ECDC 2018-19 School Year & 19 Summer 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

18-19 SY & 19 Summer Dates

2018-19 SY

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

July 31
SY Parent Orientation at ECDC-SMC 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. (Repeated on 8/8 & 10/16 at ND, 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 8
SY Parent Orientation at ECDC-ND 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. (Repeat of 7/31 meeting at SMC and 10/16 meeting at ND, FYI – the content at each meeting will be the same so you only need to attend one parent orientation meeting.)

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 7
ECDC Closes at 4:00pm for Staff Development (repeated on 10/19, 11/30, 1/11, & 3/15)

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 16
SY Parent Orientation at ECDC-ND 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. (Repeat of 7/31 meeting at SMC and 8/8 meeting at ND, FYI – the content at each meeting will be the same so you only need to attend one parent orientation meeting.)

Oct 19
ECDC Closes at 4:00pm for Staff Development (repeated on 11/30, 1/11, & 3/15)

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

Oct 25 & 26
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

Nov 30
ECDC Closes at 4:00pm for Staff Development (repeated on 1/11, & 3/15)
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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Dec 1</td>
<td>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</td>
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<tr>
<td>Dec 4 &amp; 5</td>
<td>ECDC-ND Speech, Language and Hearing Screenings, parent permission &amp; pre-payment required</td>
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<td>Dec 24-Jan 4</td>
<td>Winter break, both ECDC programs are closed for 2 weeks (parents do not pay for these 2 weeks)</td>
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<td>Jan 11</td>
<td>ECDC Closes at 4:00pm for Staff Development (repeated on 3/15)</td>
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<tr>
<td>Jan 17, 2019</td>
<td>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.</td>
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<td>Feb 1</td>
<td>Due Date - Current Family Registration for upcoming SY, Summer and Optional Programs.</td>
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<td>Feb 13 &amp; 14</td>
<td>Friendship Parties at ECDC-ND &amp; ECDC-SMC, more information will be emailed in Jan or Feb</td>
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<td>March 11–15</td>
<td>ECDC is open during ND &amp; SMC Spring Break</td>
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<td>March 15</td>
<td>ECDC Closes at 4:00pm for Staff Development</td>
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<td>April &amp; May</td>
<td>Spring Parent Teacher Conferences, 30 minutes in length, parents sign-up using SignUp.com</td>
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<td>Apr 19 &amp; 22</td>
<td>Spring vacation, ECDC-SMC &amp; ECDC-ND are closed Good Friday and Easter Monday              (parents do not pay for these 2 days when ECDC is closed)</td>
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<td>May 9-16</td>
<td>ECDC-ND End of SY Picnics (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)</td>
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<tr>
<td>May 17</td>
<td>ECDC-SMC End of SY Picnic, all classes</td>
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<td>May 17</td>
<td>Last day of the SY</td>
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<td>May 20–June 6</td>
<td>Optional Extended School Year Program at ECDC-ND for ECDC-SMC &amp; ECDC-ND SY Children (ESY Closed on 5/27 in observance of Memorial Day &amp; 6/7 for SU Family Open House)</td>
</tr>
<tr>
<td>May 27</td>
<td>ECDC Closed in observance of Memorial Day</td>
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<tr>
<td>June 7</td>
<td>ECDC Closed for the SU Family Open House</td>
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**2019 SU**

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<th>Date</th>
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<tr>
<td>May 1</td>
<td>SU 2019 Income Documentation is due (ECDC-ND only)</td>
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<tr>
<td>May 15</td>
<td>SU 2019 Enrollment Forms are due</td>
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<tr>
<td>June 7</td>
<td>SU Family Get-Acquainted Open House, 4:00-6:00 p.m. at both ECDC-ND and ECDC-SMC</td>
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<td>June 10</td>
<td>First Day of the 2019 Summer program</td>
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**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. You will receive invitations to SignUp.com in Daily Communication and through other emails about events.
5. **ECDC uses REMIND** to communicate school emergency information to families via text. Should ECDC close due to an emergency (weather or facility emergency), we will inform families using REMIND. Emergency closure information is also emailed to families and posted on WNDU TV & radio and the ECDC Facebook page.

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 19 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. **SY Tuition** – You will receive the Fall Semester tuition invoice during mid-August. Invoices will be for the entire fall semester tuition, August 20th – December 21st.

Parents may elect to pay their tuition in one of the following ways:

**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 (August 20th) and the second half on November 1st.
- **5 payments** – Divide the total tuition amount into 5 equal payments remitting payments as follows: August 20th, Sept 1st, Oct 1st, Nov 1st, Dec 1st.
- **9 payments** - Divide the total tuition into 9 equal payments remitting payments as follows: August 20th, Sept 1st & 15th, Oct 1st & 15th, Nov 1st & 15th, Dec 1st & 15th.
- **18 Weekly payments** – divide the total tuition amount by 18 equal payments remitting weekly payments beginning Monday August 20th through Monday December 17th.

*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; it is truly appreciated.*