



# ***ECS Update***

October 2020

## ***Attendance***

ECS requests that parents contact the school office as early as possible in the school day when your child is absent. ECS attendance policy states that absences and tardies default to “Unexcused” – if you wish ECS to consider changing this status, you must present the specific reason for your child’s absence or tardy in writing to the administrator upon your child’s return to the classroom.

If you need to pick up your child from school for an appointment or an early dismissal, please send a note to the school office and your child’s teacher at least *ONE DAY IN ADVANCE* if at all possible. If you anticipate a planned absence for your child, please notify ECS as early as possible in your planning process.

## ***Car Line Entry & Dismissal Procedures***

ECS appreciates your cooperation with our entry/dismissal procedures. When you arrive for entry and dismissal, please move as far forward as possible in the car line to keep other vehicles from being held back in the road. We encourage parents to send paperwork and other items to school in the student’s communication folder as much as possible. However, if you do need to stop at the office during entry or dismissal, we ask that you do so prior to picking up your student.

Entry Notes: if you arrive *AFTER* the 8:15 bell and our safety patrols are no longer on duty, please park in the front, bring your child to the front door and ring the buzzer. When the door is unlocked, have your children enter the lobby, and the secretary will escort them to their classrooms.

Dismissal Notes: Please remain in your vehicle while in the carline. If you need to assist children with car-seats, ECS encourages you to pull off into a marked parking space to get your children situated before hitting the road. This will help keep the carline moving quickly.

## ***Cold and Flu Season Reminder***

Any child showing signs of illness should remain at home. ECS cannot permit any student with a fever of 100.4 degrees or higher into the classroom. A child must be fever and symptom free for at least 24 hours before returning to the classroom.

Parents may bring medications to the office for a student to take during the school day. Before ECS can administer any medications, however, we must have a completed Parent/Physician-Provided Meds form (available on our website or from the office) on file in the office. Please note the special information and procedures for parents on the second page of that form.

### ***From the ECS Kitchen***

Please remember that order forms will be sent home every other Friday and are due with payment no later than the following Wednesday morning to the classroom teacher. Order forms usually cover a two-week time frame. As a reminder, ECS does not offer a same-day order option. If a student has not ordered on the bi-weekly form, and comes without a lunch or forgets a lunch, ECS will provide a meal and assess a \$5 “rescue meal” on the child’s billing statement.

## **CALENDAR NOTICES**

### ***October 16 FunRun & Sports Dress-up Day***

ECS has scheduled its annual FunRun fundraising event for the afternoon of Friday, October 16. We encourage all students to secure sponsors as we raise funds for our Technology Upgrade Project. This year’s goal is to secure upgraded iPads for our student body and additional interactive projectors for our classrooms. Additional information about this FunRun fundraising event and sponsor forms are being released separately.

In conjunction with this year’s FunRun event, we invite our students to “dress out” with modest sports outfits for the school day. The inclement weather date for this event is Friday, October 30.

### ***Parent-Teacher Conference Day***

ECS takes its partnership with parents seriously and has designated Friday, October 23, as “Parent-Teacher Conference Day.” Instead of having regular classes, teachers will meet with parents this day to discuss student acclimation to our classroom setting, academic progress, special concerns, etc. There will be no classes or extended care for students on October 23.

While we welcome parent-initiated meetings at any time, we especially appreciate your efforts to meet with our teachers on Friday, October 23. ECS offers and prefers in-person meetings with parents; however, if you need to arrange a virtual meeting instead, please inform your child’s teacher. We ask parents meeting with teachers on site to enter the facility through the front door and check in at the office. ECS conducts health screenings for all adults entering the facility and will require masks upon entry to the building.