ECDC 2018 Summer & 2018-19 School Year Special Dates and Tips

ECDC-ND – 574-631-3344  
http://ecdc.nd.edu/  
ECDC-SMC 574-284-4693  
http://ecdc.nd.edu/our-schools/calendar

**2018 SU**

**April 30, May 8**  
*SU Parent Orientation at ECDC-ND on 4/30/18 & at ECDC-SMC on 5/8/18 4:00-5:00pm.* This meeting is designed for parents who are new to the ECDC Summer Program; however, returning families are also welcome to attend. Parents may attend an orientation at either program site regardless of where their child is enrolled. The same agenda topics will be presented at each orientation meeting.

**May 1**  
SU 2018 Income Documentation is due (ECDC-ND only)

**May 15**  
SU 2018 Enrollment Forms are due

**June 8**  
SU Family Get-Acquainted Open House, 4:00-6:00 p.m. at both ECDC-ND and ECDC-SMC

**June 11**  
First Day of the 2018 Summer Program

**July 4**  
ECDC is closed for Independence Day (both ECDC sites, parents are not charged for this day)

**July 31-Aug 3**  
ECDC-ND End of Summer Picnics & Fun Fairs (tentative dates: 7/31: 2/3's & 3's, 8/1: 3/4's & 4/5's, 8/2: 5/6's & 6/7's, 8/3: 8/9/10's)

**Aug 3**  
ECDC-SMC End of Summer Picnic & Fun Fair, all classes

**Aug 3**  
Last day of the 2018 Summer Program

**Aug 6-10**  
Optional Extended Summer Program at ECDC-ND for ECDC-SMC & ECDC-ND SU Children

**2018-19 SY**

**June 1**  
SY 2018-19 Income Documentation is due (ECDC-ND only)

**July 31, Aug 8 & Oct 16**  
*SY Parent Orientation at ECDC-SMC on 7/31/18 and at ECDC-ND on 8/8 & 10/16 4:00 – 5:00pm.* This meeting is primarily for new to ECDC families; however returning families are welcome to attend. Families can attend any one of these meetings regardless of which site their child is enrolled at. (FYI – the content at each meeting will be the same so you only need to attend one parent orientation meeting.)

**Aug 1**  
School Year Enrollment Forms due (general information, emergency, physical, consent form, birth certificate, emergency health plan, etc.)

**Aug 13-17**  
Both ECDC sites closed for Staff Professional Development

**Aug 17**  
SY Family Get-Acquainted Open House, 4:00-6:00 p.m. at both ECDC-ND and ECDC-SMC

**Aug 20**  
First day of the 2018-19 School Year

**Sept 3**  
Labor Day, both ECDC programs are open due to ND and SMC having classes this day.

**Sept 25**  
*ECDC-ND Curriculum Night for Parents.* 6:30 – 7:30pm in classrooms for presentations by teachers. 7:30 – 8:00pm – refreshments and social/get-acquainted time.

**Sept 27**  
*ECDC-SMC Curriculum Night for Parents.* 6:30 – 7:30pm in classrooms for presentations by teachers. 7:30 – 8:00pm – refreshments and social/get-acquainted time.

**Oct 1 & 2**  
ECDC-SMC Individual and Class Photos (pre-payment required)

**Oct 3 & 4**  
ECDC-ND Individual and Class Photos (pre-payment required)

**Oct 15–19**  
ECDC is open during ND & SMC Fall Break, Parent Visit Week

**Oct 23 & 24**  
ECDC-SMC Speech, Language and Hearing Screenings, parent permission & pre-payment required

**Oct 29 & 30**  
Pumpkin Parties at ECDC-ND & ECDC-SMC, more information will be emailed in October.

**Nov & Dec**  
Fall Parent Teacher Conferences, 30 minutes in length, parents sign-up using SignUp.com

**Nov 1**  
Income Documentation is due for children with January 2019 enrollment start dates (ECDC-ND only)

**Nov 12–16**  
ECDC Book Fair at ECDC-ND & ECDC-SMC (fund raiser and great for holiday shopping)

**Nov 16**  
2019-20 SY Kindergarten Info Meeting at ECDC-ND, 4:00-5:00pm, will be repeated on 1/17/2019. The ECDC Kindergarten is open to all ECDC-ND and ECDC-SMC age eligible children.

**Nov 21–23**  
Thanksgiving vacation, ECDC-SMC & ECDC-ND are closed Wednesday, Thursday & Friday (parents do not pay for these 3 days when ECDC is closed)
Nov 30  Spring Family Get-Acquainted Open House, 9:30-11:00am, for children with January 2019 enrollment start dates
Dec 1  Spring 2019 Enrollment Forms due (general information, emergency, physical, consent form, birth certificate, emergency health plan, etc.) for children with January 2019 enrollment start dates
Dec 4 & 5  ECDC-ND Speech, Language and Hearing Screenings, parent permission & pre-payment required
Dec 24-Jan 4  Winter break, both ECDC programs are closed for 2 weeks (parents do not pay for these 2 weeks)
Jan 17, 2019  2019-20 SY Kindergarten Info Meeting at ECDC-ND, 4:00-5:00pm, a repeat of the Nov. 16th meeting. The ECDC Kindergarten is open to all ECDC-ND and ECDC-SMC age eligible children.
Feb 1  Due Date - Current Family Registration for upcoming SY, Summer and Optional Programs.
Feb 14 & 15  Friendship Parties at ECDC-ND & ECDC-SMC, more information will be emailed in Jan or Feb
March 11–15  ECDC is open during ND & SMC Spring Break
April & May  Spring Parent Teacher Conferences, 30 minutes in length, parents sign-up using SignUp.com
Apr 19 & 22  Spring vacation, ECDC-SMC & ECDC-ND are closed Good Friday and Easter Monday (parents do not pay for these 2 days when ECDC is closed)
May 9-16  ECDC-ND End of SY Picnics (tentative dates: 5/9: 2’s, 5/10: 3’s, 5/13: 3/4’s, 5/14: 4’s, 5/15: 4/5’s, 5/16: Kindergarten)
May 17  ECDC-SMC End of SY Picnic, all classes
May 17  Last day of the SY
May 20–June 6  Optional Extended School Year Program at ECDC-ND for ECDC-SMC & ECDC-ND SY Children, ESY Closed on 5/27 in observance of Memorial Day & 6/7 for SU Family Open House

2019 SU
May 1  SU 2019 Income Documentation is due (ECDC-ND only)
May 15  SU 2019 Enrollment Forms are due
June 7  SU Family Get-Acquainted Open House, 4:00-6:00 p.m. at both ECDC-ND and ECDC-SMC
June 10  First Day of the 2019 Summer program

What to Bring to the Family Get-Acquainted Open House or On Child’s First Day
- Close-up photo for locker & family photo for classroom
- Change of clothing for spills and accidents, will be stored in child’s locker
- Paint smock (can be adult old shirt or plastic smock, optional)
- School glue, crayons, washable markers for child’s art cubby
- Crib-size blanket and small pillow (for preschool children enrolled in the pms and for K children who still nap)
- Lovey – stuffed animal that provides comfort when a young child is feeling sad or tired
- Sunscreen (UVA/UVB, at least 15 SPF)

Special Info and Tips

1. Daily Communication – Teachers send an email daily sharing the many activities that occurred during the course of the day including names of books read, songs sung, and various small group and large group activities (literacy, science, math, art, music and movement). Various announcements about ECDC activities and community activities are also shared.
2. Please sign your child in upon arrival and at departure. This is a licensing requirement as well as the method we use to account for children should there be an emergency and evacuation would be required.
3. ECDC-ND opens daily at 6:30am & closes at 5:30pm. ECDC-SMC opens daily at 7:00am & closes at 5:30pm.
4. ECDC uses SignUp.com for electronic sign-up for program activities such as Parent Teacher Conferences, Parent Visit Week, Curriculum Night. You will receive invitations to SignUp.com in Daily Communication and through other emails about events.
5. ECDC uses SchoolMessenger to communicate school emergency information to families via email, text and phone calls. Should ECDC close due to an emergency (weather or facility emergency), we will inform families using SchoolMessenger. Emergency closure information is also posted on WNDU TV & radio.
6. **Easing The Transition to a New Preschool/Kindergarten** – Some children experience separation anxiety during the first few days and weeks of the school year. If you anticipate your child may experience sadness during drop offs, we recommend that you send a family photo to be kept in the classroom and also a “lovey” if your child has a special stuffed animal or blanket that he/she would find comforting when sad. Parents are welcome to call to see how their child is doing during the day - ECDC-SMC - 574-284-4693 or ECDC-ND - 574-631-3344. It can be very comforting to parents to hear what their child is enjoying. More information about helping a child with adjusting to preschool or kindergarten is available in the ECDC Handbook for Families on page 21 at the following link – [ECDC Family Handbook](#).

7. **Special diets due to allergies.** Should your child have food allergies that require food limitations or substitutions for your child’s snacks or meals, please contact Kari Alford at ECDC-SMC - 574-284-4693 or Jennifer Wray at ECDC-ND - 574-631-3344.

8. **Special Birthday Snacks** – ECDC has a special list of items for families to select from for special birthday snacks. Rather than sending cake or cupcakes to ECDC, we encourage parents to select an item from the list we provide. Please see your child’s teacher for the list of approved special snacks. Selecting items from this list for special snacks is very helpful to our children with food allergies.

9. **Medication** – Per licensing regulations ECDC can *only* administer prescription medication or over the counter medication with a doctor’s order including your child’s name, dosage amount and administration time/frequency. All medicines must be signed in by the parent and left with the ECDC office staff. Any questions, please talk with the ECDC office staff and they will be happy to help you.

10. **Summer & SY Tuition** – You will receive the ECDC Summer Tuition invoice in early June and the Fall Semester tuition invoice during mid-August. Invoices will be for the entire summer tuition, June 11 – August 3, and the entire fall semester tuition, August 20th – December 21st. Each invoice will also include a tuition form for you to complete and submit, sharing with ECDC how you plan to pay your tuition. Parents may elect to pay their tuition in one of the following ways:

    **Summer Tuition Payment Options:**
    - **1 payment** - Full Summer Tuition amount on the 1st day of the SU program.
    - **2 payments** – Divide the total tuition amount in half paying one half on the 1st day of the SU program, June 11th, and the second half on July 9th.
    - **4 payments** - Divide the total tuition amount into 4 equal payments remitting payments as follows: June 11th, June 25th, July 9th, and July 23rd.
    - **Weekly payments** - If paying weekly, tuition payments are due in advance on Monday of each week. If you would like to pay weekly, please contact the office to confirm weekly payment amounts.

    **Fall Tuition Payment Options:**
    - **1 payment** - Full SY Fall Semester Tuition amount on the 1st day of the SY program.
    - **2 payments** – Divide the total tuition amount in half paying one half on the 1st day of the SY program and the second half on November 1st.
    - **4 payments** - Divide the total tuition amount into 4 equal payments remitting payments as follows: Sept 1st, Oct 1st, Nov 1st, Dec 1st.
    - **8 payments** - Divide the total tuition into 8 equal payments remitting payments as follows: Sept 1st & 15th, Oct 1st & 15th, Nov 1st & 15th, Dec 1st & 15th.
    - **Weekly payments** - If paying weekly, tuition payments are due in advance on Monday of each week. If you would like to pay weekly, please contact the office to confirm weekly payment amounts.

    *Because parent paid tuition is used for teacher and program staff payroll, it is necessary for families to remain current with tuition payments. Past due balances may result in disenrollment. Thank you for your cooperation with prompt tuition payments.*