

Frequently Asked Questions about the ECDC Registration Process and Program

What are the 2010 Summer & 2010-11 School Year Program dates?

2010 Summer Day Camp Program
(June 7 – August 6, 2010)

Registration due: 3/1/10

2010-11 School Year Kindergarten Registration
(August 23, 2010 – May 20, 2011)

Registration due: 2/12/10

2010-11 School Year
(August 23, 2010 – May 20, 2011)

Registration due: 4/1/10

How do I register for the upcoming 2010 Summer Program and the 2010-2011 SY?

Registration for the 9 week 2010 Summer Program will take place during January & February with a registration due date of **March 1, 2010**, to be included in the initial registration process. After March 1, 2010, registration will take place on a roll in basis of first come, first served. Parents will be informed by April 1, 2010, regarding their child's summer enrollment. If your child is placed on the waiting list, your registration fee will be returned.

The 2010 Summer Program Brochure and Registration Form is available on the ECDC website: www.nd.edu/~ecdcnd. (Summer registration materials will not be sent by postal mail.) The summer registration form requires a nonrefundable \$50 registration fee. Families can reduce their summer enrollment schedule or withdraw from the summer program until 5/1/10. If a family withdraws or reduces their enrollment schedule after 5/1/10, they are responsible for the entire summer program tuition, unless another child is enrolled to take their child's enrollment schedule.

Registration for the 2010-11 School Year Program will take place during February & March with a registration due date of **April 1, 2010**, to be included in the initial registration process. After April 1, 2010, registration will take place on a roll in basis of first come, first served. Parents will be informed by May 1, 2010, regarding their child's school year enrollment. If your child is placed on the waiting list, your registration fee will be returned.

2010-11 School Year Program Brochure and Registration Form will be available on the ECDC website by mid-February 2010 www.nd.edu/~ecdcnd. (School Year registration materials will not be sent by postal mail.) The school year registration form requires a nonrefundable \$35 registration fee for preschool age children. Families can reduce their school year enrollment schedule or withdraw from the school year program until 8/1/10. . If a family withdraws or reduces their enrollment schedule after 8/1/10, they are responsible for the entire fall semester program tuition through December, unless another child is enrolled to take their child's school year enrollment schedule.

2010-11 SY Kindergarten Registration takes place in January and February. The 2010-11 SY Kindergarten Registration Materials are available on the ECDC website www.nd.edu/~ecdcnd. The

kindergarten registration due date is 2/12/10, to be included in the initial registration process. After 2/12/10, registration will take place on a roll-in basis of first come, first served. Parents will be informed by March 1, 2010, regarding their child's kindergarten enrollment. If your child is placed on the kindergarten waiting list, the \$50 registration fee will be returned. Children eligible for the ECDC kindergarten program are children who are 5 years old by September 1, 2010. Families can reduce their kindergarten enrollment schedule or withdraw until 6/1/10. If a family withdraws from kindergarten after 6/1/10, they are responsible for the entire fall semester program tuition through December, unless another child is enrolled to take their child's school year enrollment schedule.

Where can I find more information about the ECDC program (e.g., tour, learn about the ECDC philosophy, curriculum, teachers, child guidance, family involvement, menus)?

The ECDC program brochures (e.g., summer, school year, kindergarten) located on the ECDC website at www.nd.edu/~ecdcnd include a wealth of information about the ECDC programs. Parents are invited to attend Family Open Houses at ECDC-ND and at ECDC-SMC to see the facility and get acquainted with teachers and the program. These provide the opportunity to see the program and learn more about the program and to ask questions.

ECDC-ND: Family Open Houses (Children are welcome, reservations aren't needed)

Sunday, 1/31/10	1:30-3:00 p.m.
Sunday, 2/28/10	1:30-3:00 p.m.
Wednesday, 3/10/10	9:30-11:00 a.m.

ECDC-SMC: Family Open Houses (Children are welcome, reservations aren't needed)

Sunday, 1/24/10	1:30-3:00 p.m.
Sunday, 2/21/10	1:30-3:00 p.m.

What age children does ECDC enroll?

ECDC-SMC:

School Year – 3's, 3/4's, 4's and 4/5's
Summer: 3/4's, 4/5's, 5/6's and 7/8/9's

ECDC-ND:

School Year – 2's, 2/3's, 3/4's, 4's, 4/5's and K
Summer – 2/3's, 3's, 3/4's, 4/5's, 5/6's, 6/7's and 8/9's

Can enrollment begin during the current SY or Summer program?

If enrollment space is available, children may enroll mid-program.

Can my child be enrolled in an older group due to his/her intellectual abilities, language development, maturity or the available enrollment space, etc.? Due to licensing regulations and accreditation standards regarding group sizes and ratios for specific age groups, ECDC is unable to provide multi-age groups beyond what is currently offered.

Why doesn't ECDC serve children younger than age 2 at ECDC-ND and younger than age 3 at ECDC-SMC? The ECDC facilities are limited with both space and required licensing components, therefore, unable to enroll children younger than age 2 at ECDC-ND and unable to enroll younger than age 3 at ECDC-SMC.

Do you have any suggestions or recommendations for children younger than age 2?

We don't provide recommendations to other programs; however, we will be glad to share with you the name of an organization, Community Coordinated Child Care, who does provide referrals. Community Coordinated Child Care-4C's, www.4csindiana.org, 401 E Colfax Ave # 210 South Bend, IN 46617 (574) 289-7815.

Who is eligible to enroll in the ECDC program? ECDC-SMC is open to the public and offers four preschool programs during the school year: 3's, 3/4's, 4's, and 4/5's. The summer program enrolls children ages 3 through 9. Full time and part time enrollment schedules are available during the school year and the summer.

ECDC-ND is open to members of the University of Notre Dame and Saint Mary's College communities (e.g., faculty, staff, students, administration, alumni/alumnae, employees of Holy Cross Order institutions). **ECDC-ND is NOT open to the public.** ECDC-ND offers six early childhood programs during the school year: 2's, 2/3's, 3/4's, 4's, 4/5's, and Kindergarten. The summer program enrolls children ages 2.5 through 9. Full time and part time enrollment schedules are available during the school year and the summer.

What Enrollment Schedules are offered?

ECDC offers both full time and part time schedules. Full time is a Monday – Friday schedule – ECDC-SMC is open 7:30 a.m. – 5:30 p.m. and ECDC-ND is open 6:30 a.m. until 5:30 p.m. Breakfast is served until 8:15 a.m. each day. Part time enrollment options include: MWF mornings, afternoons or all day; TTH mornings, afternoons or all day, M-F mornings or afternoons. Please see the ECDC-SMC enrollment schedules and the ECDC-ND enrollment schedules on pages 7 and 8.

Can we enroll with a TTHF schedule or a MTTH schedule?

We only offer M through F, or MWF or TTH schedules due to class schedules at ND and SMC.

Is there a schedule we should list on the Registration Form that would help us be more successful with registration (help us get in)? The only age group that has an enrollment schedule that is given priority during the registration process is Kindergarten. First priority is given to full time schedules for the kindergarten.

Preschool Groups – parents should list their first choice schedule, their second choice schedule and if they have flexibility they should list “any” under third choice. It will not help or hurt to list full time first. If a family only can accept one schedule, they should only list that schedule.

If I am on the waiting list, do I need to re-enroll for Spring Semester or for Summer or the next School Year? The SY and Summer waiting lists are for that program period only. Families on the waiting list must re-enroll for upcoming programs (e.g., the next SY or next Summer). Families on the SY waiting list do not need to re-enroll for spring semester, it is part of the SY program.

My child is only an infant, however, I've heard there is a long waiting list. How do I get on it? The SY and summer waiting lists are for that specific year/time period only. Families register for the program for which their child is age eligible. Early registration of children younger than the ages served by ECDC isn't possible.

My child doesn't turn two until October; can I still register him/her for ECDC-ND?

Families register for the program for which their child is age eligible. Children who are turning 2 by September 7 are age eligible for the ECDC-ND SY program. Children who are 2 years and 6 months (2.5 years old) are age eligible for the summer program. Children younger than 2.5 years old are not age eligible for the ECDC-ND summer program.

My child turns three in October can I still register her/him for ECDC-SMC?

If a child turns 3 after the beginning of the SY, the following 2 options are available: 1) Register your child for the ECDC-SMC 3's program and pay tuition to hold the opening until your child turns 3 and can begin the ECDC-SMC program. Or 2) Submit a registration form to be added to the 3's waiting list. If an opening is available once your child is 3 years old, you will be contacted to see if you are still interested in the ECDC-SMC enrollment.

What is the ECDC tuition and when is ECDC tuition due?

The ECDC tuition schedule is the last item in this document and is also located on the ECDC Website Registration page <http://www.nd.edu/~ecdend/registration.html>

Monthly tuition is due on the first school day of that respective month. Tuition may also be paid twice per month: one-half on the first of the month and the 2nd half on the 15th of the month. Tuition must be paid on time. 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.). ECDC accepts personal checks, money orders and cash; ECDC does not accept credit or debit cards.

Do you offer multiple child discounts and do I pay for days when my child is ill and unable to attend or when we are on vacation? In order to provide a quality early childhood program, ECDC is unable to offer discounts. Parents pay for their enrollment schedule regardless of their child's attendance. ECDC does offer a 3-week period in May/June and a one-week period in August that are optional enrollment periods. If families do not enroll in the optional school year (3 week program) and optional summer program (1 week), they are not required to pay for the tuition. Parents do not pay for days that ECDC is closed, such as Memorial Day, July 4th, Thanksgiving Wednesday, Thursday and Friday, 2 weeks at the winter break, Good Friday and Easter Monday.

Is ECDC a child care center or a preschool? What is the ECDC curriculum? ECDC is an early care and education program licensed through the Indiana Bureau of Child Care and is NAEYC Accredited. Less than 8% of all early childhood programs in the United States are NAEYC Accredited.

Teacher Qualifications: Each activity room is staffed with one lead teacher and at least one associate or assistant teacher. Lead teachers have a minimum of a Bachelor's Degree in either Early Childhood Education or a related field and experience with young children. Several ECDC Lead Teachers have Master's Degrees in Education that includes a concentration in early childhood education. All ECDC staff participate in more than 30 hours of professional development annually and receive Pediatric First Aid and CPR training.

ECDC is a preschool program that provides both full day enrollment schedules for families working or studying full time and also provides typical part time preschool schedules. Regardless of a child's schedule of full time or a part time preschool type schedule, the child is involved in activities that foster social, emotional, physical, cognitive and creative development.

ECDC LEARNING EXPERIENCES AND GOALS

Teachers use a variety of activities including children's literature, art, music, science, math, movement, creative dramatics, indoor and outdoor play and field trips to promote the individual, interpersonal and cognitive development of each child. ECDC's approach to curriculum is based on the Project Approach to Curriculum and focuses on a literature based in-depth study of a topic of interest. When children are not engaged in project work, they are focused on studies. Teachers plan literacy, math, science, art, social studies, and physical activities in both projects and studies.

ECDC also offers Enrichment Opportunities:

Dance/Creative Movement - parents may register children, for a small fee, for a series of Dance Classes/Creative Movement each semester with Bonnie Baxter.

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.

Specialists and Resource Experts – visit the classrooms to share their interests, talents and special information. These resource experts include storytellers, puppeteers, musicians, artists, community helpers, health practitioners, naturalists, animal experts, etc.

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

Speech and Language screenings are provided once per year. Speech and Language therapy provided through the SBCSC for children residing in the SBCSC district qualifying for speech and language services.

College Students from Notre Dame, Saint Mary's College, IUSB, Bethel and IVY Tech bring enthusiasm to the classrooms as they learn about young children and early childhood curriculum.

Parent Enrichment Seminars including Family Life Series presented by John Petersen, Psy.D., and Everyday Conversation about Life with Children by Sharon Bain, MSW.

Parent Teacher Conferences are scheduled two times per year; many other varied opportunities for family involvement are available.

Summer Day Camp Program at ECDC is a 9 week "stand alone" program that provides children with a wide variety of summer recreational activities that include gardening, soccer, creative dramatics, yoga,

tennis, swimming lessons, art, music and movement, and field trips in the community to zoos, museums, gardens, and markets. The summer activities children participate in depends upon their age. Children in the 4/5's, 5/6's, 6/7's and 7/8/9's groups participate with field trips and swimming lessons. The children enrolled in the 2/3's, 3's and 3/4's do not go on field trips, however, experience a wide range of on-site special activities including gardening, creative dramatics, art, music and movement and gymnastics. More information about the summer is available in the Summer Day Camp Brochure located at <http://www.nd.edu/~ecdcnd/registration.html>

Is ECDC a Montessori school? ECDC is not a Montessori school. We do have many children who attend Montessori schools and come to ECDC during the summer and some children who go to Montessori schools after completing preschool at ECDC. There are some similarities in our philosophies. We both have our education foundation based on constructivism, which focuses on learning skills through active participation with materials and the environment. Both approaches emphasize the importance of a prepared learning environment and use high quality materials to support learning. Self help skills and independence are emphasized within both approaches. In addition, both approaches recognize the value of individual children's work. Differences between ECDC and the Montessori approach include ECDC's focus on the whole child and the belief that social and emotional development is a critically important aspect of the young child's development. Social and emotional development is supported within the ECDC program through the prepared learning environment, curriculum, and daily schedule. All of the ECDC activity rooms have a dramatic play area and pretend play is encouraged. Each day, large group "circle activities" are planned by teachers to promote community. Stories, songs, creative dramatics, games, class meetings, project planning, etc. occur during group times.

Do children need to be potty trained before they begin at ECDC?

Children do not need to be potty trained to attend either ECDC site. Teachers work with children and families when they observe signs of readiness to begin the process (e.g., staying dry for long periods of time, ability to manage his/her own clothing, willingness to sit on the toilet and occasionally going on the toilet, etc.). Families provide pull-ups or diapers. Children's pull-ups or diapers are checked and changed by their teachers as needed every two hours. Regular trips to the bathroom, seeing peers use the bathroom, and encouragement by the teachers help the process of potty training. Once children are wearing underwear, we encourage families to bring several changes of clothing to be stored in their child's individual locker because potty accidents are a natural occurrence during the process.

When is ECDC closed for Holidays and Breaks?

The ECDC calendar is located at <http://www.nd.edu/~ecdcnd/calendar.html>

ECDC-SMC and ECDC-ND do not operate on the following dates~

**Families are not charged tuition for the days that ECDC is closed.*

- > Thanksgiving: Wed, Thurs and Fri
- > Winter: Two weeks around the winter break
- > Spring: Good Friday and Easter Monday
- > Spring/Summer: Memorial Day and 4th of July
- > Please note - ECDC is open and in session on Labor Day at both program sites

ECDC TUITION POLICY
(Taken from the ECDC Family Handbook – page 32)

Tuition is billed monthly. A \$25 student activity fee is assessed each semester in August/September and in January. The summer program also includes a student activity fee; please refer to the summer registration brochure for the summer student activity amount. Parents may elect to pay their tuition once per month on the first day of the month or may elect to pay their tuition two times per month - the first half on the 1st day of the month and the second half on the 15th day of the month. Tuition may be paid on a weekly or every two-week basis; however, ECDC tuition must be paid in advance. Please call the ECDC office should you have tuition questions (574-631-3344).

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 tuition to meet its financial obligations (e.g., payroll, food costs, etc.).

EARLY CHILDHOOD DEVELOPMENT CENTER AT SAINT MARY'S COLLEGE
2009-10 School Year and the 2010 Summer Tuition Schedule

The ECDC-SMC program operates with a flat rate tuition schedule that is applicable for all ECDC-SMC age groups during the school year and the summer program.

Schedule			Weekly Tuition
Whole-Day Schedule (maximum 10 hrs/day):			
Full Time: 7:30-5:30	M-F	(includes lunch)	\$159
7:30-5:30	MWF	(includes lunch)	\$120
7:30-5:30	TTH	(includes lunch)	\$ 84
Morning and Afternoon Schedules:			
7:30-11:45 or 12:45-5:30	M-F	(no lunch)	\$ 84
7:30-12:45 or 11:45-5:30	M-F	(includes lunch)	\$115
7:30-11:45 or 12:45-5:30	MWF	(no lunch)	\$ 59
7:30-12:45 or 11:45-5:30	MWF	(includes lunch)	\$ 72
7:30-11:45 or 12:45-5:30	TTH	(no lunch)	\$ 41
7:30-12:45 or 11:45-5:30	TTH	(includes lunch)	\$ 54

EARLY CHILDHOOD DEVELOPMENT CENTER AT NOTRE DAME
2009-10 School Year and the 2010 Summer Tuition Schedule

ECDC-ND operates with a tuition scholarship structure based upon gross family income. Listed below is the 2009-10 school year tuition scholarship program for ND and SMC staff, students, administration & faculty. Tuition fee schedule for ND and SMC Alumni(ac), 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)

GROSS FAMILY INCOME	Under- \$ 29,999	\$ 30,000- 58,999	\$59,000- 72,999	\$ 73,000- 101,999	\$102,000 & Over (Full Tuition)*
Whole-Day Schedules (max. of 10 hrs per day):					
Full Time - M - F** 6:30 a.m.-5:30 p.m	96.00	112.00	142.00	159.00	199.00
MWF** 6:30-5:30 (10 hours/day max)	68.00	84.00	106.00	120.00	154.00
TTH** 6:30-5:30 (10 hours/day max)	54.00	60.00	70.00	84.00	103.00
Morning and Afternoon Schedules:					
M-F 6:30-11:45 or 12:45-5:30	54.00	60.00	70.00	84.00	103.00
M-F** 6:30-12:45 or 11:45-5:30	66.00	78.00	101.00	115.00	143.00
MWF 6:30-11:45 or 12:45-5:30	35.00	38.00	56.00	59.00	72.00
MWF** 6:30-12:45 or 11:45-5:30	42.00	57.00	65.00	72.00	96.00
TTH 6:30-11:45 or 12:45-5:30	27.00	29.00	35.00	41.00	54.00
TTH** 6:30-12:45 or 11:45-5:30	32.00	36.00	52.00	54.00	62.00

** Includes hot lunch

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

GROSS FAMILY INCOME	Under- \$ 29,000	\$ 30,000- 58,999	\$59,000- 72,999	\$ 73,000- 101,999	\$102,000 & Over (Full Tuition)*
Whole-Day Schedules (max. of 10 hrs per day):					
Full Time - M - F** 6:30 a.m.-5:30 p.m	103.00	124.00	155.00	176.00	216.00
MWF ** 6:30-5:30 (10 hours/day max)	77.00	95.00	116.00	130.00	165.00
TTH** 6:30-5:30 (10 hours/day max)	59.00	66.00	83.00	95.00	114.00
Morning and Afternoon Schedules:					
M-F 6:30-11:45 or 12:45-5:30	59.00	66.00	83.00	95.00	114.00
M-F** 6:30-12:45 or 11:45-5:30	71.00	91.00	112.00	124.00	158.00
MWF 6:30-11:45 or 12:45-5:30	38.00	45.00	59.00	65.00	85.00
MWF** 6:30-12:45 or 11:45-5:30	52.00	60.00	70.00	85.00	103.00
TTH 6:30-11:45 or 12:45-5:30	28.00	32.00	41.00	48.00	57.00
TTH** 6:30-12:45 or 11:45-5:30	36.00	38.00	57.00	59.00	72.00

** Includes hot lunch