2017 SU
May 1      SU 2017 Income Documentation is due (ECDC-ND only)
May 1, 9   SU Parent Orientation at ECDC-ND on 5/1/17 & at ECDC-SMC on 5/9/17 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 15   SU 2017 Enrollment Forms are due
June 9   SU Family Get-Acquainted Open House, 4:00-6:00 p.m. at both ECDC-ND and ECDC-SMC
June 12  First Day of the 2017 Summer Program
July 4  ECDC is closed for Independence Day (both ECDC sites, parents are not charged for this day)
Aug 1-Aug 4  ECDC-ND End of Summer Picnics & Fun Fairs (tentative dates: 8/1: 2/3’s & 3’s, 8/2: 3/4’s & 4/5’s, 8/3: 5/6’s & 6/7’s, 8/4: 8/9/10’s)
Aug 4  ECDC-SMC End of Summer Picnic & Fun Fair, all classes
Aug 4  Last day of the 2017 Summer Program
Aug 7-11 Optional Extended Summer Program at ECDC-ND for ECDC-SMC & ECDC-ND SU Children

2017-18 SY
June 1   SY 2017-18 Income Documentation is due (ECDC-ND only)
Aug 1    School Year Enrollment Forms due (general information, emergency, physical, consent form, birth certificate, emergency health plan, etc.)
Aug 1, 9 & Oct 17  SY Parent Orientation at ECDC-SMC on 8/1/17 and at ECDC-ND on 8/9 & 10/17 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 14-18 Both ECDC sites closed for Staff Professional Development
Aug 18   SY Family Get-Acquainted Open House, 4:00-6:00 p.m. at both ECDC-ND and ECDC-SMC
Aug 21   First day of the 2017-18 School Year
Sept 4   Labor Day, both ECDC programs are open due to ND and SMC having classes this day.
Sept 26  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 28  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 2 & 3 ECDC-SMC Individual and Class Photos (pre-payment required)
Oct 4 & 5 ECDC-ND Individual and Class Photos (pre-payment required)
Oct 16 – 20 ECDC is open during ND & SMC Fall Break, Parent Visit Week
Oct 24 & 25 ECDC-SMC Speech, Language and Hearing Screenings, parent permission & pre-payment required
Oct 26 & 27 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 2018 enrollment start dates (ECDC-ND only)
Nov 13 – 17 ECDC Book Fair at ECDC-ND & ECDC-SMC (fund raiser and great for holiday shopping)
Nov 17   2018-19 SY Kindergarten Info Meeting at ECDC-ND, 4:00-5:00pm, will be repeated on 1/18/2018. The ECDC Kindergarten is open to all ECDC-ND and ECDC-SMC age eligible children.
Nov 22 – 24 Thanksgiving vacation, ECDC-SMC & ECDC-ND are closed Wednesday, Thursday & Friday (parents do not pay for these 3 days when ECDC is closed)
Dec 1  Spring 2018 Enrollment Forms due (general information, emergency, physical, consent form, birth certificate, emergency health plan, etc.) for children with January 2018 enrollment start dates
Dec 1  Spring Family Get-Acquainted Open House, 9:30-11:00am, for children with January 2018 enrollment start dates
Dec 5 & 6  ECDC-ND Speech, Language and Hearing Screenings, parent permission & pre-payment required
Dec 25-Jan 5  Winter break, both ECDC programs are closed for 2 weeks (parents do not pay for these 2 weeks) (tentative)
Jan 18, 2018  2018-19 SY Kindergarten Info Meeting at ECDC-ND, 4:00-5:00pm, a repeat of the Nov. 17th meeting. The ECDC Kindergarten is open to all ECDC-ND and ECDC-SMC age eligible children.
February 1  Due Date - Current Family Registration for upcoming SY, Summer and Optional Programs.
Feb 13 & 14  Friendship Parties at ECDC-ND & ECDC-SMC, more information will be emailed in Jan or Feb
March 12 – 16  ECDC is open during ND & SMC Spring Break
April & May  Spring Parent Teacher Conferences, 30 minutes in length, parents sign-up using SignUp.com
March 30 & April 2  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 10-17  ECDC-ND End of SY Picnics (tentative dates: 5/10: 2’s, 5/11: 3’s, 5/14: 3/4’s, 5/15: 4’s, 5/16: 4/5’s, 5/17: Kindergarten)
May 18  ECDC-SMC End of SY Picnic, all classes
May 18  Last day of the SY
May 21 – June 7  Optional Extended School Year Program at ECDC-ND for ECDC-SMC & ECDC-ND SY Children, ESY Closed on 5/28 in observance of Memorial Day & 6/8 for SU Family Open House

2018 SU
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

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 at the end of the day 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, School Readiness Meetings. 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 12 – August 4, and the entire fall semester tuition, Aug. 21st – Dec. 22nd. 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 12th, and the second half on July 10th.
- **4 payments** - Divide the total tuition amount into 4 equal payments remitting payments as follows: June 12, June 26, July 10, and July 24th.
- **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.*