

**Extended Child Care
Family Newsletter
October 2009**



Getting to Know Extended Child Care

In an effort to build our relationship with each family, we would like to take this opportunity to provide you with information about Extended Child Care. We want to ensure you have a good understanding of the before and after school program you have chosen. Every month we will provide you with a new family newsletter, which will include additional interesting facts about ECC!

ECC is a non-profit organization focused on our mission: to provide quality child care that supports children, families, school districts, employers and the community. ECC currently operates 10 before and after school centers on school campuses in the Wright, Windsor and Mark West school districts who are serving over 900 children. Our central office administers the center programs and is available to answer your questions and hear your comments.

Parents are welcome to visit our website at www.extcc.org for more information or attend our Board meetings. The next meeting will be held on October 26th at 6:45 p.m., and is held at 1745 Copperhill Pkwy, #5, Santa Rosa. (Enter through the rear entrance.)

Please keep in mind when calling the main office; our administrative staffing is kept to a minimum, which allows us to continue to provide services at the low prices we are currently able to offer. We are working diligently to assist all families and our child care centers and your patience is appreciated!!

Beginning of the School Year

We hope the beginning of the school year has gone smoothly for you and your child! Please don't hesitate to ask the center staff if you have a question. If you have questions regarding your bill or schedule, our office is open **8:30 a.m. – 4:30 p.m.**, Monday through Friday. We have voice mail in the evenings in the office, and if you leave a message, you will get a return call on the next business day. Here are a few reminders:

- Remember all ECC centers close promptly at 6 PM. There is a \$5.00 late fee for the first 1 to 5 minutes and a \$1.00 a minute charge for each additional minute there after. This fee will appear on your next month's bill.
- It is important to walk your child into the center in the morning and walk your child out of the center in the afternoon for safety reasons. It also gives our teachers a chance to share information with parents about their child.
- Your center **CANNOT** accept payments, fill out childcare reimbursement forms, process vacation credit requests, accept legal paperwork or any other business related issues regarding your account. Please call our business office with these requests.
- We require **two week's notice** if your child is dropping from the program. The two-week drop notice ensures that we have adequate time to enroll another student that is waiting to join the program.

One way you can help our agency is to set up Bill Pay with your bank instead of using a credit card. This is a real cost saver for Extended Child Care and assures we will be able to use all your parent fees toward the program for your child!

Call in all Absences!

If your child will be absent from childcare for any reason on a day they are scheduled to attend, you must call your center to let the staff know your child will not be attending. This is an important safety consideration. When your child does not arrive at their center on a scheduled day, center staff searches for them until they are located. As you know our staff is very busy and it is important for them to be with the children who are attending the program, rather than looking for a child that was not really lost.

Remember: Calling the school office is not the same as calling the childcare center and vice versa. It is a two-phone call process when your child will be absent from both school and childcare. Thanks for your help!

Need Help Paying for Child Care?

Extended Child Care participates in the Centralized Eligibility List (CEL). CEL is a list of all the families in Sonoma County who would like to receive subsidized child care. Families must be eligible for subsidized child care to get on the list. **Being on this list does not guarantee that you will receive subsidized child care.** Subsidized child care is a program run by the State or Federal Government that pays for all or part of child care expenses for low income families. Families who receive this assistance must meet certain conditions set by CDE. You can request a CEL application from our office or contact CEL directly at sonoma-cel.org or 544-3077.

Keep your eye out for information on your center's parent event this fall!



Homework Tips

- **Let your child know that you believe homework is important.**
- **Schedule a daily homework time.** This step eliminates arguments about when homework is to be done.
- **Set up a quiet homework area and eliminate distractions.**
- **Teach your child to be organized.** Keep an assignment book or folder in which your child(ren) can return completed work and/or notes to school.
- **Check to make certain that your child is actually doing the homework, and doing it to the best of his/her ability.**
- **Praise your child for good homework effort.** Be specific. For example, "I like the way you remembered to use capitals and periods in all your sentences."
- **Don't do for the child what he can do for himself.** The work is given to see what your child knows, not what you know! **Work with the teacher(s).** Parents and teachers are partners in helping your child (ren) succeed.