Dear ECDC-SMC Families,

**IMPORTANT DATES AND CONTACT NUMBERS**

Even though it is only mid-summer, it is helpful to look ahead to the upcoming school year. It is our hope that this letter will help you and your child prepare for the upcoming school year. The first day of the 2017-18 School Year is Monday, August 21, 2017. The Family Open House is Friday, August 18, 2017. ECDC-SMC phone number: 574-284-4693 and email: Kari Alford, ECDC-SMC Program Director, kalford@saintmarys.edu and Terri Kosik, ECDC Executive Director, tkosik@saintmarys.edu.

**FAMILY OPEN HOUSE - Friday, August 18, 2017, 4:00 - 6:00 p.m.**

Friday, August 18, 4:00 - 6:00 p.m. is the ECDC-SMC annual, beginning of the school year, Family Open House. Families with last names beginning with A-M are invited from 4:00 - 5:00. Families with last names beginning with N-Z are invited from 5:00 - 6:00. If the time designated for your family to attend the Open House does not work, please feel free to come at the other time.

If you are unable to attend the Friday Open House, the teachers will be working in their rooms on Thursday afternoon, August 17; you and your child are welcome to stop by for a short visit with the teachers between 2:00pm and 4:00pm. Our goal is to make sure a child new to ECDC-SMC will have the opportunity to visit at least once before her/his first day. A visit with mom and/or dad to meet teachers and to explore the activity rooms and playground is very helpful in supporting the child's adjustment on the first day of school.

**It is helpful to bring the following items to the Open House~**

- One photograph of your child for the front of her/his locker. If possible, have your child help you select the picture to bring to school for his/her locker.
- One complete change of clothing to keep on the top shelf of your child's locker. These clothes will be used by your child should he/she experience a bathroom accident or spill milk or juice on her/his clothing. Children feel more comfortable putting on their own clothing if they do need to remove wet clothes. If your child experiences frequent bathroom accidents, please provide several sets of clothing, including socks and an extra pair of shoes or slippers. Please mark your child's name on the extra clothing and store in a plastic bag on the top shelf of his/her locker. Please keep your child's extra clothing seasonal and check them often to make sure a complete set of clothes is always available. Thank you.
- **RESTING ITEMS** for children attending in the afternoons in the 3's, 3/4's, 4's and 4/5's: 1 small (crib size) pillow and 1 small (crib size) blanket. Children enrolled in the mornings only do not need to bring resting items. Please note: bed size pillows, bed size blankets and large or small sleeping bags may not be used at ECDC for rest
times due to limited storage space and cleanliness and safety issues. Please provide crib size pillows and crib size blankets, thank you!

- **ART SUPPLIES:**
  - 1 package of 8 color, washable markers
  - 1 box of 8 color Jumbo Crayons
  - 4 oz bottle of SCHOOL GLUE, please do not send all purpose glue
  - Paint smock (optional - this can be an adult shirt with the sleeves cut off or a plastic smock)

**SY PARENT ORIENTATION**

Three upcoming ECDC 17-18 SY Parent Orientation meetings are scheduled - 1 at ECDC-SMC & 2 at ECDC-ND. Parents are welcome to attend either program site’s orientation session regardless of where their child is enrolled. The same orientation to SY material will be shared at each session. These meetings are primarily designed for new to ECDC families, however, returning families are also welcome to attend. Sign-up to attend one of the SY Orientations for Parents [here](#).

- Tues., August 1st @ ECDC-SMC, 4:00pm - 5:00pm
- Wed., August 9th @ ECDC-ND, 4:00pm - 5:00pm
- Tues., October 17th @ ECDC-ND, 4:00 - 5:00pm

**BREAKFAST**

ECDC-SMC offers a breakfast from 7:30 until 8:15am. A variety of breakfast items rotate through the menus; including oatmeal, waffles, yogurt, cold cereal, and toast.

**LABOR DAY – September 4, 2017**

PLEASE NOTE: ECDC is open on Labor Day, Mon, Sept. 4, 2017 due to Saint Mary’s College and Notre Dame conducting classes on this day. If your child will not be attending on Sept. 5/Labor Day, please contact the ECDC-SMC office on or before September 1st (284-4693) to provide this information. This will help us plan for staffing and lunches. Our goal is to not waste food due to absences on this day; we would like to order lunches only for those children attending on Labor Day, thank you.

**INDIVIDUAL AND CLASS PICTURES – Mon, Oct. 2 and Tues, Oct. 3, 2017**

In early October, Heirloom Pictures will be at ECDC-SMC to take both individual and class pictures. More info will be distributed in late September about individual and class photos. Parents must submit a pre-paid order on or before October 2nd to participate.

**ECDC-SMC CURRICULUM NIGHT FOR PARENTS**

Thursday, September 28th, 6:30 p.m.-7:30 p.m. Parents spend time in their child’s classroom learning about the ECDC curriculum and learning goals for the 2017-18 School Year. This evening event for parents provides the opportunity to get further acquainted with the teachers and learn about the daily schedule, curriculum and program related topics as well as have your questions answered. 7:30-8:00 p.m. Refreshments and Get-Acquainted Time with
other ECDC Parents. FYI - Curriculum Night is for adult family members only. We hope you can attend! Please sign-up here.

**ECDC-SMC IS OPEN DURING FALL BREAK – October 16 – 20, 2017**
ECDC is open during ND/SMC Fall Break, 10/16-10/20, 2017. Families are invited to visit their child’s classroom if their schedule permits. Please sign up here.

**2018-19 SY KINDERGARTEN INFORMATION MEETINGS FOR PARENTS**
The Kindergarten Lead Teacher will present the kindergarten curriculum and activities, daily schedule, provide parents with examples of K projects and journals, and answer questions. Please sign-up here.

- **Fri., November 17, 2017** - 4:00pm - 5:00pm at ECDC-ND in the Gross Motor Room
- **Thurs., January 18, 2018** - 4:00pm - 5:00pm at ECDC-ND in the Gross Motor Room

**BOOK FAIR – November 13 – 17, 2017**
Each year, ECDC holds a book fair at both program sites. The purpose is to assist families in locating and selecting quality books for their children and raise funds to purchase educational materials for ECDC classrooms. We are hopeful that all families will do some holiday shopping at our book fair.

**HEARING & SPEECH and VISION SCREENINGS – October and February**
ECDC offers two optional screenings during the school year, Hearing & Speech screenings through the Saint Mary's College Communicative Disorders graduate program and Vision screenings through the Lions Club. Hearing & Speech screenings at ECDC-SMC will be on Tues. & Wed., October 24 and 25 and Vision screenings will be during spring semester (exact dates TBA). Parents will be provided with permission forms to fill out if they are interested in these screenings. Only children with written parent permission will be screened. Hearing and Speech screenings are $20 per child (with financial assistance available if needed) and Vision screenings are available at no charge.

**ECDC CLOSED for THANKSGIVING – November 22, 23 & 24, 2017**
& WINTER BREAK – December 25, 2017-January 5, 2018
ECDC will be closed for Thanksgiving Wednesday, Thursday and Friday - November 22, 23, and 24, 2017, and will be closed for winter break beginning Monday, December 25, 2017 through Friday, January 5, 2018 at both ECDC program sites. Parents are not assessed tuition for these time periods when ECDC is closed.

**STUDENT ACTIVITY FEE**
A student activity fee is invoiced each semester (September and January). The student activity fee is $30 each semester for children enrolled in the 3’s and 3/4’s groups and $60 each semester for children enrolled in the 4’s and 4/5’s groups. The student activity fees assist with the funding of special enrichment activities, including field trips for the 4/5’s and 4’s children.
and Special Visitors and activities for all age groups (storytellers, puppet shows, musicians, naturalists, etc.).

2017-18 SY TUITION

Attached you will find the 2017-18 School Year Tuition Schedule, which reflects a tuition increase of 2%; this is a direct result of increased program costs from health insurance for teachers and staff, food costs, consumable materials, and educational materials. The ECDC tuition policy and fees can also be found on the ECDC website's tuition page.

- **ECDC Tuition is billed for the full semester.** Parents may pay for the full semester (e.g., fall, spring and summer) or may elect to pay their tuition as follows:
  - **Fall Semester** - Divide the tuition invoice into 2 equal amounts paying one half on Sept 1 and one half on Nov 1. Divide the tuition invoice into 4 equal amounts remitting equal amounts on Sept 1, Oct 1, Nov 1 and Dec 1. Or, divide the tuition into 8 equal amounts remitting equal payments on Sept 1 and 15, Oct 1 and 15, Nov 1 and 15, and Dec 1 and 15.
  - **Spring Semester** - Divide the tuition invoice into 2 equal amounts paying one half on Jan 1 and one half on Mar 15. Divide the tuition invoice into 5 equal amounts, remitting equal payments on Jan 1, Feb 1, March 1, April 1 & May 1. Or, divide the tuition into 9 equal amounts remitting equal payments on Jan 1 and 15, Feb 1 and 15, March 1 and 15, April 1 and 15, and May 1.
  - **Weekly Tuition Payments** - Tuition may be paid on a weekly basis; please call the ECDC office to arrange weekly payments. ECDC tuition must be paid in advance. Please call the ECDC office should you have tuition questions (574-631-3344).
  - **Student Activity Fees:** A $30 student activity fee is assessed each school year semester as follows - August/Sept and in January for children enrolled in the 3's, and 3/4's. A $60 student activity fee is assessed each school year semester as follows - Aug/Sept and January for children enrolled in the 4's and 4/5's. The summer program includes a student activity fee - $140 for all full time summer enrollment schedules and for all school-age schedules (Full Time/MWF All Day/TTH All Day); there is a $95 summer student activity fee for all part time summer preschool enrollment schedules.
  - **Payment Agreements** - Parents may, from time to time, have difficulty making monthly tuition payments due to unforeseen financial circumstances. If a parent(s) finds that he/she is unable to remit monthly tuition payments when due, the parent(s) must promptly notify ECDC's Executive Director so that an agreement for the payment of past due tuition can be arranged. Failure to notify ECDC's Executive Director or to comply with the payment agreement within one month of the date a tuition payment was due will jeopardize a child's continued enrollment at ECDC. Please note: ECDC is an Indiana Nonprofit Corporation completely separate from the University of Notre Dame and Saint Mary's College. ECDC is dependent upon tuition to meet financial obligations (e.g., payroll, food costs).
  - **Tuition may be paid with a personal check, money order or certified check. ECDC does not accept credit card or debit card payments. ECDC uses the parent paid tuition to pay teacher salaries in addition to lunches and snacks, so timely tuition payments are great appreciated. Thank you!**

**ECDC-SMC 2017-18 School Year and 2018 Summer Tuition:**
The ECDC-SMC program operates with a flat weekly rate tuition schedule that is applicable for all ECDC-SMC age groups during the school year and the summer program

| Full Time, 7:00 a.m.-5:30 p.m. | M - F* | 186.00 |
| MWF 7:00-5:30 | MWF* | 142.00 |
| TTH 7:00-5:30 | TTH* | 101.00 |
| Morning and Afternoon Schedules: | | |
| 7:00-11:45 or 12:45-5:30 | M-F | 101.00 |
SCHOOL YEAR FIELD TRIPS AND TRANSPORTATION

ECDC is the proud owner of a 2006 Bluebird Special Activities School Bus. The ECDC-SMC children in the 4’s and 4/5’s will use this bus for field trip transportation. The bus is equipped with child harness seat restraints and will transport an entire class of children, teachers and parent helpers on field trips. Each semester, the 4’s and 4/5’s class groups will participate in a minimum of four field trips, ensuring that children from every enrollment schedule will have the opportunity for one field trip each semester. Parents are required to sign permission in advance for each off-site field trip. Please be watchful for field trip permission postings near the daily sign in and out sheets.

PARENT TEACHER CONFERENCES – November and December

Parent Teacher Conferences are 30 minutes in length and are an important part of our communication with families. Conferences are scheduled during the morning, afternoon and evening to accommodate various family schedules. Conference sign-up information will be emailed to families in mid to late October. If, for any reason, you would like to speak formally to your child’s teacher prior to these scheduled conferences, please do not hesitate to request a conference with the teacher directly or call the school office and we will gladly arrange a time for you and the teacher to meet.

ECDC-SMC DIRECTORY

During the month of September, families will receive the 2017-18 School Year Directory of all ECDC-SMC children in their child’s class; including parents’ names, addresses, email addresses and home telephone numbers. This directory should be helpful in organizing car pools, friends over to play and birthday parties. WE REQUEST THAT BIRTHDAY PARTY INVITATIONS NOT BE DISTRIBUTED AT SCHOOL, RATHER PLEASE USE THIS DIRECTORY TO MAIL THE INVITATIONS. When party invitations are hung on lockers or distributed at school some children experience hurt feelings. Parties usually do not include all the children in the class and some children are left out. Mailing party invitations to the home will alleviate hurt feelings at school.

HELPFUL INFORMATION

1. The following forms are required for all children each school year and are due on or before August 1, 2017:
   - Emergency Information Form
   - General Information Form
   - Emergency Health Information and Medical Plan form.
   - School Messenger Emergency Contact Information Form

All forms are available on the ECDC website at [http://ecdc.nd.edu/registration/enrollment-forms](http://ecdc.nd.edu/registration/enrollment-forms).
Children new to ECDC must also submit the following required forms on or before August 1, 2017:

- Physical Form completed by their doctor
- Birth Certificate Report Form
- Waiver & Release Agreement Form

All forms are available on the ECDC website at http://ecdc.nd.edu/registration/enrollment-forms. If you have questions about the forms or their due dates, please contact Lauren at 574-284-4693 or lbaker@saintmarys.edu.

2. ECDC-SMC opens daily at 7:00 a.m. and closes promptly at 5:30 p.m. An ECDC teacher arrives at 6:55 a.m. to open the program facility. Parents may leave their children at 7:00 a.m., when a teacher is available to supervise. ECDC closes promptly at 5:30 p.m. daily. A $15.00 late fee charge per child per fifteen (15) minute increment will be assessed to parents picking children up after 5:30 p.m.

3. Parents are required to sign children in and out daily on the attendance sheet located in your child's activity room. If your child is or will be absent, please call the ECDC office with this information. The State requires ECDC to keep records regarding all absences.

4. ECDC may only administer PRESCRIPTION MEDICATION that is in the original container bearing the original label with the prescription number, date, physician's name, directions for use, and the child's name. We cannot administer nonprescription medication, such as cough drops, cough medicine, children's Tylenol, throat lozenges, vitamins, etc. If your physician prescribes a nonprescription drug or gives you sample medication, we can only administer such with a written, signed authorization from the physician, including the date, child's name, directions for use, and physician's signature. Medication must be locked in our medicine cabinet or placed in our refrigerator; medicine cannot be left in a child's locker.

5. ECDC doesn't have the means to supervise children inside and outside at the same time. If a child is too sick to participate outdoors, the child is too sick to attend ECDC-SMC.

6. The ECDC Calendar is located on the ECDC website at http://ecdc.nd.edu/our-schools/calendar and includes dates of special events (orientations, curriculum night, school readiness presentations, conferences, open houses, screenings) as well as time periods when ECDC is closed.

**ADJUSTING TO ECDC**

A few children will experience some tears and/or clingingness to their parents during the moment of the separation good-bye. Separation anxiety is typical for some preschool children and usually short lived (thank goodness). Even though children are excited and happy to come to school, when it is time to say good-bye to mom and/or dad, they will become sad and display tears or reluctance. We realize it is very difficult for a parent to leave a crying child at school. Do not hesitate to contact the ECDC office during the day (284-4693) to see how your child is doing. Be assured that should a child have difficulty calming after a tearful goodbye, we would
contact the parents. As the month of September progresses, your child will gradually display less and less anxiety and more eagerness for the new experiences preschool provides. Patience, support, reassurance and encouragement are the ingredients needed to assist the child through this process of adjusting to school. Children find it very helpful to have a consistent routine each day upon arrival at ECDC, for example ……

1) going to your child's locker to put any items inside (jacket, special blanket),
2) accompany your child to the bathroom to wash hands (and use the toilet if needed)
3) sign in on the sign-in sheet located in your child's room,
4) if your child brought a lovey (e.g. stuffed animal), encourage her/him to put it in his/her locker
5) greet the teachers in the room,
6) give your child a hug and kiss good-bye, reassuring him/her that you will be back to get him/her and hear about all the fun things she/he did at school,
7) leaving your child with one of the teachers.

This type of a routine, on an everyday basis, helps children with predictability and helps them understand what comes next in the sequence while allowing them to prepare for the good-bye. If your child does cry, one of the ECDC teachers will ask if she/he can help you. This allows you to decide if you want the staff member to help your child as you leave by holding and reassuring her or him. Should you ever have any questions or concerns about separation, please do not hesitate to talk with your child's teacher or the ECDC-SMC Program Director.

We are looking forward to an enriching and fun filled school year with you and your child(ren). Enjoy the summer, see you soon!

Sincerely,

Terri Kosik

Terri Kosik, Executive Director
574-631-3344 or 574-298-3353 (cell)
tkosik@saintmarys.edu