Dear ECDC-SMC 3/4’s Families,

Welcome to the 2019-2020 ECDC-SMC School Year! **Friday, August 26, 2019, 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. 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. Please feel free to call the ECDC-SMC office at (574) 284-4693, if you have questions or concerns that need to be addressed prior to the open house.

My name is Erica Okeley and I am a Co-Lead teacher in the 3/4’s at ECDC-SMC, working 8:00-1:30. I have a Bachelors of Arts degree in Community Service, with a particular focus on Family Systems and an Associate’s Degree in Early Childhood Education. I have worked with young children and families for the past eighteen years and at ECDC for twelve years. I spent almost five years as an Administrative Assistant at both ECDC-ND and SMC and then returned to the classroom. My daughter, Addie, will be entering 4th grade and my son Lincoln will entering kindergarten this year!

My name is Anne-Marie Schulz, also a Co-Lead teacher in the 3/4’s group. I hold an Elementary Education degree from the University of Evansville. Prior to joining the ECDC family two years ago, I was a preschool teacher at Holy Rosary Catholic School: Totten Hall Preschool in Evansville, Indiana. I will be working 8:40 – 5:40.

My name is Ady Salazar and I am an Assistant Teacher in the 3/4’s, working 8:30-5:15. I began at ECDC in the summer of 2014 and I am currently pursuing an Early Childhood Degree at Ivy Tech. My daughter will be in the 2’s at ECDC-ND this school year.

Together our team will be planning a year of exploration and discovery using the project approach with several different studies. Our journey begins on August 26th, the first day of the school year and we look forward to welcoming you to our room. After getting to know one another and settling into our classroom routine, we will begin our “All About Me” study. We will incorporate graphs, charts, and drawings that will display the children’s knowledge and interests about themselves, their families and their homes. By studying these topics, we will explore and develop basic skills in math, reading, social studies, geography, social interactions, gross and fine motor skills, movement, science, art appreciation (many forms), and play. We will be asking for some parent participation from time to time and we look forward to sharing our studies with you.

Please bring the following list of items with you to the Open House or on the first day of school for your child:  
* A recent close-up photo for the locker (4 x 6)
A 4 x 6 family photo
A crib size pillow/blanket (for children who are enrolled in the afternoons)
Box of Crayons
A pack of washable markers
A bottle of white school glue
Two small containers of glue sticks
A seasonal change of clothes (shorts, t-shirt, underwear, socks)
An old adult sized shirt that can be used as a paint shirt (optional)

Adjustment to ECDC:
During the first few days/weeks of school, children will be adjusting and learning about their new activity room, school, teachers, and friends. It is very typical for children to experience some type of sadness or separation anxiety. Some children may be sad the first day or days and some may not experience separation anxiety until after they have attended school a few times. This is typical adjustment behavior. Even adults are anxious in new situations! Children may cling to parents, cry, or say “I don’t want to go to school” or “I don’t like school.” These reactions are okay. Families can help children through this adjustment period by being positive, patient, and encouraging. A warm goodbye hug is a good strategy to use. It is also helpful to establish an arrival routine: sign-in, use the bathroom, do one activity (read a book, work on a puzzle, etc.), and then say goodbye. Teachers will be close by if you need assistance. In most cases, a sad child can be redirected and playing in less than five minutes. If you would like to know how your child’s day is going, please call the ECDC-SMC office (574-284-4693) after 15 minutes or so to get quick feedback. We will contact you if we feel a child’s sadness/crying is atypical.

Toilet Training:
If your child is in the process of toilet training (wearing diapers or pull-ups), please bring an un-opened package of pull-ups to school. Pull-ups allow children to take potty turns easily. They can push them down and pull them up easily as needed. This helps with the process of learning to manage their pants and provides children the opportunities for independence. We prefer the kind with Velcro sides because children do not have to remove pants and shoes. All children take regularly scheduled turns on the toilet, even those who are wearing pull-ups. Children in pull-ups are checked approximately every 2 hours and are changed as needed. ECDC provides wet wipes for clean-up purposes. If you have any questions about toilet training, please do not hesitate to contact one of us.

Lovies and Family Pictures:
In the 3/4’s room, many children choose to bring a “lovie” from home and we would like to provide some additional information about lovies. What is a lovie? It might be a blanket, a stuffed animal, or something else a child likes to have close by. These lovies help children to feel comfortable during the time they spend apart from their families, and can be a healthy and typical part of growing up. We encourage children to bring their lovies to school. We use the children’s art boxes and/or lockers to help keep track of lovies. Please remember to check your child’s art box/locker before you leave each day so your child can take his/her lovie home. Please speak with one of us if you have any questions.

We would also like for you to bring in a 4x6 photo of your family. The family photos will be displayed at the children’s eye level and available for them to look at and hold whenever they are missing their families or just need a reminder of home.

Important Dates to Remember:
School Year Open House August 23rd from 4:00–6:00 p.m.
ECDC will be open Labor Day September 2nd
If your child will not be attending on Sept. 2nd, please contact the ECDC-SMC office on or before Aug. 30th.
Gymnasts in Motion Begins September 4th (prior registration required)
Curriculum Night for Parents September 26th from 6:30-8:00 p.m., RSVP here
Individual and Class Picture Days: October 1st and 2nd (pre-payment required)
Parent Visit Week (during Fall Break): October 21st – 25th, Sign up here
ECDC-SMC remains open during the ND & SMC Fall Break
Early Closure - ECDC closes at 3:00pm: October 25th
Speech, Language & Hearing Screenings: October 29th and 30th (pre-payment required)
ECDC Kindergarten Information Meeting: November 15th from 4:00-5:00 p.m., RSVP here
Scholastic Book Fair
Thanksgiving Vacation (Wed, Thur, Fri): November 27th – 29th
Winter Vacation (2 weeks): December 23rd – January 3rd

New This School Year!

- ECDC now accepts online credit card tuition payments. ECDC is pleased to offer MyProcare, a free online portal for you to access your account information and easily pay tuition. Follow these easy steps to access your account:
  1. Go to MyProcare.com
  2. Enter your email address (the email you have on file with ECDC) and choose Go.
  3. Enter the confirmation code sent to your email, choose a password, and press Go.
  4. Then you may view your account information or use the Pay button to make a payment with your credit card.

*Please note: There is a 2.5% transaction fee for all credit card payments.

- Remind, one of the ways ECDC communicates school emergency information to families via text and/or email, has recently put limits on the number of users ECDC can have in our notification groups. Therefore, families that had children enrolled previously will need to sign up again for the 19-20 SY. The groups that have been used during the 18-19 SY and 19 SU programs will be deleted mid-August. All 19-20 SY families will need to sign up to receive school emergency notifications via Remind based on last name using the Remind codes below. Our apologies for any inconvenience, but this is not our decision.

In order to sign up for ECDC-SMC Remind notifications please use the code for your last name:
- ECDC-SMC Parents with Last Names A-I – Text the message @ecdcsmca-i to the number 81010 or go to rmd.at/ecdcsmca-i
- ECDC-SMC Parents with Last Names J-Z – Text the message @ecdcsmcj-z to the number 81010 or go to rmd.at/ecdcsmcj-z

If signing up via text, 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.

Celebrating Birthdays at ECDC/Special Treats for the Children:
Birthdays are a special time in a child’s life and we know how much they look forward to celebrating this time with their friends. The children and teachers at ECDC enjoy being part of this celebration. If you want to bring in a birthday treat or snack to share with your child’s class, please use the ECDC Birthday Treat/Special Snack Option list found on the Food Program page of the ECDC website to select the food item. Please remember that ECDC is a nut free building and we ask that no nuts or nut products are brought into the building. All processed food items must also be commercially prepared and sealed. This doesn’t apply to fruits and vegetables. The teachers will cut the fresh produce. If you have any questions please speak with one of the Co-Lead Teachers or Program Director. Thank you!

Resources on the ECDC Website:
The following items can be found in the Parent Portal –
- **Enrichment Activities Registration Forms** – gymnastics forms (begins Sept 4th), dance forms (coming soon) and ice skating info (4’s, 4/5’s and kindergarten only) can be found in the right-hand menu.
- **Classroom Pages** via the left-hand menu – The Classroom Resources* section on your child’s classroom page includes a babysitter list, class directory (will be available early fall), and meet the staff document. *username and password required
- **Menus** – link to breakfast, snack, lunch menus via the left-hand menu
- **Printable list of ECDC 19-20 SY special dates** in the right-hand menu.

**Staff Directory** - Read about your child’s teachers.
**Google Calendar** with ECDC & community events - Link to your personal Google Calendar.
**Enrollment Forms** are now due - full packets & individual forms are available on the enrollment forms page if you haven’t yet submitted or need to update your info.
**Celebrating Birthdays at ECDC/Special Treats** – Please use this list to select the food item if you would like to share a snack with your child’s class.

We look forward to seeing all of you very soon.

*username and password required

![Mrs. Erica Okeley](image1.png)  ![Ms. Anne-Marie Schulz](image2.png)  ![Mrs. Ady Salazar](image3.png)