



# Monthly Update

May 2023

## Finances and End of Year Classroom Policy

According to the ECS handbook (p. 9), “any student with an unpaid balance on May 11 will not be permitted to attend school until the balance is paid in full.” Students whose accounts are not paid in full by the end of business on **Wednesday, May 10**, will not be allowed into the classroom on Thursday, May 11, until payment of the balance and monthly late payment fee have been presented through TuitionEP. If you anticipate any problems meeting your financial obligation at the end of this school year, PLEASE CONTACT THE OFFICE IMMEDIATELY TO SET UP AN APPOINTMENT WITH MR. PADDOCK AS SOON AS POSSIBLE.

ECS will continue assessing normal fees (extended care drop-in fees, late pick-up fees, rescue meals, etc.) throughout the rest of the school year. ECS will not release report cards and/or transcripts until account balances are paid in full. While ECS will notify parents of outstanding balances if report cards are held, we encourage you to check your account in TuitionEP during the last week of school and to take care of these miscellaneous charges before the end of the school year if possible.

## Spring Allergy Season Reminder

ECS administers only parent-provided medications and does not have allergy medicine available for students. Unfortunately, ECS is unable to accommodate children staying indoors during recess/PE activities due to allergies. If your child requires medication to address seasonal allergies, please fill out a medication administration form and send it along with your child’s medicine to the office. To secure more information on ECS’s medication authorization process, please contact Tiffany in the school office.

## Spring Photos

ECS will release the Victor O’Neill Studios link for parents to place class photo and/or K5 grad photo orders in early May. There is no pre-order program this spring: all orders must be placed with VOS through their online portal. VOS will ship orders directly to parents later in May.

## Summer Book Orders

ECS is releasing Summer Book order information separately this weekend. Order forms are due at entry time on Monday, May 1. ECS will bill your account for your order and fill your child’s Summer Book order when the product arrives.

## Report Cards & Standardized Test Results

ECS will release final report cards for the year by mail no later than June 9 to all families whose accounts are current. If ECS receives standardized test results for students in grades 1-7 in early May, classroom teachers will send them home in weekly folders before the end of the school year. Otherwise, test results will be included with the final report card for the year. Billing notices will be released for any accounts with outstanding balances.

## Calendar Events



### ***Field Day ~ May 19***

We look forward to our annual school-wide field day on Friday, May 19. This event serves as our “year-end class picnic” for all grade levels. All events will be held on-site this spring.



### ***Friday, May 26***

ECS holds a noon dismissal on Friday, May 26. There will be no PM care service provided on this Memorial Day holiday weekend. Students not picked up by 12:20 will be charged the standard ECS late pick-up fee of \$15 per ¼ hour or increment thereof.



### ***Closing out the 2022-23 School Year***

ECS will hold full day classes with AM and PM extended care through Thursday, June 1. ECS will open “normally” with AM care on Friday, June 2, and will close at 12:00 noon with no PM care. Students not picked up by 12:20 will be charged the standard ECS late pick-up fee of \$15 per ¼ hour or increment thereof.



### ***Curtains Up & Grade 6 Promotion***

Parents are invited to join our student body in the church auditorium at 10:15 AM on Wednesday, May 31, for this year’s Curtains Up program presented by students in grades 4-7. This year’s program includes two plays- a folk tale and a mystery. At the conclusion of these plays, ECS will celebrate the academic work of our 6<sup>th</sup> graders as they move into junior high next fall. The entire ceremony will last about 45 minutes.



### ***K5 Graduation Ceremony ~ Thursday, June 1 @ 7:30 PM***

ECS will formally acknowledge the academic accomplishments of our K5 students in the church auditorium at 7:30 PM on Thursday, June 1.



### ***Awards Ceremonies ~ June 2***

ECS celebrates the accomplishments of our PreK students in the fellowship hall at 10:30 AM on Friday, June 2. At the conclusion of this ceremony, students will be dismissed to parents who are able to attend. Teachers will supervise remaining students until our 12:00 noon dismissal.

ECS will recognize the academic accomplishments of students in K5 through grade 7 during our 11:15 AM student body assembly in the auditorium on Friday, June 2.

Parents attending our awards ceremonies are invited to park in the front parking lot and may leave with their students at the conclusion of the ceremonies. Parents unable to attend these ceremonies may pick up their students during our standard dismissal in the back parking lot from 12:00-12:15 PM. Students not picked up by 12:20 will be charged the standard ECS late pick-up fee of \$15 per ¼ hour or increment thereof.