



## EACN NEWS - SEPTEMBER, 2022

Dear Parents,

Welcome back to all of our EACN families and welcome newcomers! We are delighted to start another year of educating and caring for young children. Each year in September, the teachers and children go through a period of time in which they adjust to their new rooms. We find that after several weeks, all of the children feel settled, as do the parents! When dropping off, it is best to tell your child that you love them and will be back for them later. Once you have said good-bye, keep moving towards the door. If your child senses your insecurity, they will have more difficulty. Never hesitate to call during the day to check in on your child.

Invoices will be placed in your child's mailbox on the first of each month. Tuition is due on the 1<sup>st</sup>, with a 10-day grace period. If payment is not received by 6:00 pm on the 10th, a 5% late payment fee will be assessed. If not paid by the 15th, your child will not be allowed to return until payment is made in full. This policy is strictly enforced. Also in regard to finance, when due for a rate change at 18 mo. and 3 yrs., the tuition rate changes in the month following your child's birthday.

Please use extra precaution in the parking lot. Do not leave your car running while you come into the center. It is important to avoid leaving any child, no matter their age, in the car while you drop off your child.

In addition, children must be supervised on the playground by an EACN

employee. In other words, children may play on the EACN playground only during class play time when under direct teacher supervision. Please do not allow your children to play when coming into the center or when leaving at the end of the day.

Please be sure to sign an authorization form at the front desk if anyone other than the parent will be picking up. Please be sure that person has a picture ID. Attached you will find up-to-date emergency policies for your review.

Lastly, please know that my door is always open. If I am not immediately available, feel free to leave a message with the Receptionist and I will get back to you. We look forward to another great year!

Sincerely,  
Karie Kelchlin  
Executive Director



### MARK YOUR CALENDARS!

**OCTOBER 31st**- Halloween Parade (weather permitting)  
**NOVEMBER 24th & 25th** - EACN closed for Thanksgiving  
**DECEMBER 1st, 5th, 6th**- Parent/Teacher Conferences  
**DECEMBER 23rd, 26th** - EACN closed for Christmas  
**January 2nd** - EACN closed for New Year's

### THINK TREE NUT SAFE!

EACN is a tree nut free facility. Due to the number of life-threatening allergies, we ask that you refrain from bringing in any items that have a warning. *Also, please refrain from letting your child bring into the school any food items that they might be eating in the car.* Ask them to finish before they come in. Thank you!

### HOME TO SCHOOL CONNECTION!

A key ingredient to a quality program is in establishing effective communication with parents. Each classroom teacher will provide you with information in order to connect you to our classroom communication system. Class Dojo is a secured app that allows teachers to send messages and pictures to their specific classroom parents (ages infant-preschool). Connecting to the classroom through Class Dojo is a critical piece of communication between home and school. The teachers will get their Class Dojo sign-up list out as soon as possible. During the month of September, our primary focus is to establish a bond and routine with every child.

Please feel free to call EACN at any time. We can forward calls to the classroom or take messages and return your calls as soon as possible. If there is something on your mind, please be open with your classroom teacher. We can't help if we don't know about it!

You may email us at:

Director, Karie Kelchlin, at [Kkelchlin@eacnchildcare.com](mailto:Kkelchlin@eacnchildcare.com)

Nurse, Teresa Souder, at [Tsouder@eacnchildcare.com](mailto:Tsouder@eacnchildcare.com)

Director of Business Operations, Mary Jo Nojaim at [Mjnojaim@eacnchildcare.com](mailto:Mjnojaim@eacnchildcare.com)