



Family Handbook

*The Early Childhood Development and
Literacy Center*

106 Chanticleer Drive East

Conway SC 29526

843-349-2429

Sbc29579@gmail.com

Absences, Late Arrivals, and Early Departures

Children should be present in care by 9:30 a.m. Your child may be denied care if they arrive after 9:30 a.m., but we recognize that children will sometimes have doctor or dentist appointments that may cause a late arrival. Please notify your child's caregiver, or the office if your child will be late arriving, picked up early, or absent from care. If your child will be arriving late, please time it so that your child will arrive before or after naptime. You are still responsible for the regular weekly tuition, even if your child is absent. In the case of vacation, please notify us in advance that your child will be absent.

Center Closings

The Center will be closed on the following holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and three days at Christmas (to be determined by the Center Directors or Owners). If any holiday falls on a Saturday or Sunday, ECDLC will either follow the federal or state observation of the holiday, or be closed on the closest Friday or Monday, at the discretion of the Center Directors or Owners. Additionally, the Center will close **early** on New Year's Eve if this falls during a weekday that the Center is scheduled to be open. The Center will also be closed on one day in January or February for staff training to attend the SCECA Annual Conference. Each year, the date will be announced as soon as it is received by the Center. Tuition is always due in full for any day upon which the Center is closed.

Communications

ECDLC communicates with families in a variety of ways. Updates via the centers or classrooms Facebook page and email will be the primary means of written communication. We may send home written notices or permission slips in the child's cubbie or lunch box. For communication with individuals, we may send written notices, phone calls, e-mails, or Facebook messages. If you need to contact the office, you may use those same methods of communication. Please do not use e-mail or Facebook if you desire an immediate response, in that case, a phone call is preferred.

Community Resources

If there is something you need help with, ECDLC can help you find the resources you need or the agency that can help you. We have compiled a list of Community Resources and we regularly add to it when we discover a new resource. There is a binder in the office and it is reviewed and updated annually.

Confidentiality

Please refer to the Confidentiality Policy in your Parent Packet.

Curriculum

ECDLC is an early learning center with an educational program. We believe that children learn through play and we give them the opportunity to do so. We have chosen to use a teacher directed, child driven, theme-based curriculum, which incorporates all of the components of the Kindergarten Readiness Assessment to ensure that our children are ready to start Kindergarten when the time comes. The curriculum allows for the teachers to provide an individualized program for every child, giving them each what they need to be successful. Curriculum themes will be available at the beginning of each school year. If your child has an IEP or IFSP from Horry County, we would like a copy so that we can also comply with their directives.

Daily Schedule

The classrooms follow a developmentally- appropriate schedule, a sample of which follows:

Daily Schedule

7:30-8:30	Arrival, Morning Greetings, Child Chosen Centers
8:30-9:00	Handwashing/Breakfast
8:30-9:00	Group Meeting/Circle Time
9:00-10:30	Learning Centers
10:30-11:30	Outdoor Time
11:30-11:45	Handwashing/Bathrooms
11:45-12:15	Lunch
12:15-12:30	Handwashing/bathrooms
12:30-2:30	Rest Time
2:30-2:45	Snack
2:45-3:00	Read Aloud Time
3:00-4:00	Learning Centers
4:00-5:00	Outdoor Time
5:00-5:30	Free Choice, Prepare for end of day

Discipline Policy and Behavior Management

The goal of disciplining a child is to help the child to develop their own internal self-control, which will lead to socially acceptable behavior. Our caregivers understand developmental stages, and provide the children with clear and consistent limits and guidelines for their behavior in the Center. We model respectful behavior for the children so that they will learn to respect themselves and those around them. Our caregivers reinforce positive behaviors and guide the children to better ways to handle difficult situations and emotions. Throughout the day, the children have opportunity to make choices in their play. This helps build confidence and further develops their internal self-control. The teachers help guide decisions by offering appropriate options to choose from. When behavior issues do arise, we approach them with a “if you can predict it, you can prevent it” attitude. We prepare the child ahead of time, offer appropriate and acceptable choices for the child, or redirect them to a different situation before the behaviors escalate to unacceptable levels.

Discipline is not a punishment, but a learning opportunity for the children. No caregiver is allowed to use corporal or physical punishment; verbal abuse; belittling or humiliation; withholding food; or isolating a child out of sight or hearing from the caregiver. Children will be provided a safe place in each classroom where they can go to self-regulate, or take a break when needed. Teachers will model calm breathing techniques and offer quiet activities in these areas for children to calm themselves.

We encourage parent involvement in disciplinary issues. If the teacher deems it necessary, an Incident Report will be completed to keep the parents informed of ongoing behavior issues. The Incident Report also helps us document the before, during and after of certain behaviors to see if we can identify a pattern or a root cause. If an unacceptable behavior persists, we may contact outside agencies for resources or referrals. If our methods of guiding the child’s behavior don’t seem to be working, the family may be asked to find an alternative program for the child, and termination of enrollment may result.

If a child's behavior threatens the physical or mental health of another child, parent, or staff member, enrollment may be suspended or terminated at the discretion of the Center Directors or Owners. If enrollment is suspended, tuition is still due in full. If enrollment is terminated, no refund of pre-paid tuition will be given and the enrollment deposit will be forfeited.

Dress Code

Please dress your child to play while they are at school. We require that sneakers or other sturdy, closed-toe shoes are worn on the playground. We also require that the children are dressed appropriately for the season, and have a change of clothing kept at the Center which is also seasonally appropriate. During the cold weather, we recommend that all children have hats and gloves to wear outside.

Field Trips

Our children may take field trips outside the center annually, and sometimes have "in-house" field trips where we have someone come visit us. We do not offer alternate care for either type of field trip, so if you do not wish your child to participate, you must make other arrangements for them during the time of the field trip, and as always, tuition is due in full. For field trips outside the center, you will be required to sign a Field Trip Permission Form. Transportation is provided in a chartered vehicle.

Occasionally, our preschool children do take field trips within our neighborhood for which we walk. Typical neighborhood field trips include places on campus like the athletic fields, music rooms, or auditorium. If we arrange a walk to a place outside of our building, we will give families advanced notice. While on a walk, there will always be at least two teachers. The teachers leave a map at the center of the route they will take. They will take with them their personal cell phones (or the Center's cell phone if they don't have one), the children's emergency cards and the sign-in / attendance sheet.

For our Center-wide field trips, we ask for parent participation, and we will maintain an appropriate child:adult ratio. If your child's caregiver or the Center Directors or Owners determine that your child requires individual attention on the field trip, you will be asked to attend (or to have an adult attend with your child). If an adult cannot attend the trip, your child may not be allowed to attend, and no alternate care will be provided.

Just as our policies in the classroom during a regular day, we ask that children do not bring electronics to field trips (cell phones, MP3 players, CD players or handheld gaming systems). Digital cameras are allowed if there is an adult also attending the trip. Disposable cameras are allowed on field trips.

Forms Required

The Department of Social Services requires certain forms to be kept on file for every child enrolled, including:

- Release of Children
- Medication Administration
- Discipline/Behavior Modification
- Confidentiality
- Child Tracking
- Emergency Medical Plan
- Evacuation Plan/Emergency Preparedness
- Transportation/Field Trips
- General Record and Statement of Health

- SC Certificate of Immunizations

These forms are required before the child can be accepted into care and must be current at all times. Please inform the Center Director or Owner if you have any changes on any of these forms. The SC Certificate of Immunizations is updated whenever your child receives new immunizations. Please take a copy to your child's appointment so updates can be noted. Even if there are no changes, the Child Pick-up Form is updated annually, usually in the Fall. If you are withdrawing from, or have withdrawn from the Center and would like copies of the State required forms, they will be provided for you as long as your account is current. The Center keeps files for three years after the child withdrawals.

Health, Safety, and Wellness

Adult Interaction

All persons in contact with your children are fingerprinted and checked locally and federally through the Criminal Justice Information System. ECDLC does not hire or retain anyone who has anything reported on their background check greater than a minor traffic violation. Any persons without the background check completed (such as a parent volunteer) are not allowed to be with the children without a Center employee who has a completed and clear background check present.

Arrivals and Departures

In accordance with the State Regulations, an adult must accompany your child into the Center in the morning and out of the Center in the evenings. No child may enter or leave the center alone. Upon entering, please sign your child in on the tablet. Please check in with one of the classroom teachers at both drop-off and pick-up time. Also, be sure to check your child's cubbie daily for any items to go home.

Children are only released to authorized persons, as indicated on their Child Pick-Up Authorization, and picture ID is required. If there is an occasion when someone else would pick up your child, written permission from the legal guardian and picture ID of the person picking up are required. The signed, written permission may be faxed or emailed to the Center, if necessary. Any person designated by the parents to pick up a child from the Center must be 16 years of age or older.

If there are custody issues, we must have on file any legal documents or court orders stating the legal guardianship of the child. We are required by law to release a child to their biological parent unless we have legal documentation stating otherwise.

Asthma, Allergies, and Environmental Safety

Please do not send any foods from home for children. We serve all USDA approved meals and snacks, along with 1% milk for children over age 2. In the event of a food allergy or dietary restriction, the family may provide a safe alternate meal.

ECDLC also checks the air quality index before taking the children outside. If it is a code "Yellow" or "Orange," we may spend less time outdoors or exclude children with asthma or allergy issues from outdoor play. On code "Red" days, outdoor time is restricted.

We encourage the use of sunblock on all children if the parents desire. Please apply sunblock before arriving at school, we will re-apply in the afternoon. Sunblock lotion is to be provided by the parent and a Topical Medication Authorization form is required.

Emergency and Snow Closings

In the event of a weather-related, or other emergency, which would cause the Center to be closed, an announcement would be made on the Center's Facebook page, or via answering machine at the Center. The Center follows the weather closings of Coastal Carolina University. If there is severe weather, please call the Center before bringing your child to ensure the staff's safe arrival.

If we should have to close early, parents will be notified by telephone to come pick up the children. To ensure your safety, and the safety of our children and caregivers, please be prompt in picking up your children.

Emergency Preparedness

ECDLC has a comprehensive written Emergency Plan as required by the Department of Social Services. The written plan is in a binder in the office and there is a copy in the lobby available for staff and parents to read and use in the event of an emergency. Some of the important things for parents to know are listed below:

Emergency Drills

The Center practices monthly evacuation drills. We vary the type and time each month so that the children will know what to do in a variety of situations.

Emergency Evacuation

Should we have to evacuate the building immediately, we exit as fast as we can. This means that sometimes, we may leave shoes or coats inside; the important thing is to get the children out of the building quickly.

In the event of a true emergency that causes us to not be able to return to our building, we have arranged for locations within the community to take the children. The evacuation may involve walking the children to the destination or driving them in vehicles owned and operated by our employees. Parents are notified of the evacuation upon our safe arrival at the evacuation location and children should be picked up immediately. The locations to which we evacuate are subject to change, so please refer to the Emergency Plan binder for information on the locations.

If there is an emergency event in our neighborhood while your child is in our care, please do not call the Center as we need to keep our phone lines available for emergency use. Our priority is to keep the children safe and we will contact you as soon as possible.

Shelter in Place

In the event that we are advised to "shelter in place," or there is an emergency event which causes us to not be able to release our children, we have a plan to stay at the Center for up to three days with a supply of food and water for the children. Again, if there is an emergency event in our neighborhood, please do not call the Center. We will make sure your children are safe and contact you.

Injuries

We require that all staff have current CPR and First Aid certification. Accidents will happen and children will get hurt. We document all injuries on an accident report which goes home with the child and a copy is retained in the child's file. Depending on the severity of the injury, you may get a phone call to alert you or have you come pick up the child. If the child is seen by a doctor, we request documentation from the doctor as we must report to the Department of Social Services any injuries that result in medical attention.

Mandated Reporting

In the state of South Carolina, all persons working with children are mandated to report any suspected child abuse and / or neglect to the Child Protective Services. Reports are made anonymously to CPS. ECDLC does not notify any parties involved that reports have been made.

If CPS comes to the Center, we are obliged to fully cooperate with their investigations, whether or not a report was made from our facility.

Medical Emergencies

Upon enrollment, you are required to complete a Child Pick-up Authorization, General Record and Statement of Child Health, and SC Certificate of Immunizations. If your child has any medical conditions (including any allergies), they must be noted on these forms. If while enrolled, your child develops any additional conditions, please update the forms accordingly. In the event of a medical emergency which requires immediate medical attention, we will call 911 first and then call the parent. If we cannot reach a parent or an Emergency Contact (as provided by the parent on the Consent for Emergency Treatment) during an emergency which requires immediate medical attention, one of our staff members will accompany the child to the hospital. In the case of a diagnosed, ongoing condition (like seizures), we may ask for a written Action Plan. The Action Plan, provided by the family in consultation with the child's doctor, outlines specifically what to do in an emergency (like a seizure).

Medical and Health Requirements

The following policies are in accordance with South Carolina Department of Social Services requirements. If the Center has any questions about illnesses, medications, or any health-related issues, we will consult with a designated physician (information on who this person is can be found in the Emergency Plan binder). We will follow whatever recommendations are made by the consulting physician.

Children's Medical Information

Please note the forms that are required under the "Forms Required" section of this handbook. Be sure to note any medical issues or concerns on the appropriate forms and update regularly.

Illness

If a child exhibits symptoms of an illness, infectious condition, or communicable disease, that child cannot be accepted into care.

Signs and symptoms of acute illness shall include:

Fever—the thermometer reads **100 degrees or higher** when temperature is taken under the arm.

Vomiting—even one time.

Diarrhea—we send home after 2 bouts or if there is risk of contamination—the stool cannot be contained or the child can't make it to the toilet. The child is also sent home if there are other symptoms like an elevated temperature or signs of dehydration.

There are other times that we may call you to alert you to other symptoms, but these would be things that need medical attention (like a "green" runny nose, rash, or pinkeye). If your child does see a doctor, please bring us a note on when they can return to care.

If your child becomes ill during the day, parents will be notified, and your child must be picked up within the hour, for your child's benefit as well as for the health of the other children. This requirement is to be strictly adhered to, failure to comply could result in dismissal from the Center. If your child has not received or is not up to date on his / her immunizations because of your objection (religious or otherwise), or a family illness, we recommend that your child not attend the Center during an "outbreak" of illness. We define an outbreak as three or more children or staff with the illness.

Readmission Following Illness

In accordance with Department of Health recommendations, children must be **24 hours symptom free without medication** before returning to care. If the child has been absent due to

illness for three or more days, there must be a note from the physician allowing the child to return to care.

Here is why:

Most common childhood illness (colds and flu) have a contagious period of 24 to 48 hours. So, if they are not here for 24 hours, it lessens the likelihood that they will share their germs.

Vomiting is actually defined as two or more episodes in a 24-hour period. Once they are vomit-free for 24 hours, they are not “sick.”

A note from the physician will be required to return to school after any communicable illness.

Medications

Anything we put on or into your child that is not food is considered a “medication.” This means that we need medication order forms filled out not only for prescription medications but also for things like lip balm, sunscreen, bug spray, etc.

Please consult with the physician about scheduling dosage so that medications can be given at home. If this is not possible, we will give medications with the following conditions:

1. Completed and signed Medication Authorization Form.
2. The first dose of the day must be given at home.
3. All medications are stored in the office, please give any medications to the Caregiver upon arriving at the Center. Do not place any medication in the child’s lunchbox or cubbie.
4. If you are bringing a medication to the Center that will not be administered by our employees (for example, the child will be spending the night away from home and must take the medication with them), you must still fill out a Medication Order Form indicating that we will not be giving the medication while the child is here. The medication must still be stored properly while it is in our possession.
5. *Over the Counter Medications:* Non-prescription medications must be in the original container with the label intact. A Medication Authorization Form must be completed by the parent for all OTC medications and they will only be administered for a 24 hour period.
6. *Topical Medications:* We are allowed to administer topical medications (lip balm, bug spray, sunscreen, etc.) without a doctor’s order if the medication is preventative. If the medication is being used to treat a skin condition (like a rash, itchy bug bites or eczema), we must have a doctor’s signature on the form.
7. *“Thin Strips” and Tablets in a bubble pack:* These types of medications must be in an unopened box clearly marked with an expiration date.
8. *Prescription Medications:*
 - Prescription medications must have the original prescription label on them. Ask at the pharmacy for them to split the prescription for you so that you can have a labeled bottle at home also.
 - If your child needs to take a “half tablet,” the tablet must be split by the pharmacist before bringing to the Center.
 - If your child is prescribed an epi-pen, we must have two at the Center with a medication order form for each.
 - Unless dosing cannot be scheduled otherwise, we will not store or administer any controlled substances (like certain ADHD medications or pain relievers).

Nutrition / Snacks and Lunches

The Center provides breakfast, lunch, afternoon snack, and beverages. The children are given 1% milk with breakfast and lunch, and water with afternoon snack. We do not serve any “sugary” beverages, sodas, or flavored milk. Please consult the USDA guidelines for making healthy food choices. Meals will be provided by a meal distributor, Aramark.

The Center plans a menu with Aramark on a weekly basis. A copy is available in the foyer. We plan special snack days around special days during the year (Christmas cookies, Thanksgiving lunch...)

Breakfast:

Our breakfast is served at 8:30 am. We stop serving **breakfast** at 9:00, so if you would like your child to eat **breakfast** here, please arrive before 9:00.

Lunch Tips:

- We serve the children milk with lunch, so you do not need to pack a beverage. If your child is allergic or intolerant to milk, we need a note from the doctor and you must provide milk or a substitute which the child can drink.
- Sodas are not permitted.
- Candy is not permitted at any time.

Afternoon Snack:

Afternoon Snack is served after naptime.

Physical Activity Policy- 120 minutes a day total

The children at ECDLC have scheduled outside play times, during which they are encouraged to move in a variety of ways, including walking, running, jumping, hopping, skipping, throwing, catching, kicking, and bouncing a ball, climbing, sliding, and swinging, and many more. Please see the daily schedule for each classroom's specific times outside. Also, each classroom has time for large motor activities within the classroom. This is called "Music and Movement" on the daily schedule. We do a variety of activities during Music and Movement, including teacher directed activities, obstacle courses, songs, kid's yoga, stretching, exercise DVDs, or movement videos on the internet to direct our actions.

Late Pick-up

The Center is open from 7:30 a.m. through 5:30 p.m. Children must be picked up by 5:30 p.m. every evening. If you cannot get to the Center by closing time, please contact us to let the teachers know. In the event that no one has called, and a child is here after 5:30 p.m., we will attempt to contact the parents and emergency contacts designated on the child's emergency card to have someone pick up the child. If the child is still at the Center and no one has been reached an hour after closing time, the police and Child Protective Services will be notified and ECDLC staff members will follow their instructions.

If you are late in picking up your child, you will be charged \$1.00 per minute after closing time. This fee is due immediately upon picking up your child, and if it is not paid by the following morning, it will be subject to a \$5.00 per day late fee until paid. If you routinely pick up your child after 6:30 p.m., or if you are more than 30 minutes late two times or more in a one-month period, your enrollment may be terminated.

Naptime

A rest period of approximately two-hours is provided for all children. Children are encouraged to sleep or rest quietly. Cots are provided by the Center. Bedding will be taken home on Fridays to be laundered. A "snuggly" from home is permitted, as long as it fits in the child's cubbie. Please do not send pillows or pillow-like stuffed animals.

Non-Discrimination Policy

ECDLC provides care for all families regardless of the race, color, religion, creed, handicap, ancestry, national origin, age, sex, veteran status, marital status, sexual orientation, or the presence of any physical, mental, or sensory disabilities of any members of the family. This policy applies to every aspect of the Center's programs, practices, policies, and activities,

including childcare and employment practices. ECDLC complies with the requirements of the Americans with Disabilities Act.

Parent Involvement / Open Door Policy

Parents are welcome at the Center at any time during the hours of operation. Please join us for special events, to read a story, or just to play with your child.

There are also many opportunities throughout the year for parent involvement. These include, but not limited to, our Mother's Day Tea, Pop's Day Celebration, Parent-Teacher Conferences, Classroom Parties, and fundraising events.

Please note: access to the classrooms will be limited due to the current COVID-19 endemic.

Parent-Teacher Conferences

Our teachers are available to meet with parents any time of the year at the parent's or teacher's request. Twice (November and May) a year, the teachers schedule 20-minute Parent-Teacher Conferences, either in person, via Zoom, or by phone. You will be given a chance to choose your conference time on a sign-up sheet on the classroom clipboard at the beginning of November and the beginning of May. During the conference, the parents and teachers will share information about how the child is progressing in their development and plan strategies to encourage future development.

Photographs

We frequently photograph the children doing various activities. Most of these photographs are archived in our scrapbook, posted in the classrooms, or printed in our in-house newsletter. We also send digital pictures by e-mail and post on the classroom's private Facebook page.

Occasionally, we send photographs to the newspapers, or use pictures of the children for some local advertising (locally distributed flyers, trade shows, etc.). Parents have the opportunity to grant or deny permission for the use of the child's photograph in the Enrollment Agreement.

If you are sharing digital pictures with others or posting on a social networking site, you are not permitted to post or share pictures of any children but your own.

Parking

Please drive respectfully into our lot and watch for children going to and from the Center with their parents. Please park in the center parking lot and enter the door closest to the H lot to walk your child into the building. You will be asked to show an ID for entry.

According to National Safe Kids Campaign recommendations, children under 12 should not be left alone. If you have another child with you when you drop off and pick up, do not leave them in the car alone if they are under 12 years old. If you leave more than one child in the car while you are inside our building, one of those children should be 13 years old or older.

Special Needs

ECDLC complies with the Americans with Disabilities Act and does not discriminate against any child or their family member with a physical, mental, or sensory disability or special health care need. We strive to provide what every child needs to be successful in our classrooms. We may seek the recommendations of outside agencies in order to assist with any adaptations that need to be made. Therapies provided by outside agencies are welcomed into our center and we will provide space as needed for these services (speech, OT, PT, etc.).

If your child has an IEP or IFSP from Horry County, we would like a copy so that we can also comply with their directives.

Suggestions, Comments, Concerns, and Compliments

If you have any compliments, suggestions, comments, or concerns, please address them with your classroom teacher if appropriate. If not appropriate to talk to the classroom teacher, please bring any suggestions, comments or concerns directly to the Center Director or Owner.

Supplies

Every child is to bring annually a box of tissues. Every child should keep at the center a change of clothing (seasonally appropriate and labeled with your child's name), and a smock for art and messy projects. The Center does have a limited supply of clothing for emergencies. If your child needs to borrow an item of clothing, please wash it and return it to the Center within the week. All art and educational materials are provided by the Center. Occasionally, parents may be asked to donate special materials for a project, or "creative junk."

Television Use

Each classroom is allowed to view television if the program is educational and pertains to the classroom discussion and will be limited to one 30-minute session per week. The television may also be used for large motor direction (dance-along videos or "brain-breaks"). The use of television for passive viewing (like a holiday movie) is limited and is recorded in our "Video Log."

Toilet Training

The Early Childhood Development and Literacy Center classrooms are not equipped with changing facilities. Therefore, children must be toilet trained in order to attend.

Toys From Home

Please do not allow your child to bring in toys from home, except on designated "share days." The Center or the caregivers are not responsible for toys from home, if they should be broken or misplaced. On "share days," every child is allowed to bring in one toy, and it should fit within their cubbie. We encourage educational toys which can be easily shared. As we try to maintain a violence-free environment at the Center, toy guns, or fighting action figures are not allowed. No electronic toys are allowed at the Center. This includes hand-held gaming systems, MP3 players, CD players and cell phones. The children are allowed to bring in CDs to share as long as they are child friendly and appropriate.

Please be sure that any item your child brings is labeled with your child's name. Before bringing in a toy from home, the children should answer the following questions:

1. Do you care if it gets broken or lost?
2. Will it fit in your cubbie?
3. Are you willing to share it with EVERYONE?
4. Is it a toy that is allowed at school (no electronics, no weapons, no "fighting toys")?
5. Will you put it away when your teachers tell you to, without arguing?

Transitions

Your child will go through a variety of transitions in their lives. We strive to support the family during transitions and make things as smooth as possible for the child.

Starting Care

This is a big transition, no matter if the child has or has not been in care before. We ask for parents to send in things that remind the child of home—a picture of the family, a special lovey, something that smells like home (e.g.: mom or dad's t-shirt). Family members are allowed to call the center as often as they wish to check on the child.

We do ask that the person bringing the child to school does a quick drop off...say goodbye and go. The longer the drop off takes, the longer the transition is for the child. We also ask that, even though we have an open-door policy, that family members do not visit the child during the day until the child is comfortable here.

The teachers will stay in communication with the families during transition for ideas on how to best help the child.

Class-to-Class

As the children age up in our program, they move from classroom to classroom. We are such a family-based center that most of the children get to know all of our teachers, which usually makes transitions very smooth. A few weeks before the child is scheduled to move to another classroom, the parents are notified and the child is invited to visit in the room for some time each day. Before a transition, the teachers meet to discuss the child's specific progress and needs. Any observations, assessments, screenings, or portfolio items are transferred to the next classroom.

Tuition

Please see the Tuition Schedule for further details about tuition amounts. Tuition may be paid by check, certified check, or money order. If you are paying by check or money order, please be sure your child's name is written on the memo line (especially if their last name is different from the person writing the check). If you are paying by cash, please give directly to the Center Directors so that you get a receipt for payment. If the Director is not available, please give the cash to a teacher and get a receipt. The teacher will place the cash in an envelope and place it in the locked tuition box. ECDLC also accepts credit cards, with an additional 4% processing fee through your Parent Portal.

Upon enrollment, or registration on the waitlist, a registration fee is due. A re-registration fee will be due each year with the beginning of the new school year. A supply fee is also due at the beginning of each school year.

Tuition payments are due on Fridays in advance of care. A late fee of \$35.00 will be applied to your account if tuition is not paid by Monday at 5:30 p.m. If tuition is not paid in advance of care, enrollment may be terminated.

Tuition rates are subject to change at any time. If tuition is increased, it is usually in the Fall. When any changes in tuition rates occur, parents will be given at least 30 days written notice.

Returned Checks

Any check returned must be replaced with cash the following business day. There is an additional \$35.00 fee for any returned checks. After the second returned check, only payment in cash or money order will be accepted.

Receipts for Tax Purposes

The Center Director or Owner will prepare for you an annual receipt with the Center's Tax Identification Number before January 31st for the previous year. In order to receive this information, your account must be current, regardless of your child's enrollment status.

Collection of Unpaid Tuition

As stated in the Enrollment Agreement, enrollment may be terminated for non-payment of tuition. If enrollment has been terminated by ECDLC or voluntary withdrawal by the parents, every attempt will be made to collect unpaid tuition. If necessary we will use an outside collection agency or an attorney to assist in collection. The parents will be responsible for any fees incurred while we attempt to collect tuition.

Withdrawing From Care

You must give the Center at least two weeks written notice when withdrawing your child from care. If your child has not come for two weeks and we have not heard from you, we will assume your withdrawal and you will be responsible for tuition due. All fees are due in full at the time of withdrawal. If your account is not current when you leave, your information may be sent to an outside agency for collections. If you require any copies of medical forms, receipts, or tax information, it will not be released unless your account is current.