

Early Childhood Development Center



2009-2010 School Year



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*ECDC-SMC Parent Representative

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FOR INFORMATION PLEASE CONTACT:

Terri Kosik, Executive Director

Early Childhood Development Center, Inc.

Saint Mary's College, Havican Hall, Notre Dame, IN 46556

Phone (574) 284-4693 Fax: (574) 284-5344

or

University of Notre Dame, 10 Child Care Center, Notre Dame, IN 46556

Phone (574) 631-3344 Fax: (574) 631-7808

**e-mail: tkosik@saintmarys.edu
www.nd.edu/~ecdcnd**

Introduction

The Early Childhood Development Center, Inc. (ECDC), founded in 1971, is a nonprofit program licensed by the Indiana Bureau of Child Development and currently pursuing reaccreditation with the National Association for the Education of Young Children (NAEYC). ECDC operates two early care and education programs, one on the campus of Saint Mary's College and the other on the campus of the University of Notre Dame. Both sites are governed by one Board of Directors and operate with the same educational philosophy, curriculum, parent involvement, college student involvement and enrichment opportunities. ECDC is partially funded by Saint Mary's College and the University of Notre Dame to serve their communities.

ECDC serves as an early childhood leader, administering grants and facilitating activities in our community which support early childhood quality and training initiatives. ECDC is active with NAEYC, IAEYC, Early Childhood Professionals of Northern Indiana, Director's Roundtable, National Coalition of Campus Children's Centers and other early childhood committees and organizations.

Educational Philosophy – The ECDC program seeks to enhance the growth and development of the whole child through a developmentally appropriate curriculum. The curriculum equally fosters cognitive, social, emotional, physical and creative growth through experience-based, hands-on learning activities and play. A central goal is the promotion of each child's self confidence and love of learning. Learning experiences with peers and teachers encourage the development of the 4R's: respect, responsibility, resourcefulness and responsiveness. The ECDC program believes that the 4R's are the foundation blocks for democratic living.

ECDC provides a positive and nurturing environment within which young children thrive. We view ourselves as an extension of each child's family. As such, we work to develop a genuine partnership with parents. ECDC teachers and staff recognize and celebrate the diversity of our children and families. We are committed to establishing an anti-bias curriculum that supports our multicultural community. ECDC welcomes students of any race, color, religion, gender and national or ethnic origin.

Curriculum – Children are engaged in developmentally appropriate learning experiences as they explore their world. Children use a variety of materials including paint, blocks, dramatic play

props, puzzles and manipulatives and books to investigate topics of interest. Units of study include family and self, food and nutrition, multicultural music, water, transportation, community helpers, animals, forests and garden and authors and illustrators. Literacy learning is a vital part of each study as children participate in storytime, bookmaking, drawing and painting, songs, fingerplays, and group discussions about each study. Skills from all academic subject areas - math, science, social studies, music, creative movement and fine arts are integrated within each study.

Teachers and the Learning Environment – The role of ECDC teachers is multifaceted - they design learning activities, guide children's explorations, nurture the growth of each child and support the development of the classroom community. They build dynamic relationships with families as they share responsibility for the care and education of young children. Each room's teaching team consists of a lead teacher and either an associate or assistant teacher, (younger age groups have additional teachers). All lead teachers have a bachelor's degree in Early Childhood Education or a related field. Associate and assistant teachers have an Early Childhood Education degree or an Early Childhood Education certificate/CDA. All members of the faculty are certified in pediatric CPR and First Aid. As dedicated and active professionals in the Early Childhood Education community, teachers participate in conferences, workshops and monthly seminars.

ECDC serves as a lab school for students enrolled in education, sociology and psychology programs at the University of Notre Dame, Saint Mary's College and IUSB. Students assist in the classrooms as student teachers, interns and volunteers as they study how the ECDC program reflects best practices in the field.

The state of the art learning environments of each ECDC site are composed of learning areas, including a place for quiet activities, dramatic play, science, construction, art and writing and a rich and diverse classroom library. The areas are filled with the educational tools children need to learn, explore, create and discover.

The daily schedule is a balance of active and quiet activities, large group, small group and individual activities and includes both teacher facilitated and child initiated activities. Full day and half day enrollment schedules are available. If a child attends full day or half day they receive the benefits of a well rounded early childhood program.



Enrichment Opportunities

Dance/Creative Movement —parents may register children, for a small fee, for a series of Dance Classes/Creative Movement each semester.

Gymnastics — through Gymnasts in Motion, parents may register, for a small fee, for a weekly gymnastics program. This supports gross and fine motor development, balance and agility.

Field Trips — children enrolled in the 4's, 4/5's and kindergarten groups participate in a variety of field trips in the community which support their learning.

Special Visitors — visit the activity rooms to share information and materials regarding topics of interest and topics of study. Special visitors may include storytellers, artists, musicians, writers, parents sharing a hobby or interest, individuals from another country sharing songs, games, traditions, clothing, toys and other aspects of their culture, firefighters, paramedics, police officers.

Speech and Language Screenings —are provided once per year. Speech and Language Therapy provided through South Bend Schools Special Needs and Abilities Preschool Program for children qualifying for speech and language services.

Summer Day Camp Program —serves children ages 2.5 through 9 and provides a wide variety of recreational activities including nature activities, swimming lessons, storytellers, yoga, gymnastics, soccer and many field trips in the community for children ages 4 and older.

Parenting Seminars — conducted during the evenings including Winning Your Child's Cooperation and Raising Responsible and Respectful Children are available. Parent Teacher Conferences are scheduled two times per year, many other opportunities for family involvement.

Items Your Child Needs to Bring to ECDC

Please send these items in one grocery-size bag to the Open House or on your child's first day of school. Please print child's name clearly on each article and on the sack.

- 1 close-up snapshot of your child
- 1 complete change of clothing
- 1 crib-size blanket (no larger than 3'x4')*
- 1 small pillow (no larger than 12"x15")*
- 1 paint smock
- 1 8 oz bottle of school glue
- 1 box of crayons
- 1 box of washable markers

*These items are needed only if your child is enrolled in the afternoon or all day program.

Please Note: Waterproof snowpants, boots, mittens, hat and scarf are needed daily during winter weather.

Food Program

ECDC-SMC and ECDC-ND serve breakfast, a morning snack at 10:00 a.m., lunch at noon and an afternoon snack at 3:00 p.m. Meals and snacks consist of foods that are predominately whole grain, low in fat and sugar, and contain limited preservatives. Fresh fruit is served daily with lunch instead of sweet desserts. Juices served with snacks are unsweetened, 100% fruit juices.

Breakfast (milk and cold cereal) is served at ECDC-ND to children arriving between 6:30 and 8:15 a.m. At ECDC-SMC, breakfast is served between 7:30 - 8:15 a.m. The cost for breakfast is included in the tuition fees.

ECDC Tuition Policy

Monthly tuition is due on the first school day of that respective month. Arrangements may be made for twice per month tuition payments by contacting the ECDC office at 631-3344 or tkosik@saintmarys.edu.

Parents may, from time to time, have difficulty making monthly tuition payments due to unforeseen financial circumstances. If a parent(s) finds that he/she is unable to remit monthly tuition payments when due, the parent(s) must promptly notify ECDC's Accountant so that an agreement for the payment of past due tuition can be arranged. Failure to so notify ECDC's Accountant or to comply with the payment agreement within one month of the date a tuition payment was due, will jeopardize a child's continued enrollment at ECDC.

ECDC (i.e., the Executive Director and/or the Board of Directors) shall refuse enrollment applications for subsequent enrollment periods (i.e., School Year, Extended School Year and Summer Programs, etc.) if the parent(s) refuses to enter into, or fails to comply with, an agreement to resolve past due tuition obligations.

Please note: ECDC is an Indiana Nonprofit Corporation completely separate from the University of Notre Dame and Saint Mary's College. ECDC is dependent upon parent tuition remissions to meet its financial obligations (e.g., payroll, food costs, etc.).

Early Childhood Development Center, Inc. at Saint Mary's

Program Description

ECDC's program on the Saint Mary's College campus is located in Havican Hall. ECDC-SMC enrolls children ages three through five during the 35 week school year and three through nine during the 9 week summer day camp program. ECDC-SMC is licensed for 90 children in attendance at one time. Historically, approximately 135 children, from 125 families, participate at ECDC-SMC in either full time or part time schedules. The ECDC-SMC program is open to the public.

ECDC-SMC operates the following activity rooms:

- 3 year old activity room for 20 children
- 3/4 year old activity room for 20 children
- 4 year old activity room for 22 children
- 4/5 year old activity room for 24 children

Hours: 7:30 a.m. - 5:30 p.m. Monday - Friday

Morning Arrival Time: 7:30 - 8:45 a.m.

Afternoon Arrival Times: 12:45 - 1:00 p.m.
if child **is not** enrolled for lunch;
11:45 - 12:00 p.m. if child **is** enrolled
for lunch.

Morning Departure Times: 11:30 - 11:45 p.m.
if child **is not** enrolled for lunch;
12:30 - 12:45 p.m. if child **is** enrolled
for lunch.

Afternoon Departure Times: 4:30 - 5:30 p.m.
is recommended departure time if child
is only enrolled for the afternoon program.
Children enrolled on an all day schedule,
may leave at any time in the afternoon
prior to 5:30 p.m.

ECDC-SMC Tuition Schedule – 2008-09

Weekly Tuition:

Full Time:

7:30-5:30* M-F \$ 154.00

Morning and Afternoon Schedules:

7:30-11:45 or 12:45-5:30	M-F	82.00
7:30-12:45 or 11:45-5:30*	M-F	111.00
7:30-11:45 or 12:45-5:30	MWF	57.00
7:30-12:45 or 11:45-5:30*	MWF	70.00
7:30-11:45 or 12:45-5:30	TTH	40.00
7:30-12:45 or 11:45-5:30*	TTH	52.00

Whole-Day Schedule:

7:30-5:30*	MWF	116.00
7:30-5:30*	TTH	82.00

*Includes hot lunch.

ECDC-SMC tuition schedule above reflects current 2008-09 school year tuition. The 2009-10 school year tuition schedule will be distributed to parents during the summer of 2009. Historically, tuition fee increases have ranged from 4 - 8% annually.

ECDC-SMC Scholarships

SMC students and SMC staff with financial need may apply for scholarships funded by Saint Mary's College. Families with documented financial need may apply for scholarship assistance through the ECDC Board of Directors. If you are interested in further information regarding scholarships please contact Terri Kosik, Executive Director, at 631-3344 or tkosik@saintmarys.edu.

ECDC-SMC School Year Calendar 2009-2010

Aug 21, '09	Fri	Open House for all children and families. 4:00 - 6:00 p.m.
Aug 24	Mon	First day of the 2009-10 School Year Program
Oct 19-23	Mon-Fri	ECDC-SMC is open during Fall Break, Parent Helper Week
Nov 25-27	Wed-Fri	Thanksgiving vacation, ECDC-SMC is closed
Dec 21-Jan 1, '10	Mon-Fri	Winter Vacation, ECDC-SMC is closed for 2 weeks
Jan 4, '10	Mon	Program Resumes
March 8 - 12	Mon-Fri	ECDC-SMC is open during Spring Break, Parent Helper Week
April 8 & 12	Fri & Mon	Spring vacation, ECDC-SMC is closed
May 14	Fri	Last Day of the School Year Program
May 17-June 3	Mon-Thurs	13 day Optional Extended School Year at ECDC-ND, open to ECDC-ND & ECDC-SMC children (closed Memorial Day)
June 4	Fri	Summer Family Open House 4:00 - 6:00 p.m.
June 7-Aug 6, '10	Mon-Fri	9 Week Summer Day Camp Program (closed July 4)
Aug 9-13, '10	Mon-Fri	5 day Optional Extended Summer Program at ECDC-ND open to ECDC-ND & ECDC-SMC Children
Aug. 16-20	Mon-Fri	ECDC-SMC is closed for teacher professional development
Aug 20, '10	Fri	2010-11 School Year Family Open House, 4:00 - 6:00 p.m.
Aug 23, '10	Mon	First day of the 2010-11 School Year



Program Description

ECDC's program on the University of Notre Dame campus is located on Bulla Road directly across from Fisher O'Hara-Grace Graduate Student Housing. ECDC-ND operates 12 months (49 weeks) of the year with the following programs: School Year, Optional Extended School Year, Summer Day Camp and Optional Extended Summer Program. ECDC-ND enrolls children ages two through six during the school year and children ages two and one half through nine during the summer. ECDC-ND is licensed for 165 children in attendance at one time, in either full time or part time schedules. The ECDC-ND program is not open to the public.

ECDC-ND operates the following activity rooms:

2 year old activity room for 15 children,
 2/3 year old activity room for 15 children
 (This room becomes a 3 year old room with
 20 children in January),
 3/4 year old activity room for 20 children,
 4 year old activity room for 22 children,
 4/5 year old activity room for 24 children and a
 Kindergarten Program for 26 children

Hours: 6:30 a.m. - 5:30 p.m. Monday - Friday
 Licensing requirements limit a child's daily attendance to a maximum of 10 hours.

ECDC-ND School Year Calendar 2009-2010

Aug 21, '09	Fri	Open House for all children and families. 4:00 - 6:00 p.m.
Aug 24	Mon	First day of the 2009-10 School Year Program
Oct 19-23	Mon-Fri	ECDC-ND is open during Fall Break, Parent Helper Week
Nov 25-27	Wed-Fri	Thanksgiving vacation, ECDC-ND is closed
Dec 21-Jan 1, '10	Mon-Fri	Winter Vacation, ECDC-ND is closed for 2 weeks
Jan 4, '10	Mon	Program Resumes
March 8-12	Mon-Fri	ECDC-ND is open during Spring Break, Parent Helper Week
April 2-5	Fri&Mon	Spring vacation, ECDC-ND is closed
May 14	Fri	Last Day of the School Year Program
May 17-June 3	Mon-Thurs	13 day Optional Extended School Year at ECDC-ND, open to ECDC-ND & ECDC-SMC children (closed Memorial Day)
June 4	Fri	Summer Family Open House 4:00 - 6:00 p.m.
June 7-Aug 6, '10	Mon-Fri	9 Week Summer Day Camp Program (closed July 4)
Aug 9 - 13	Mon-Fri	5 day Optional Extended Summer Program at ECDC-ND open to ECDC-ND & ECDC-SMC Children
Aug. 16-20	Mon-Fri	ECDC-ND is closed for teacher professional development
Aug 20, '10	Fri	2010-11 School Year Family Open House, 4:00 - 6:00 p.m.
Aug 23, '10	Mon	First day of the 2010-11 School Year

**EARLY CHILDHOOD DEVELOPMENT CENTER AT NOTRE DAME
2008-2009 TUITION SCHEDULE**

ECDC-ND operates with a tuition scholarship structure based upon gross family income. Listed below is the current school year (2008-09) tuition scholarship program for ND and SMC staff, students, administration & faculty. Tuition fee schedule for ND and SMC Alumni(ae), and Holy Cross Order employees will be at the full tuition rate*. The 2009-10 school year tuition schedule will be distributed to parents during the summer of 2009. Historically, tuition fee increases have ranged from 5 - 10% annually.

ECDC-ND WEEKLY TUITION FOR CHILDREN ENROLLED IN THE 4, 4/5, & KINDERGARTEN ROOMS

GROSS FAMILY INCOME	Under-\$ 20,000	\$ 20,000-39,999	\$40,000-49,999	\$50,000-69,999	\$70,000 & Over (Full Tuition)
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Full Time , 6:30 a.m.-5:30 p.m (max. of 10 hrs per day) M - F**	93.00	109.00	138.00	154.00	193.00
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Whole-Day Schedule

6:30-5:30 (10 hours/day max) MWF**	66.00	82.00	103.00	116.00	149.00
6:30-5:30 (10 hours/day max) TTH**	52.00	58.00	68.00	82.00	100.00

Morning and Afternoon Schedules:

6:30-11:45 or 12:45-5:30 M-F	52.00	58.00	68.00	82.00	100.00
6:30-12:45 or 11:45-5:30 M-F**	64.00	76.00	98.00	111.00	139.00
6:30-11:45 or 12:45-5:30 MWF	34.00	37.00	54.00	57.00	70.00
6:30-12:45 or 11:45-5:30 MWF**	41.00	55.00	63.00	70.00	93.00
6:30-11:45 or 12:45-5:30 TTH	26.00	28.00	34.00	40.00	52.00
6:30-12:45 or 11:45-5:30 TTH**	31.00	35.00	50.00	52.00	60.00

** Includes hot lunch

ECDC-ND WEEKLY TUITION FOR CHILDREN ENROLLED IN THE 2, 2/3, 3, & 3/4 ROOMS

GROSS FAMILY INCOME	Under-\$ 20,000	\$ 20,000-39,999	\$40,000-49,999	\$50,000-69,999	\$70,000 & Over (Full Tuition)
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Full Time , 6:30 a.m.-5:30 p.m (max. of 10 hrs per day)M - F**	100.00	120.00	150.00	171.00	210.00
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Whole-Day Schedule

6:30-5:30 (10 hours/day max) MWF**	75.00	92.00	113.00	126.00	160.00
6:30-5:30 (10 hours/day max) TTH**	57.00	63.00	81.00	92.00	111.00

Morning and Afternoon Schedules:

6:30-11:45 or 12:45-5:30 M-F	56.00	64.00	81.00	92.00	114.00
6:30-12:45 or 11:45-5:30 M-F**	69.00	88.00	109.00	120.00	153.00
6:30-11:45 or 12:45-5:30 MWF	37.00	43.00	57.00	63.00	82.00
6:30-12:45 or 11:45-5:30 MWF**	50.00	58.00	68.00	83.00	100.00
6:30-11:45 or 12:45-5:30 TTH	27.00	31.00	40.00	47.00	55.00
6:30-12:45 or 11:45-5:30 TTH**	35.00	37.00	55.00	57.00	70.00

** Includes hot lunch

Upcoming 2009-2010 ECDC-ND Tuition

ECDC has enjoyed a long and supportive partnership with the University of Notre Dame. From the beginning, Notre Dame envisioned an operating model for ECDC that would allow the center to be accessible to all members of the Notre Dame community, regardless of income. To accomplish this, ECDC at Notre Dame has always operated with a sliding scale fee structure, intended to provide lower rates to families at lower income levels.

Recently, Notre Dame formed a Committee to review ECDC and its service to the Notre Dame community. In part, the Committee recommended enhancing the accessibility of ECDC. Specifically, the Committee suggested adjusting for inflation the levels, or income tiers, at which families qualify for reduced tuition, an adjustment that has not been made since the tiers were established in 1994. As a result of this recommendation, the University has requested that ECDC adjust these income tiers beginning with the 2009-2010 school year. ECDC is pleased to honor this request. The result of this adjustment will mean that many families may see reduced rates for next year, which we hope will be especially welcome given the difficult economic environment. Listed below are the income tiers for the 2008-2009 school year and the income tiers that will be implemented for the 2009-2010 school year.

Current 2008-09 SY Tiers

Under \$20,000
\$20,000 - \$39,999
\$40,000 - \$49,999
\$50,000 - \$69,999
\$70,000 and above

2009-2010 SY Tiers

Under \$29,999
\$30,000 to \$58,999
\$59,000 to \$72,999
\$73,000 to \$101,999
\$102,000 and above

Important Information

1. The following forms must be submitted by the first day of school: Registration, Physical Examination (new children & K children) with current immunizations, Medical Release, Permission for Field Trips, Emergency Telephone Numbers, General Information and Birth Certificate.
2. ECDC-SMC is open daily from 7:30 a.m. to 5:30 p.m. ECDC-ND is open daily from 6:30 a.m. to 5:30 p.m. Punctuality in picking children up before the center closes is imperative. A \$15 late fee, per each 15 minutes, per child, will be assessed to parents picking children up after the center closes.
3. Parents are requested to keep children home when fever, vomiting, diarrhea, hacking cough or sore throat occur. If a child is too sick to participate in outside play activities while at the center, the child is too sick to attend. Parents are requested to contact the ECDC office when their child is absent due to illness.
4. Parents are required to sign children "in" and "out" daily in their child's activity room.
5. When absenteeism occurs, parents are charged for the day(s) due to the slot being reserved for their child.
6. Medication may be given only upon written authorization from a physician. Medications must be in the original container bearing the original label with prescription number, date, physician's name, directions for use and the child's name.
7. Please dress children in clothing that is child manageable and will not be a hindrance in play activities.
8. In the event of excessive snow, notification of the Center's closing will be announced on WNDU radio and television stations. When the Center is closed due to snow, tuition is not refunded or credited due to ongoing expenses.
9. Parent involvement
 - ~Open Door Policy for Parents
 - ~Monthly parent Letters
 - ~Parent Meetings
 - ~Parent Helper Days during fall & spring breaks
 - ~Parent Assistance on Field Trips
 - ~End of the year Family Picnic Lunch
 - ~Parent-Teacher Conferences two times a year
 - ~Parent Enrichment Seminars
 - ~Two Parents representing each center elected to the Board of Directors
10. Parents withdrawing or reducing a child's enrollment schedule on or after August 1 (June 1 for Kindergarten) are responsible and liable for the payment of the full tuition of their original enrollment schedule through the month of December or until another child is enrolled to fill the vacated or reduced enrollment schedule. After January 1, two weeks notice is required when withdrawing or reducing a child's schedule. When two weeks notification is not received, two weeks tuition will be assessed.
11. On occasion, SMC and ND students request permission to photograph children for various academic photography projects. Photographs will not be published without parent permission. Contact ECDC if you do not want your child to be photographed while at the center.
12. Parents may provide a commercially prepared, sealed, nutritious snack for their child's entire class. Examples of appropriate snacks include natural cheese, fresh fruit, popcorn, granola bars, raisins, etc. (Please: no candy, gum or peanuts in the shell.)
13. Parent Teacher Conferences are scheduled for November/December and March/April. Parents wishing to meet with their child's teacher at other times may request a conference; it will be scheduled at a time convenient for the parent and the teacher.

REGISTRATION DATES FOR ECDC-SMC & ECDC-ND

2009-2010 School Year Registration for ECDC-SMC and ECDC-ND will take place during April, 2009. To be included in the initial selection process, please return the registration form found on the last page of this brochure no later than **April 1, 2009**. Results of the 2009-2010 enrollment process will be mailed to families by May 1, 2009.

I. REGISTRATION PRIORITY CATEGORIES

ECDC-SMC

1. Affiliated families* enrolled in the current ECDC-SMC School Year Program
2. Affiliated families* enrolled in the current ECDC-ND School Year Program
3. Saint Mary's College (SMC) Staff, Student, Administration, and Faculty Families
4. Notre Dame (ND) Staff, Student, Administration, and Faculty Families
5. SMC Alumnae and ND Alumnae(i) Families
6. Holy Cross Order Employee Families
7. The Public (ECDC-SMC is open to the public, ECDC-ND is not open to the public.)

ECDC-ND

1. Affiliated families* enrolled in the current ECDC-ND School Year Program
2. Affiliated families* enrolled in the current ECDC-SMC School Year Program
3. Notre Dame (ND) Staff, Student, Administration, and Faculty Families
4. Saint Mary's College (SMC) Staff, Student, Administration, and Faculty Families
5. ND Alumnae(i) and SMC Alumnae Families
6. Holy Cross Order Employee Families (ECDC-ND is not open to the public)

* Affiliated families have at least one parent: (a) employed by SMC, ND or the Holy Cross Order; or (b) enrolled as a student in an undergraduate, graduate or professional degree program at SMC or ND; or (c) who is an SMC alumna or ND alumnus(a).

II. ECDC-SMC & ECDC-ND REGISTRATION SELECTION PROCESS

- A. A random selection process within each Priority Category, beginning with Category #1, will be used to fill available openings. Selection will proceed in order through the respective Priority Categories identified in I above (either ECDC-SMC or ECDC-ND) moving to a lower Priority only after children in a higher Priority Category have been enrolled, if openings exist and requested schedules are available.
- B. Children not successfully registered as a result of the selection process will automatically be placed on the appropriate activity room Waiting List according to their position or standing (e.g., First, Fifth, etc.) resulting from the random selection process within each Priority Category. Families placed on a Waiting List will be notified promptly and their Registration Fee(s) returned.
- C. Parents withdrawing or reducing a child's enrollment schedule on or after August 1st (June 1st for Kindergarten) are responsible and liable for the payment of the full tuition of their original enrollment schedule through the month of December or until another child is enrolled to fill the vacated or reduced enrollment schedule.
- D. A \$35.00 non-refundable registration fee is required for each preschool child. If a child(ren) is placed on the waiting list, the registration fee(s) will be returned promptly. To be included in the initial selection process, please return the registration form found on the last page of the brochure (page 11) with the required registration fee(s), no later than April 2. Results of the School Year enrollment process will be mailed by May 1.

The Early Childhood Development Center admits students of any race, color, religion, gender, and national or ethnic origin.