAFE school.** We require any and all foods that are brought to school to be NUT-SAFE. This will mostly affect students who stay for lunch, as our school snacks are always nut-safe. 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 we 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.** We realize that it may be disappointing to only allow 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, guaranteed to be entirely nut-safe, and not processed on equipment that manufactures items containing nuts.

SNACK

Southborough Village Preschool provides a nutritional, nut-safe 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 throughout the year, 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), we ask that you send your child with a nutritious NUT-SAFE lunch and small 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. 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 don't send 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-safe, 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.

LABELS, LABELS, LABELS!

Please label all items that your child brings to school, including water bottles, 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…

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 either in the classroom, or in your child's backpack,** in the case of a spill or an accident. 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. 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.

WATER BOTTLES

While we serve water at snack and at other times as needed, we ask that you send **a small, labeled, filled water bottle with your child each day.** Please select a water bottle that is **kid-sized (not tall) with a leak-proof top**, that your child can open and close themselves. We encourage the students to help themselves to their water bottles throughout the day.

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 and on the playground. Sneakers and enclosed rubber-soled shoes are requested. Please save flip-flops, dress shoes, and Crocs for home.

Health Policies at Southborough Village Preschool

As you begin to ready your child to come to school, you might be curious to know how we formulate our SVP Health Policies and Procedures. 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, our expectation is that we will have a typical year for common early childhood illnesses. You can find our full SVP Health Policies on our website, but **essentially, it is important that symptomatic students and staff should not come to school**, should test as recommended, 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 well as the symptoms), as this helps us to track illnesses and notify families to keep an eye out for symptoms. We will be sure to communicate with you if any highly contagious illnesses or infectious diseases have been reported in your child's classroom. **At SVP, we feel strongly that we must all work together to keep our school community as healthy as possible and we are grateful for your support in this important, shared goal.**

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. 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. 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

Directors – Southborough Village Preschool