



Dear Parents,

Welcome to our 2021-22 school year. Our Parent Handbook is available on our website at www.eccec.com. Please use it throughout the year to clarify any questions you may have, or call the office. Please be aware of the following information:

Drop off...

1. Children can be dropped off by anyone. If drop off person does not have a fob, the teachers can let the office know so we can check them in.
2. Classes open at 8:45am for children scheduled 9am-1pm to allow for less congestion and social distancing in the halls. Please note you may drop off earlier if you coordinate with the office as you will be charged a drop in fee and will need to drop off in our early morning room.
3. Classroom doors stay open until 9:05am. Anyone arriving past 5 minutes late will need to report to the office for admittance to limit classroom disruptions.
4. We would continue to ask that parents drop off at the classroom doors and not enter the classrooms.
5. Children should arrive having had breakfast and toileted/changed prior to enter the classroom.

Pick-up procedure . . .

1. All families will be required to check in and check out their child every time the child is in the attendance. Key fobs will be issued to mom and dad. Should your family need an additional key fob for a grandparent, nanny, etc. you will need to complete a release form. Additional key fobs will only be issued if that individual picks up on a regular basis.
2. The 2021-22 permanent pick-up card is **yellow**. Last year's teal cards will no longer be honored. Daily cards remain **lime green**. You can pick up cards at the office whenever you need them. We can laminate permanent cards.
3. Parents do not need a pick-up card for their own children; however you may be asked to show your ID at the beginning of the year while the ECCEC staff gets to know you.
4. Pick up time begins at 1:00pm and extends to 1:15pm.
5. Extended day students will be picked up from the playground or B-134.

Billing...

1. All **monthly tuition payments are due by the 1st of each month**. If payment is not received by the 10th of the month, services will not be available until payment is received in full.
2. Please discuss any financial concerns you may have with Assistant Director prior to the 10th of the month.
3. **Online payment** option is available. In your mailing, you should have received an instruction sheet and login information. The password is temporary and you will need to change it. If you have changed your password and can't remember you should be able to reset it using your user name and email. You may login each month or set up re-occurring payments. It is helpful if you can choose **ACH Bank Transfer** instead of credit card to keep card fees down.
4. **Late pick-up** Children enrolled in preschool only (9am-1pm) must be picked up prior to 1:15pm. A late fee of \$5.00 per 15 minutes will be charged beginning at 1:15pm. For our extended care children, anyone picked up after 5:00pm a late fee of \$1.00 per minute will be charged, which must be paid in cash at that time or the next day your child attends.
5. Beginning October 1st any child not checked in/out will be assessed a \$5 fee per incident. If you do not have your fob, let the office know.

Thank you for choosing ECCEC to serve your family.