



July 5, 2011

Dear ECDC-ND Families,

### **IMPORTANT DATES AND CONTACT NUMBERS**

Even though it is only early July, it is helpful to look ahead to the upcoming school year. It is our hope that this letter will help you and your child prepare for the upcoming school year. The first day of the 2011-12 School Year is Monday, August 22, 2011. The Family Open House is Friday, August 19, 2011. ECDC-ND phone number: 631-3344, fax: 631-7808 and email: Thayer Kramer: ECDC-ND Program Director, thayerkramerecdc@yahoo.com and Terri Kosik: ECDC Executive Director, tkosik@saintmarys.edu.

### **FAMILY OPEN HOUSE**

Friday, August 19, 2011, 4:00 - 6:00 p.m. is the ECDC-ND 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. If you are unable to attend the Friday Open House, the teachers will be working in their rooms on Thursday afternoon, August 18, 2011; you and your child are welcome to stop by for a short visit with the teachers. Our goal is to make sure a child new to ECDC-ND 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. **It is helpful to bring the following items to the Open House~**

**One photograph of your child for the front of her/his locker.** If possible have your child help you select the picture to bring to school for his/her locker.

**One complete change of clothing to keep on the top shelf of your child's locker.** These clothes will be used by your child should he/she experience a bathroom accident or spill milk or juice on her/his clothing. Children feel more comfortable putting on their own clothing if they do need to remove wet clothes. If your child experiences frequent bathroom accidents, please provide several sets of clothing, including socks and an extra pair of shoes or slippers. Please mark your child's name on the extra clothing and store in a plastic bag on the top shelf of his/her locker. Please keep your child's extra clothing seasonal and check them often to make sure a complete set of clothes is always available. Thank you.

**RESTING ITEMS** for children attending in the afternoons in the 2's, 2/3's, 3/4's, 4's and 4/5's: 1 small (crib size) pillow and 1 small (crib size) blanket. Children enrolled in the mornings only do not need to bring resting items. Resting items are optional for children

enrolled in kindergarten. Kindergarten children still napping on a regular basis are encouraged to bring resting items. (Kindergarten children not napping regularly do not need resting items.) Please note: bed size pillows, bed size blankets and large or small sleeping bags may not be used at ECDC for rest times due to limited storage space and cleanliness and safety issues. Please provide crib size pillows and crib size blankets.

#### **ART SUPPLIES:**

- \* 1 package of 8 color, washable markers (Crayola, Draw-A-Lot)
- \* 1 box of 8 color Jumbo Crayons; Kindergarteners may bring reg. 24 count crayons
- \* 4 oz bottle of SCHOOL GLUE, please do not send all purpose glue
- \* Paint smock (this can be an adult shirt with the sleeves cut off or a plastic smock)

#### **STUDENT ACTIVITY FEE**

A \$30 Fall Semester Student Activity Fee will be assessed to each child at the beginning of the 11-12 School Year. In January, a \$30 Spring Semester Student Activity Fee will be assessed. These fees will be applied to the cost of various special enrichment activities (field trips for the kindergarten, 4/5's and 4's children) and fees for Special Visitors (e.g., storytellers, puppet shows, musicians, etc.)

#### **2011-12 SY TUITION**

Below you will find the **2011-12 School Year Tuition Schedule**, which reflects a slight tuition increase, a direct result of increased program costs from health insurance for teachers and staff, food, consumable materials, and educational materials. Please see the tuition schedule below that shares the 2011-12 School Year Tuition.

ECDC provides families with tuition invoices on a monthly basis. You will receive your first tuition invoice for the 2011-12 SY by postal mail in mid-August. This tuition invoice will be for the time period of Aug. 22 - Sept. 30 - 6-weeks. This first tuition statement will include a \$30 fall semester student activity fee and tuition for the time period of August 22 through September 30, 2011. In January of 2012, you will be invoiced for the spring semester \$30 student activity fee.

Each month, approximately ten days prior to the first day of the month, parents will receive on their locker a tuition statement for the upcoming month's tuition. Parents may remit the entire monthly tuition on the first day of the month or you may remit two equal payments per month, paying one-half of the tuition on the first of the month and the second half of the month's tuition on the fifteenth of the month. Parents may also elect to pay every week on Monday. **Tuition must be paid in full by the end of the month for a child to attend the next month.**

We request that tuition be paid with a personal check, money order or certified check. ECDC does not accept credit card or debit card payments. ECDC uses the parent paid tuition to pay teacher salaries in addition to lunches and snacks. Thank you!

**EARLY CHILDHOOD DEVELOPMENT CENTER AT NOTRE DAME**  
**2011-12 School Year and the 2012 Summer Tuition Schedule**

ECDC-ND operates with a tuition scholarship structure based upon gross family income. Listed below is the 2011-12 school year 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\*.

**ECDC-ND Weekly Tuition for Children Enrolled in the 4, 4/5, & Kindergarten and the Summer School Age Groups (5/6's, 6/7's and 7/8's)**

<b>GROSS FAMILY INCOME</b>	<b>Under-\$ 29,999</b>	<b>\$ 30,000-58,999</b>	<b>\$59,000-72,999</b>	<b>\$73,000-101,999</b>	<b>\$102,000 &amp; Over (Full Tuition)*</b>
<b>Whole-Day Schedules**</b>					
Full Time - M - F** 6:30 a.m.-5:30pm	102.00	119.00	150.00	167.00	209.00
MWF** 6:30-5:30 (10 hours/day max)	73.00	89.00	112.00	127.00	163.00
TTH** 6:30-5:30 (10 hours/day max)	58.00	64.00	76.00	89.00	108.00
<b>Morning and Afternoon Schedules:</b>					
M-F 6:30-11:45 or 12:45-5:30	58.00	64.00	76.00	89.00	108.00
M-F*** 6:30-12:45 or 11:45-5:30	71.00	83.00	107.00	121.00	151.00
MWF 6:30-11:45 or 12:45-5:30	38.00	41.00	59.00	64.00	76.00
MWF***6:30-12:45 or 11:45-5:30	45.00	60.00	70.00	77.00	101.00
TTH 6:30-11:45 or 12:45-5:30	29.00	31.00	38.00	44.00	57.00
TTH*** 6:30-12:45 or 11:45-5:30	34.00	38.00	53.00	57.00	65.00

\*\* *Maximum 10 hours per day*

\*\*\**Includes hot lunch*

**ECDC-ND Weekly Tuition for Children Enrolled in the 2, 2/3, 3 & 3/4 Groups**

<b>GROSS FAMILY INCOME</b>	<b>Under-\$ 29,000</b>	<b>\$ 30,000-58,999</b>	<b>\$59,000-72,999</b>	<b>\$73,000-101,999</b>	<b>\$102,000 Over (Full Tuition)*</b>
<b>Whole-Day Schedules*</b>					
Full Time - M - F*** 6:30 a.m.-5:30pm	109.00	131.00	164.00	186.00	229.00
MWF ***6:30-5:30 (10 hours/day max)	82.00	101.00	123.00	138.00	175.00
TTH*** 6:30-5:30 (10 hours/day max)	63.00	71.00	88.00	100.00	121.00
<b>Morning and Afternoon Schedules:</b>					
M-F 6:30-11:45 or 12:45-5:30	63.00	71.00	88.00	100.00	121.00
M-F*** 6:30-12:45 or 11:45-5:30	76.00	96.00	119.00	131.00	168.00
MWF 6:30-11:45 or 12:45-5:30	41.00	48.00	63.00	69.00	90.00
MWF***6:30-12:45 or 11:45-5:30	55.00	64.00	75.00	90.00	109.00
TTH 6:30-11:45 or 12:45-5:30	30.00	34.00	44.00	51.00	60.00
TTH*** 6:30-12:45 or 11:45-5:30	39.00	43.00	60.00	63.00	76.00

\*\* *Maximum 10 hours per day*

\*\*\**Includes hot lunch*

## **SCHOOL YEAR FIELD TRIPS AND TRANSPORTATION**

ECDC is the proud owner of a 2006 Bluebird Special Activities School Bus. The children in the 4's, 4/5's and Kindergarten classes will use this bus for field trip transportation. The bus is equipped with child harness seat restraints and will transport an entire class of children, teachers and parent helpers on field trips. Each semester, the 4's, 4/5's and Kindergarten class groups will participate in a minimum of four field trips, ensuring that children from every enrollment schedule will have the opportunity for one field trip each semester. Parents are required to sign permission in advance for each off-site field trip. Please be watchful for field trip permission postings near the daily sign in and out sheets.

## **BREAKFAST**

ECDC-ND offers a cold breakfast from 7:00 until 8:15 a.m. Breakfast will include cereal with milk and juice. Occasionally toast or mini-muffins will be served in addition to the cereal and milk.

### **Labor Day - September 5, 2011**

PLEASE NOTE: ECDC-ND is open on Labor Day, Monday, September 5, 2011 due to Saint Mary's College and the University of Notre Dame conducting classes on this day. If your child will not be attending on Sept. 5, please contact the ECDC-ND office on or before Sept. 1 (631-3344) to provide this information. This will help us plan for staffing and lunches on this day.

### **Individual and Class Pictures - October 5 and 6, 2011**

In early October, Heirloom Pictures will be at ECDC-ND to take both individual and class pictures. More info will be distributed in late September about individual and class photos.

### **Book Fair - November 14 - 18, 2011**

Each year, ECDC-ND holds a book fair. The purpose is to assist families in locating and selecting quality books for their children and raise funds to purchase educational materials for ECDC classrooms. We are hopeful that all families will do some holiday shopping at our book fair.

### **ECDC-ND closed for Thanksgiving and Winter Break**

ECDC-ND will be closed for Thanksgiving Wednesday, Thursday and Friday - November 23, 24, and 25, 2011 and will be closed for winter break beginning December 19 - 30, 2011. Parents are not assessed tuition for these time periods.

### **Parent Teacher Conferences - November and December**

Parent Teacher Conferences are 30 minutes in length and are an important part of our communication with families. Conferences are scheduled during the morning, afternoon and evening to accommodate various family schedules. Conference sign-up sheets will be posted in the activity rooms in mid to late October. If, for any reason, you would like to speak formally to your child's teacher prior to these scheduled conferences, please do not hesitate to request a conference with the teacher directly or call the school office and we will gladly arrange a time for you and the teacher to meet.

## ECDC-ND Directory

During the month of September, families will receive the 2011-12 School Year Directory of all ECDC-ND children in their child's class, including parents' names, address and home telephone number. This directory should be helpful in organizing car pools, friends over to play and birthday parties. WE REQUEST THAT BIRTHDAY PARTY INVITATIONS NOT BE DISTRIBUTED AT SCHOOL, RATHER PLEASE USE THIS DIRECTORY TO MAIL THE INVITATIONS. When party invitations are hung on lockers or distributed at school some children experience hurt feelings. Parties usually do not include all the children in the class and some children are left out. Mailing party invitations to the home will alleviate hurt feelings at school.

### HELPFUL INFORMATION

1. The following forms are required for all children each school year and are due on or before August 1, 2011:

- > Emergency Information Form,
- > General Information Form, and
- > the Emergency Health Information and Medical Plan form.

All forms are available on the ECDC website at~ [www.nd.edu/~ecdcnd/registration.html](http://www.nd.edu/~ecdcnd/registration.html)

Children new to ECDC must submit the following required forms on or before August 1, 2011:

- > Physical Form completed by their doctor,
- > a copy of the child's birth certificate,
- > Birth Certificate Report Form, and
- > the Waiver and Release Agreement Form.

All forms are available on the ECDC website at~ [www.nd.edu/~ecdcnd/registration.html](http://www.nd.edu/~ecdcnd/registration.html)

If a family is participating in the 2011-12 SY income based tuition scholarship, family income documentation is due June 1 each year. If you submitted income documentation for the 2011 Summer program, resubmission for 2011-12 SY isn't required.

Please call 631-3344 or email Nikki at [nzavadaecdc@yahoo.com](mailto:nzavadaecdc@yahoo.com) if you have any questions about the required forms.

2. ECDC-ND opens daily at 6:30 a.m. and closes promptly at 5:30 p.m. An ECDC teacher arrives at 6:25 a.m. to open our facility. Parents may not leave their children until 6:30 a.m., when a teacher is available to supervise. ECDC closes promptly at 5:30 p.m. daily. A \$15.00 late fee charge per child per fifteen (15) minute increment will be assessed to parents picking children up after 5:30 p.m.

3. Parents are asked to sign children in and out daily on the attendance sheet located in your child's activity room. If your child is or will be absent, please call the ECDC office with this information. The State requires ECDC to keep records regarding all absences.

4. ECDC 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. If your physician prescribes a nonprescription drug or gives you sample medication, we can only administer such 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.

5. ECDC doesn't have the means to supervise children inside and outside at the same time. If a child is too sick to participate outdoors, the child is too sick to attend ECDC-ND.

### **ADJUSTING TO ECDC**

A few children will experience some tears and/or clinginess to their parents during the moment of the separation good-bye. Separation anxiety is typical for some preschool children and usually short lived (thank goodness). Even though children are excited and happy to come to school, when it is time to say good-bye to mom and/or dad, they will become sad and display tears or reluctance. We realize it is very difficult for a parent to leave a crying child at school. Do not hesitate to contact the ECDC office during the day (631-3344) to see how your child is doing. Be assured that should a child have difficulty calming after a tearful goodbye, we would contact the parents. As the month of September progresses, your child will gradually display less and less anxiety and more eagerness for the new experiences preschool and kindergarten provide. Patience, support, reassurance and encouragement are the ingredients needed to assist the child through this process of adjusting to school. Children find it very helpful to have a consistent routine each day upon arrival at ECDC, for example

- 1) going to your child's locker to put any items inside (jacket, special blanket),
- 2) sign in on the sign-in sheet located in your child's room,
- 3) greet the teachers in the room,
- 4) if your child brought a lovey (e.g. stuffed animal), encourage her/him to put the lovey in the classroom's lovey basket,
- 5) give your child a hug and kiss good-bye, reassuring him/her that you will be back to get him/her and hear about all the fun things she/he did at school,
- 6) leaving your child with one of the teachers.

This type of a routine, on an everyday basis, helps children understand what comes next in the sequence and allows them to prepare for the good-bye. If your child does cry, one of the ECDC teachers will ask if she/he can help you. This allows you to decide if you want the staff member to help your child as you leave by holding and reassuring her or him. Should you ever have any questions or concerns about separation, please do not hesitate to talk with your child's teacher or one of the ECDC-ND Program Directors.

We are looking forward to an enriching and fun filled school year with you and your child(ren). Enjoy the summer, see you soon!

Sincerely,

*Terri Kosik*

Terri Kosik, Executive Director

## ECDC 2011-2012 School Year Calendar & 2012 Summer Calendar

Aug 19, '11	Fri	2011-12 School Year Family Open House, 4:00 - 6:00 p.m.
Aug 22, '11	Mon	First day of the ECDC 2011-12 School Year
Sept 5, '11	Mon	ECDC-ND and ECDC-SMC is open on Labor Day due to SMC and ND Classes
Oct 5 & 6, '11	Wed-Thurs	Individual and Class Photos – pre payment required
Oct 17-21, '11	Mon-Fri	ECDC-ND & ECDC-SMC is open during Fall Break, Parent Helper Week
Nov 14 – 18, '11	Mon-Fri	ECDC Book Fair at both ECDC Programs
Nov 18, '11	Friday	ECDC-ND Kindergarten Information Parent Meeting for the 2011-12 SY, 4:00 – 5:00pm in the ECDC-ND K room
Nov 23–25, '11	Wed-Fri	Thanksgiving vacation, ECDC-SMC & ECDC-ND are closed
Dec 19-30, '11	Mon-Fri	Winter Vacation, ECDC is closed for 2 weeks
January 19, '12	Thurs	ECDC-ND Kindergarten Information Parent Meeting for the 2012-13 SY, 4:00 – 5:00pm in the ECDC-ND K room
March 12-16, '12	Mon-Fri	ECDC is open during Spring Break, Parent Helper Week
April 6 & 9, '12	Fri & Mon	Spring vacation, ECDC-SMC & ECDC-ND are closed
May 18, '12	Fri	Last Day of the ECDC 2011-12 School Year Program
May 21-June 7, '12	Mon-Thurs	13 day Optional Extended School Year at ECDC-ND, open to ECDC-ND & ECDC-SMC children (closed Memorial Day)
June 8, '12	Fri	Summer Family Open House, 4:00 - 6:00 p.m.
June 11 -Aug 3, '12	Mon-Fri	8 Week Summer Day Camp Program (closed July 4)
Aug 6-10, '12	Mon-Fri	5 day Optional Extended Summer Program at ECDC-ND open to ECDC-ND & ECDC-SMC Children
Aug. 13-17, '12	Mon-Fri	ECDC-ND & ECDC-SMC closed for Prof. Development
Aug 17, '12	Fri	2012-13 School Year Family Open House, 4:00 - 6:00 p.m.
Aug 20, '12	Mon	First day of the 2012-13 School Year

For more information~ ECDC-ND: 574-631-3344 / [tkosik@saintmarys.edu](mailto:tkosik@saintmarys.edu) / ECDC-SMC: 574-284-4693 / [Kalford@saintmarys.edu](mailto:Kalford@saintmarys.edu)