Early Childhood Development Center
ECDC Orientation for Families

ECDC-SMC and ECDC-ND
Important Contact Info

Program Hours:
> ECDC-ND – 6:30am – 5:30pm
> ECDC-SMC – 7:00am – 5:30pm

Program Contact Info:
> ECDC-ND – 574-631-3344 – office / 574-631-7808 - fax
> ECDC-SMC – 574-284-4693 – office / 574-284- 5344 - fax
> ECDC Website – [http://ecdc.nd.edu/](http://ecdc.nd.edu/)

ECDC Administrative Program Staff:
> ECDC-SMC Prog. Director – Kari Alford, kalford@saintmarys.edu
> ECDC-ND Prog. Director – Thayer Kramer, thayerkramerecdec@yahoo.com
> ECDC Executive Director – Terri Kosik, tkosik@saintmarys.edu
The ECDC program enthusiastically fosters the *whole child’s development* – social, emotional, cognitive, language, physical and creative development equally. *Art* is an significant element of the ECDC program for many important reasons including creative, cognitive, language, and fine & gross motor development.
The Early Childhood Development Center (ECDC) program seeks to enhance the development of each child. The learning environment, activities, and daily schedule foster social, emotional, physical, cognitive, and creative development through experience-based, hands-on activities and play. A central goal is the promotion of children’s self-confidence and love of learning in addition to school readiness and overall holistic development.

ECDC provides a nurturing environment within which young children grow, develop and learn. We view ourselves as an extension of each child’s family. As such, we strive to develop supportive relationships with parents throughout their ECDC involvement. Supportive relationships with families is accomplished through a variety of means, including daily communication, email communication, electronic newsletters, parent teacher conferences and special activities.

ECDC enrolls children with differing social and ethnic backgrounds from Saint Mary’s College and the University of Notre Dame communities. We are committed to providing all children enrolled with a multicultural curriculum and experiences. Each activity room has many multicultural materials, including books, blocks, musical instruments, dolls, baskets, play food, dress up clothes, and art materials. ECDC welcomes students of any race, color, religion, gender, and national origin.
Language Development and Problem Solving with Friends and Teachers
Children/Families Served and ECDC Enrollment Schedules

**Age Groups and Enrollment Schedules** - The Early Childhood Development Center, Inc. (ECDC), founded in 1971, is a nonprofit early care and education program operating two programs, one on the campus of Saint Mary’s College and the other on the campus of the University of Notre Dame. Both ECDC programs are governed by one Board of Directors and operate with the same educational philosophy, curriculum, parent involvement, college student involvement and enrichment opportunities for children and families. ECDC at Saint Mary’s College (ECDC-SMC) enrolls children ages 3, 4 and 5 during the school year and ages 3 through 10 during the summer. ECDC at Notre Dame (ECDC-ND) enrolls children ages 2 through Kindergarten during the SY and ages 2.5 through 10 during the summer. Both part time and full time enrollment schedules are available during the school year and the summer, including the traditional preschool schedules (e.g., MWF mornings or afternoons, TTH mornings or afternoons) and a full day child care schedule. Approximately 50% of the children are enrolled with full time schedules (5 days per week all day) and 50% of the children are enrolled with part time/preschool enrollment schedules.

**Families Served** - ECDC-ND enrolls families affiliated to the University of Notre Dame and Saint Mary’s College; parents must be ND or SMC faculty, staff, student or alum. ECDC-SMC first enrolls families affiliated to ND and SMC, as well as families who aren’t affiliated to ND or SMC from the larger community.

**College Student Involvement** - Both ECDC programs involve a wide variety of college students from 5 area colleges and Universities including Saint Mary’s College, University of Notre Dame, IUSB, Bethel and IVY Tech. College students are involved for course required practicum experiences as well as volunteers in the classrooms providing extra hands and individual attention. During the summer program, college students join the ECDC professional teachers in delivering the day camp program. These college students are typically students who are pursuing education, sociology, child development and other child related degrees. All teachers and college students undergo a rigorous interview process including FBI fingerprinting, five panel drug screen, physical and TB test in addition to orientation and training. College students bring a great wealth of talents and support to the program as they build relationships with the children, teachers and program staff.
Exploring Materials, Counting and Building Towers with Friends and a College Student Helper
ECDC’s Licensing and Accreditation

**Licensing** - ECDC is a licensed child care program through the State of Indiana. ECDC-SMC is licensed for 90 children between the ages of 3 - 10. ECDC-ND is licensed for 165 children between the ages of 2 - 10. Both ECDC programs are inspected several times per year by the state for licensing purposes.

**Accreditation** - ECDC has voluntarily chosen to seek accreditation through the National Association for the Education of Young Children (NAEYC). NAEYC is the largest early childhood professional organization with only 10% of early childhood programs in the United States accredited through NAEYC’s rigorous and prestigious accreditation. The accreditation process consists of an internal self study in addition to an external review to verify our compliance with the NAEYC criteria for High-Quality Early Childhood Programs.

**Indiana’s Paths to Quality (PTQ)** - ECDC-ND and ECDC SMC have both received the highest level (level 4) in Indiana’s Quality Rating System. This level of PTQ quality indicates to families and the community that ECDC provides a healthy and safe environment for the children, and also delivers a planned and appropriate curriculum that supports children's learning and guides their development and school readiness. ECDC is reviewed annually by the IN PTQ program.
Small Group Activities with concrete materials promote learning, school readiness, friendships & joy!
ECDC’s Teachers, Program Staff & College Students

ECDC is staffed with a professionally credentialed and dedicated teaching faculty and program staff who far exceeds IN state licensing regulations and NAEYC Accreditation Standards.

The ECDC Directors (executive director and three program directors) all have a Master’s degree or a PH.D. in Early Childhood Education or a related field, such as child development.

ECDC Lead and Co-Lead Teachers have a Bachelor’s degree or Master’s degree in Early Childhood Education or related field, such as child development, elementary education.

ECDC Associate Teachers have a minimum of a 2 yr degree in Early Childhood Education or a 4 yr degree in Early Childhood Education or a related field.

ECDC Assistant Teachers have a High School Diploma or a GED and hold an Early Childhood Credential – CDA.

College students are employed part time to support arrival/departure/lunch times of the day. During the summer college students are employed full time in temporary summer positions. ND and SMC college students also volunteer in the ECDC classrooms providing extra attention and hands as they play with and read to the children.

Each classroom uses a team teaching approach to planning and implementing curriculum and for the authentic portfolio assessment process. Teaching teams thoughtfully and creatively plan curriculum together taking into consideration individual and group needs.

ECDC teachers and program staff are well respected locally as well as throughout the state and nation. ECDC lead/co-lead and administrators are frequently invited to serve on community and state committees/boards, have received state IAEYC awards, have received national awards (NAEYC, NCCCC), teach early childhood college courses and present workshops for colleagues and area early childhood professionals.
The ECDC Supermarket with customers, cash register and baskets filled with food! Pretend play is instrumental to learning, social development and mental health.
DEVELOPMENTALLY APPROPRIATE PRACTICES

ECDC is committed to providing children with a learning environment, daily schedule, curriculum and teacher child interactions that are Developmentally Appropriate (DAP), consistent with early childhood best practices and research based. Developmentally Appropriate refers to the environment, learning activities, and interactions with teachers that are well suited for the child’s age and stage of development.

DAP is based on a) knowledge of growth and development of children and b) recognition that each child is an individual and is unique.

DAP teaching/learning practice emphasizes concrete, hands-on experiences and are play based rather than formal instruction.

DAP informs and guides the prepared learning environment, curriculum, teacher child interactions and child guidance/discipline.

DAP Curriculum includes planned and unplanned experiences designed to enhance children’s physical, social, emotional, cognitive and creative development. Curriculum includes teacher initiated activities as well as child initiated activities within the prepared environment. ECDC is committed to providing an integrated, literature based, project based curriculum.
Learning how to care for self and others – critically important life skills!
ECDC Curriculum Overview

The goal of the ECDC Curriculum is to foster holistic development (social, emotional, physical, cognitive, language and creative development). ECDC is committed to providing meaningful and integrated curriculum based on projects and or studies. Integrated curriculum refers to the manner in which curricular domains (literacy, math, science, social studies, art, music and movement) are woven through the various topics the children are studying. Skill development occurs seamlessly as children learn about their world, not in isolation.

The teachers blend elements from the following programs to meet the needs of the children: Creative Curriculum, The Project Approach, and Constructivism.

The ECDC classrooms have 3 instrumental teachers:
1) the “human” teachers in the classroom,
2) the prepared learning environment – all the materials carefully selected for the children to explore, investigate, discover and create with, and
3) the curricular activities that are thoughtfully planned and implemented by the teachers.
Patterning blocks are very interesting while supporting thinking, problem-solving & math skills as well as creativity. Children work with many diverse materials that foster both cognitive and fine motor development.
Curriculum Characteristics (cont.)

The physical environment is safe, healthy, and contains a variety of materials that are interesting, stimulating and familiar.

Children select activities and materials that interest them, and they learn by being actively involved with both.

Adults show respect for children and interact with them in caring and helpful ways while scaffolding their learning.

Staff and assistants have specialized training in child development and appropriate programming.

Curriculum goals and objectives guide staff’s ongoing assessment of children’s progress, allowing them to individualize learning for each child as well as the group.

The curriculum guides the development of a daily schedule that is predictable yet flexible and responsive to individual needs of the children.

The schedule provides time and support for transitions; includes both indoor and outdoor experiences; and is responsive to a child’s need to rest or be active.
Literacy tool, books and writing materials, are integrated throughout the learning environment for eager learners while developing school readiness and a love of learning!
Project Based Learning

- **Project Approach Curriculum (Lilian Katz and Judy Helm)** - refers to a teaching strategy that incorporates project work as one part of the curriculum. A project is an investigation of a topic - one worthy of the children’s time and energy - undertaken by the children with the support and guidance of their teachers. Some of the Projects / In-depth Studies that the ECDC children investigate include the seasons/nature/weather, animals, community helpers, construction, art and artists, authors and illustrators, multicultural farms and markets, puppets, letters and numbers, gardening and insects, water and sand, and music and rhyme. Children learn to ask questions, explore, investigate, represent and document their knowledge while learning HOW TO learn.
During group time, children learn to listen to others while learning about the world around them through songs, books, games, artifacts & discussions.
Arrival/Departure Times & Daily Schedule

**ARRIVAL AND DEPARTURE TIMES** are very important times of the day for both children and parents providing opportunities for parents and teachers to share information about the child, the child’s day and the family. It is our goal to provide each child and parent with a warm greeting and fond good-bye each day.

**Arrival:** Parents are requested to sign-in their child each day upon arrival in the classroom in order to transfer responsibility of care from parent to authorized ECDC staff member. Signing your child in and out each day is extremely important because teachers use the sign-in sheets to keep track of the children who are present and are used in the event of an emergency. ECDC teachers are available to assist with a child’s involvement in the group to facilitate the parent’s smooth departure.

- **ECDC-SMC opens at 7:00am;** parents are welcome to arrive at 6:55am, help their child wash their hands, hang up coat, sign-in and then join the opening teacher at 7:00 am.

- **ECDC-ND opens at 6:30am;** parents are welcome to arrive at 6:25am, help their child wash their hands, hang up coat, sign-in and then join the opening teacher at 6:30am.

- **Children are encouraged to arrive each morning by 8:45am to participate** in all aspects of the morning, including welcoming activities that occur at 9:00am. Children enrolled in kindergarten are asked to arrive by 8:25am. Children who are enrolled for the afternoon program only and do not attend in the morning are encouraged to stay until 4:30pm to participate in the full afternoon curriculum.

**Departure:** Upon departure, parents are requested to sign-out their children and let the teacher know he or she is departing. Once the child is signed out, he or she is no longer the responsibility of ECDC teachers/staff. All children must be picked up at ECDC by 5:30pm. Should there be an emergency resulting in a late pick up, it is helpful if you call ECDC before 5:30 p.m. to let teachers and your child know. A late fee of $15 per every 15 minute increment will be charged to families who arrive after 5:30 p.m. Chronic lateness is defined as arriving after 5:30 p.m. more than four times during a semester and is cause for termination of child care services. It is helpful if parents arrive by 5:25pm so they can leave the ECDC building with their child by 5:30pm.
Daily Schedule – The daily schedule is a thoughtful balance of child initiated activities and teacher initiated activities as well as a balance of quiet and more active experiences and activities. The children spend time in small group activities, individual activities as well as large group activities. Outside play time is an important element of every day as the weather permits. **Small Group Activity** – an important element included in each day during both the mornings and afternoons.
Child Guidance/Discipline

• ECDC’s approach to child guidance is based on the work of Rudolf Dreikurs. Dreikurs’ work is based on Alfred Adler, the founder of Individual Psychology, which is often referred to as Positive Discipline and Democratic Discipline.

• **Important Concepts~**
  – All human behavior has a purpose and is a movement toward a goal.
  – Children are social beings and from infancy have a strong motivation to belong.
  – Natural and logical consequences coupled with encouragement are the tools utilized in this approach to support the 4R’s. Punishment is replaced by a sense of mutual respect and cooperation. Praise is replaced by encouragement.
  – Importance of winning cooperation and training, which requires time and practice, positive relationships, and thoughtful approaches, actions and reactions.
  – Stating the Social Problem. How is the problematic behavior an issue for others or the group/community.
Art is important to the development of creativity, fine motor skills, language and joy!
The 4Rs – The Primary Goals of ECDC Child Guidance/Discipline Approach

- **Respect** – respect for self, others, materials, environment, and community
- **Responsibility** – reflected through choices, actions, daily care of the environment, and initiation of ideas
- **Resourcefulness** – learning to be creative and inventive; to be problem solvers and to use skills effectively
- **Responsiveness** – learning to be contributors, thinkers, participators, and caring friends
- **These 4Rs** are modeled, encouraged, reinforced and discussed throughout daily living together and through routines.
Helpful Adults Encourage Cooperation, Independence and Self Help Skills!
Encouragement

• Children need encouragement to grow and develop and gain a sense of belonging and confidence.

• When children make mistakes, we separate the deed from the doer. Children need the “courage to be imperfect”.

• Encouragement is the key to the ECDC approach coupled with problem solving. It implies faith in the child and communicates belief in his/her strength and ability.

• Praise may or may not be encouraging. Praise may actually discourage a child as she/he fears that the next time she/he may not be able to live up to it.

• Encouragement is specific and involves phases that show confidence in the child’s abilities, expresses appreciation, or acknowledges effort on the part of the child.
Outside Playtime is important to growth, physical development and friendships.
ECDC GUIDELINES/RULES AND CHILD GUIDANCE STRATEGIES

ECDC GUIDELINES AND CHILD GUIDANCE are based upon 3 factors: 1) safety and respect of others, 2) safety and respect of self and 3) safety and respect of ECDC materials and program. Guidelines (rules) not related to these three factors aren’t emphasized. Whenever possible, children are involved in creating the guidelines.

Authoritative Teachers (rather than Authoritarian Teachers): set clear limits and expectations. Children are encouraged to help establish the guidelines and to solve their own problems with teacher assistance, as needed. Children are treated with respect and are encouraged to become self reliant and self disciplined. Teachers listen attentively to children and respond appropriately and supportively. Children’s feelings are accepted and Affirmed. Teachers are engaged, consistent, kind, and firm while supportive and caring.

Logical Consequences/Problem Solving: the child learns that certain behaviors result in related consequences. “If you don’t eat you will be hungry” or “If you throw pea gravel you will not be able to play/go in the pea gravel area.” Logical consequences are 1) related to the behavior, 2) respectful of the child, and 3) respectful of the adult.

Setting the Stage: teachers provide information, activities and support to help children organize their own behaviors successfully (e.g., 5 minutes advance notice prior to free choice time ending/cleanup, planned transitions, clear/consistent expectations, hugs).
Experienced Based Learning – tapping maple trees at Bendix County Park
Breakfast, Lunch and Snacks

ECDC serves healthy meals & snacks consistent with licensing & accreditation.

- **Both ECDC programs are Nut Free buildings due to children with serious nut allergies.**
- Breakfast is served 7:00 – 8:15am, lunch at noon and snacks at 10:00am & 3:00pm
- Breakfast typically consists of milk, cereal and and fruit. Homemade oatmeal is served weekly as well as waffles and yogurt.
- Hot lunches include a meat entrée or vegetarian entrée, 2 vegetables and 1 fruit or 1 vegetable and 2 fruits, whole wheat bread and milk.
- Snacks include two food components – a grain (crackers, pita’s, bagels, chex mix, English muffins, nut free trail mix) and either a fruit or vegetable. Organic fruits and vegetables are served 3 or 4 times per week including cucumbers, red peppers, kiwis, peaches, plums, apricots, seedless grapes, apples, tomatoes, strawberries).
- ECDC strives to serve whole foods including the many fruits and vegetables included with meals and snacks knowing that frequent and positive exposure to a wide range of foods supports the child’s developing palate. Menus are located on the ECDC website

*Please contact the ECDC office if your child has food allergies to develop an individual food plan for your child.*
Diverse Learning with Interesting Tools for Exploration and Investigation
Administration of Medication at ECDC

ECDC staff 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. without a doctor’s order. If your physician prescribes a nonprescription drug or gives you sample medication, we can only administer it 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 due to potential safety concerns.**
Family Ice Skating is one of ECDC’s family activities
Parent Communication and Involvement

Parent Communication
- Daily E-Mails describing the day’s activities
- Contact with teachers when bringing and picking-up daily
- School Reach – a new email/text messaging emergency system to be implemented this fall – more info to be shared later
- Parent Teacher Conferences – 30 minute parent teacher conference each semester.
- Regular Electronic Newsletters – “Parent Pages” and “Work Family Balance”
- Notices about special activities for children and families on the campuses and in the community.
- ECDC uses an School Emergency Notification System – School Messenger – that contacts parents via text, phone call and email should the school be closed due to severe weather or should there be a facility emergency.

Parent Involvement
- 2 Parent Representatives from each ECDC program elected to the ECDC Governance Board of Directors each fall.
- Parent Visit days during Fall Break when ECDC is open
- Field Trips Helpers in the 4’s, 4/5’s and Kindergarten groups
- Curriculum Night for Parents in September/October
- School Readiness Meetings for Parents in November/December
- Donations of items to Projects/Studies such as books, tools, toys
- Washing Toys/ Making Play Doh
- Fundraisers – book fair, art in nature, football parking spots at ECDC-ND
- Parent Enrichment Meetings – “Conversations about Everyday Life with Children” are held monthly with ECDC Social Worker.
- Family Ice Skating – once per month November through March and July
- Volunteering to help with ECDC Book Fair in November and Football Parking during ND season
Family Picnics celebrate the School Year and Summer Programs involving the whole family
Symptoms of Illness

If a child’s health is in doubt, he or she will not be admitted until well.

Any of the following symptoms will result in a child being sent home:

• Fever of 100 degrees or higher using an ear thermometer (parents or ECDC staff may not administer a fever reducer to lower a child’s temperature with the purpose of keeping the child at ECDC)

• Diarrhea (more than one episode), children whose stools remain loose but otherwise, seem well and whose stool cultures are negative, need not be excluded.

• Conjunctivitis (pink eye), • Unexplained rash, • Strep Throat, • Impetigo, • Vomiting

• Other communicable disease systems as defined by The National Health and Safety Performance Standards

• Behavior changes that result in the inability to participate in regular activities or that requires one-on-one attention from adults. Lethargy that prevents the child from participating in a group setting.

Children must be symptom free for 24 hours before returning to ECDC.

If a child is too sick to participate outdoors, the child is too sick to attend ECDC. ECDC doesn’t have the means to supervise children inside and outside at the same time.
Gardening Connects Children to Nature and Science with Hands-on Learning
Rest Time, First Aid/CPR, Building Security and Emergency Situations

**Rest Time** - Indiana state licensing requires that all children rest for a minimum of 30 minutes. The children are not required to sleep during rest time. After 30 minutes the children who are not asleep are given an alternate activity – drawing, quiet toys. ECDC teachers provide children with books, doodle pads, and rest time boxes as alternate rest time activities.

**First Aid and CPR** – All teachers and program staff are certified in pediatric First Aid and Pediatric CPR. CPR is renewed annually and First Aid is renewed every three years.

**Building Security** – Both ECDC buildings are locked during operation hours. ECDC-SMC Operates with a door code that parents are provided with that unlocks the doors. ECDC-ND has a doorbell that informs the receptionist that a parent is at the door. The receptionist provides the parent with access.

**Fire Drills, Storm Drills, & Emergency Procedures**: ECDC practices monthly fire drills and monthly storm drills. Fire Drills, Storm Drills, and Emergency Procedures are posted in each room. ECDC teachers use the classroom sign-in sheets to ensure that all children have safely evacuated the building/ moved to their safe spaces and have returned safely when the drill or emergency situation is over.
Emergency Communication about Closures

ECDC uses a text notification system, *REMIND*, to inform all ECDC families via text message about ECDC closings due to severe weather conditions or a facility emergency.

- In order to sign up for ECDC-ND text messages, all you need to do is text the phone number 81010 and in the text portion type in @ecdc-nd
- In order to sign up for ECDC-SMC text messages, all you need to do is text the phone number 81010 and in the text portion type in @ecdcsmc

After doing this, you will receive a message asking for your name. Please reply with your name. It may then ask if you are a teacher, parent, or student, if you haven't used REMIND before. Please respond P for parent. At that point you should be all set to start receiving text messages from ECDC (Terri Kosik) using REMIND. If you have any questions/issues with this process, please contact the ECDC office. To unsubscribe from ECDC REMIND text messages, simply respond @LEAVE to the message.

Information about any closure will also be posted on **WNDU television and radio**. Parents may elect to sign-up for WNDU school text alerts about school closures. Please use the link below to sign up for WNDU text alerts: [http://www.wndu.com/mobile/headlines/84244787.html](http://www.wndu.com/mobile/headlines/84244787.html)

Lastly, ECDC will email all families and will post any school closures on our ECDC [Facebook](https://www.facebook.com) page.

ECDC attempts to be open whenever Notre Dame or Saint Mary's is open. Occasionally, ECDC closes due to severe weather (e.g., declared state of emergency) or due to a facility emergency (e.g., boilers not working). Closure due to a weather emergency occurs when the severe weather prohibits ECDC teachers and staff to drive to ECDC.

**CLOSURE DUE TO EMERGENCY (taken from the ECDC Handbook for Families)**


ECDC strives to remain open during all regularly scheduled times (despite weather or facility emergencies). ECDC does close for severe weather when ND and/or SMC closes for weather and/or when there is a declared state of emergency and/or when ECDC staff is unable to drive to ECDC due to severe weather. There are times that ND/SMC is open and ECDC closes because teachers and staff are unable to drive to ECDC. When the Center is closed due to an emergency, tuition is not refunded or credited because of ongoing expenses. We appreciate parents' understanding and patience when emergencies occur.
We see you! ECDC children are eager learners, and curious observers and thinkers.
Enrichment Opportunities

• **Dance/Creative Movement (DCM)** – Registration distributed by email in late Aug/early Sept. DCM classes are once per week and 6 weeks long each semester. DCM requires separate registration and payment.

• **Weekly Gymnasts in Motion classes** – registration emailed with letters from teachers

• **Field Trips/In-house Presentations** – families are informed in advance. Field Trips are planned for children enrolled in the 4’s, 4/5’s and Kindergarten classes. Field trips require written parent permission and parents are invited to accompany the class as parent helpers. Families are invited to attend the In-house Presentations.

• **Picture Days** (individual and class photos) occur in early October. Requires written parent permission and advance payment

• **Parent Teacher Conferences** - Each semester teachers facilitate a 30 minute conference with parents to discuss individual children’s strengths, interests, friendships and goals.

• **Speech, Language and Hearing Screenings** by the Hearing and Speech Center of St. Joseph County takes place in October at ECDC-SMC and December at ECDC-ND. Requires written parent permission.

• **Parent Enrichment** – Monthly “Conversations about Everyday Life with Children” facilitated by the ECDC Family Resource Specialist (Clinical Social Worker).

• **Early Registration** for the next school year and summer program takes place in February for currently enrolled ECDC families. Current families are provided with priority during February enrollment.

• **Summer Day Camp** – 9 week summer recreational program held each summer at both ECDC programs serving preschool and school age children through age 10/11. Children enjoy a variety of enrichment activities including ....yoga, soccer, creative dramatics, art, gardening, recreational games, tennis, Spanish, and field trips in the community.
Items to bring to the Get-Acquainted Open House or First Day of School/Summer Camp

• Close up photo of your child 4x6 for locker
• Complete change of clothing for any play, food or bathroom accidents.
• Paint Smock – can be an old adult shirt or a plastic art smock (optional).
• Art Supplies - School Glue, Crayons, and Washable Markers
• Preschool Children attending in the afternoons - small pillow and small blanket
• School Age Children attending in the summer – please send a backpack and water bottle each day
• Closed toe shoes are recommended to promote safety while on playground running, climbing and riding trikes/bikes/scooters.
• All summer forms are due by May 15th and all SY forms are due by August 1st.
ECDC Bus for Field Trips. The SY 4’s, 4/5’s and K groups and the Summer Day Camp 4/5’s, 5/6’s, and school age groups enjoy field trips throughout our community. The ECDC 2006 Bluebird School Bus includes built-in child restraint seats. The field trips include nature centers, parks, museums & more!
The ECDC tuition is located on the ECDC website.

- ECDC invoices families at the beginning of each semester for the full semester. Families receive their first invoice for the SY in late August. This invoice will include all of Fall semester – late Aug. through Dec. The summer tuition invoice for the full summer program is distributed in early June.

Parents may remit tuition in one of the following ways:

- **Fall Semester Tuition payments** –
  - 1 payment – Remit the full Fall Semester tuition amount on the 1st day of the SY program.
  - 2 payments – Divide the total tuition amount in half remitting one half by the 1st day of the SY program and the second half by November 1
  - 5 payments – Divide the total tuition amount into 5 equal amounts remitting as follows: 1st day, Sept 1, Oct 1, Nov 1, Dec 1
  - 9 payments – Divide the total tuition amount into 9 equal payments remitting as follows: 1st day, Sept 1 & 15, Oct 1 & 15, Nov 1 & 15, Dec 1 & 15

- **Spring Semester Tuition payments** –
  - 1 payment – Remit the full Spring Semester tuition amount on the 1st day of spring semester.
  - 2 payments – Divide the total tuition amount in half remitting one half on the 1st day of spring semester and the second half March 1st
  - 5 payments – Divide the total tuition amount into 5 equal amounts remitting as follows: 1st day of spring semester, Feb. 1, March 1, April 1, May 1
  - 9 equal payments – Divide the total tuition amount into 9 equal payments remitting as follows: 1st day of spring semester & Jan 15, Feb. 1 & 15, March 1 & 15, April 1 & 15, May 1

- **Summer Tuition Payments** – divide the invoice into 2 equal payments remitting on the first day of the summer program and July 5th. Or – divide into 4 payments remitting every other week.

**Student Activity Fees** – Each semester a Student Activity Fee is assessed as follows:

- **Fall Semester**: $30 for age groups, 2, 3’s, 3-4’s; $60 for age groups 4’s, 4/5’s and K
- **Spring Semester**: $30 for age groups, 2, 3’s, 3-4’s; $60 for age groups 4’s, 4/5’s and K
- **Summer**: Full Time enrollment $140 for the full summer program. Part Time Enrollment $95 for the full summer. School agers are assessed $140 for summer student activity fee regardless of enrollment schedule of part time.

**Important** – Tuition must be paid in advance. Tuition may be paid by a personal check, money order or certified check. ECDC doesn't accept credit card or debit card payments. ECDC uses parent paid tuition to pay teachers and program staff as well as to purchase food and educational material. Your cooperation with making tuition payments according to the due dates listed above is greatly appreciated and determines future enrollment.
Field Trip to the South Bend Regional Art Museum
Thank you!

ECDC is a unique and high quality early childhood program due to many factors, including the delightful children with supportive families, dedicated, professional and skilled teachers/program staff, the wise leadership and guidance of the ECDC Board of Directors, the involvement of college students in many diverse ways and the on-going instrumental support of Saint Mary’s College and the University of Notre Dame.

Should you have any questions, please contact
> Kari Alford, ECDC-SMC Program Director, at kalford@saintmarys.edu or 574-284-4693
> Thayer Kramer, ECDC-ND Program Director, 574-631-3344 or thayerkramerecdec@yahoo.com
> Terri Kosik, ECDC Executive Director, at tkosik@saintmarys.edu or 574-631-3344 or 574-298-3353 (cell).

Thank you for sharing your child with ECDC! We look forward to friendships, learning and fun!
Love grows here