



ELMBROOK CHURCH CHILD ENRICHMENT CENTER

777 South Barker Road, Brookfield, WI 53045

Phone: 262-796-5721 Fax: 262-796-5736

Dear Parents,

Welcome to our 2020-21 school year. Thank you for your cooperation as many changes have been made to adapt to pandemic precautions. 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 8:40am 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. Health screening must be completed for each child in order to gain classroom admittance. Complete at home in the morning, or when you arrive at the South Entrance. Form must be given to child's teacher.

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 2020-21 permanent pick-up card is **teal**. Last year's red 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, and until masks are no longer needed.

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.

Thank you for choosing ECCEC to serve your family.

Mary Ann Lee, Director Heather Serna, Assistant Director Ingrid Debban, Assistant Director