



# Parent Newsletter

## February 2007

### Non-School Day Sign ups

We ask that you sign up in advance if your child is going to attend on a non-school day, such as the President's Day holidays. The deadline for sign ups is the week before the non-school day and after that time you need to call the office to see if we have room to accommodate additional children. These sign ups are crucial to our planning for staffing and meals.

We are experiencing issues with parents who do not sign up and then bring their child on a non-school day without calling the office. This causes us to not have adequate staff or food when a lot of parents are doing this. Please help your center staff by signing up and calling the office if you find you need your child to attend. Thanks for your help!

### Parent Surveys

This month you will be receiving a Parent Survey with your bill. These surveys are one of the ways that we evaluate our program to make improvements. Your input is a valuable part of this process so please take the time to complete the survey and mail it back with your check. You can also complete the survey at our web site – [www.extcc.org](http://www.extcc.org)

### Thinking Ahead to April 15<sup>th</sup>

Please save your monthly statements for your year end tax purposes. These statements, in addition to the year-end summary, should help you figure any credits you may be entitled to. Year End Summaries were mailed to you in early January.



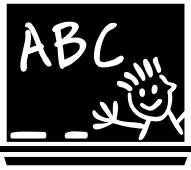
### Incoming Kindergartners

If you have an incoming kindergartner for the 2007/08 school year, please call the main office immediately, 545-2402, so we can set up your child in our system and prepare packets for enrolling. Siblings are automatically in the program with no wait, but we need to know about them.

### REMINDERS

- You may have winter break charges appear on your February statement.
- If you have a new address, cell phone, work phone, want to add a person to your emergency card or any other changes, please call the ECC office at 545-2402 with this information.
- All schedule changes must be called into the main office at 545-2402. Informing someone at the center is not enough.





## Summer is Coming Early this Year!

Now is the time for families to start thinking about this summer, and if you will be using your Extended Child Care program or not. With the school year ending this year at the beginning of June, we have moved the deadline for summer enrollment up to **April 1<sup>st</sup>** so we have time to plan our summer programs.

**Policy Change:** Summer part time care (0-4 consecutive hours per day) will be limited to five days per week. We are no longer offering less than five days per week for part time care during the summer, **except during summer school.**

Families now enrolled in Extended Child Care have three options when you call in for the summer enrollment:

- You can let us know that when school ends in June, that you will no longer be using childcare. It will serve as your two-week notice.
- You can let us know that you will not need childcare in the summer, but will return at the start of school in August.
- You can let us know that you will be using childcare in the summer as well as fall, and what your schedule will be in the summer.

There are three ways to enroll for summer by **April 1<sup>st</sup>**:

1. Complete the form below and return with your check.
2. Complete the enrollment form online at [www.extcc.org](http://www.extcc.org)
3. Call your enrollment information into the office at 545-2402 or Fax to 545-4860

**Remember: Families must have a zero balance on their childcare bill to use summer care.**

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### **Extended Child Care Summer & Fall 2007 Care Request Form**

(Please send in with your payment or fax to 707-545-4860)

Main Office Phone #: 707-545-2402

Child(ren) Name(s): \_\_\_\_\_ **Summer Care:** Y N **Fall Care:** Y N  
(Please Circle Y for yes or N for no for each)

Parent Name: \_\_\_\_\_ Center: \_\_\_\_\_

- **Summer Care:** (minimum of three days per week for full days - **five days per week required for part days**)

**Limited Care Available**

FD=Full Day \$24.75 per day PD=Part Day 0-4 consecutive hours \$12.25 per day

Please check mark days needed and circle Full Day or Part Day (ECC Centers are open 7am-6pm)

\_\_\_\_\_ FD PD      \_\_\_\_\_ FD PD      \_\_\_\_\_ FD PD      \_\_\_\_\_ FD PD      \_\_\_\_\_ FD PD  
 Monday                      Tuesday                      Wednesday                      Thursday                      Friday

- **Fall Care:** (minimum of three days per week)

Please check mark days needed or choose the schedule your child held last year. **Same schedule as last year:** \_\_\_\_\_

**Before School:** \_\_\_\_\_ **After School:** \_\_\_\_\_  
 M Tu W Th F M Tu W Th F

I have an incoming Kindergartner for Fall 2007: Y N      Child Name: \_\_\_\_\_ Summer Care: Y N