

August 2009 Family Newsletter

The Beginning of the School Year is Just Around the Corner!

Are you wondering why you are receiving an August bill for Extended Child Care services, and your child does not have care until fall? It's because we bill at the beginning of the month for the upcoming month. This year school is starting in August.

If you have any schedule changes for fall or have any questions regarding your bill, please call the Main Office at 545-2402.

Also, if your child is enrolled with Extended Child Care for fall care and you no longer need care, we do require a two-week drop notice. This drop notice enables us to call other families from our waiting lists and enroll them. Below is the first day of school start dates for each

District: **Windsor District: Thursday, August 13, 2009**

Mark West District: Monday, August 17, 2009

Wright District: Monday, August 17, 2009

We are looking forward to a new school year! Please let us know if you have any questions.



New Non School Day Sign Up Policies!

There are quite a few days during the school year where the school is closed and our centers are open. For parents who would like their children to attend on a full day, we have a sign up procedure so we can plan for staff and meals. After experiencing numerous issues with enrollment for full days, the Board of Directors instituted policy changes for full days beginning this fall.

- **If a child is signed up to attend care on a Non School/Full Day, the parent must call the office to cancel care at least one week in advance or they will still be charged for the care they signed up for that day.**
- **If you indicate that your child will not attend care on a Non School Day/Full Day and your child attends, you will be charged a \$10 Drop In fee in addition to the part or full day fee you incur based on your child's attendance for that day.**

These changes are necessary to make sure that we are able to plan for adequate staffing and food for our full day programs. Thanks for your cooperation. If you have questions, call the office at 545-2402.

Here are some things to remember about sign ups for these days:

- Sign up sheets are usually in the centers 4-5 weeks before the full days
- Parents write "yes" or "no" depending if they want care and put their initials
- There is a deadline for signing up that is two weeks prior to the full day
- If you want to sign up or cancel care after the deadline, you will need to call the office at 545-2402; some centers may have a waiting list for full days
- If you signed up for the full day and want to cancel care, **you must cancel 1 week prior to the full day or you will be charged the full day rate.**

Please sign up for full days carefully and accurately!

Electronics Policy

Any type of electronic device that has the capability of text messaging needs to be left at home. Ipods and Gameboys may be allowed in the center upon the discretion of the Center Director. ECC will not be responsible for electronic items brought to the centers and all of these items must be labeled with the child's name. The Center Director will decide upon a specified time of day that these items can be used under the supervision of the staff. Ipods can only be used by the child who brought it and may not share it with others. Students with gameboys can only play games with an "E" rating at the center.

Our Cell Phone Policy is the same as the school's policy– cell phones are not to be used on the school campus. Children are welcome to use the center phone to call parents with permission from the center staff.



REMINDERS FOR FAMILIES

- **Please call your center anytime your child will be absent from childcare on a day they are scheduled to attend.** Center staff considers a child scheduled to be in childcare as "missing" when they do not come to the center and a parent has not called the center to say they will be absent. Your call saves staff a lot of time and worry. We would prefer that our staff spend their time working with the children instead of making calls to find a child who is not really "missing".
- Sick days and other days your child is absent only need to be called into the center. It's not necessary to call the main office.
- All schedule changes must be called into the main office at 545-2402. Informing someone at the center is not adequate!
- **Parents are required to come into the center to drop their child off as well as pick them up.** We cannot have parents call the center to have their children sent out to the parking lot to be picked up. Please come into your child's center to pick up your child each day. The staff needs to have regular contact with parents in order to maintain good communication. It is unsafe to have children in the school parking lot unsupervised. It is also important to bring your child into the center in the mornings!
- All payments need to be mailed to our main office. Please write your family ID# or your child's name on your checks as this really helps us when posting your payment. Credit card payments can be made by calling the office at 545-2402.
- Please remember to drive slowly in the school parking lots and the side streets around the school. Safety should always come first. Also, keep an eye on your child in the parking lot. It can't hurt and could be a lifesaver.
- If you have a new address, cell phone, pager, or want to add a person to your emergency card or any other changes, please call the ECC office at 545-2402 with this information.

