



Dear Families,

Welcome to ELC! We are excited to meet your little one this upcoming program year. Please take the time to read through this letter carefully, as it contains important information regarding enrollment and the beginning of the program year.

ENROLLMENT PACKETS

To locate August Enrollment Packets: (1) Go to our website – www.elcbr.com. Hover over the “Parents” tab, and click “August Enrollment.” Here you will find the forms to fill out and return – 2022 ELC Registration Packet and 2022 ACH Draft.

If you have multiple children joining ELC, you will need to fill out an enrollment packet for each child, but only one ACH Draft for your family. You can scan all your paperwork and email it back to elc@firstmethodist.org, or if you are in the area, you are more than welcome to drop it off at the office between the hours of 9:30 – 3:00.

For your ACH Draft, you will need to include a voided check; you can scan that as well with the rest of your paperwork. When we draft for tuition, it includes that week and the following week. For example, the first draft will be Monday, August 8th; it will cover the week of August 8th and the week of August 15th, and tuition is drafted every two weeks. Your tuition draft will be emailed to you before the start of school. If you already have a child currently enrolled in ELC, you do not need to submit a ACH Draft; we will just add the sibling to the current draft, and your new draft amount will begin on August 8th, as well.

For your enrollment packet to be complete, we will also need a copy of your child’s most recent immunization report from your doctor’s office with the state seal and signature. We cannot accept immunization records from MyChart. You can have your doctor fax it over to ELC. The fax number is 383-4045, or if you have a copy, you can scan it and email it elc@firstmethodist.org.

Lastly, as we begin to prepare to welcome your family to ELC, we need some help from you. We ask that you send in a headshot of your child and a family picture. Family pictures are hung up in each classroom to reflect the classroom community. The student headshots are used to help label their items they use in school, such as cubbies and chairs. You can email your pictures to elc@firstmethodist.org.

There is an enrollment checklist at the end of this letter.

Enrollment packets, immunization records, and headshots will be due Friday, June 17th.

DATES FOR YOUR PLANNER

Friday, August 5th – Parent Orientation, for parents only (Time – TBA)

Monday, August 8^h – 1st Day of School

Below is the link to the school calendar for the 2022-23 program year.

<https://www.elcbr.com/2022-2023-holiday-and-event-calendar>

SCHOOL SUPPLIES

There is a school supply fee (\$185 per child) that is collected late August/beginning of September. For Infants, Toddlers, Twos, the fee is to cover diapers, wipes, gloves, and classroom supplies (i.e. construction paper, crayons). For PreK3 & PreK4, the fee is to cover classroom supplies and field trips.

Please find the link to information regarding supplies needed on the website under “August Enrollment.”

ELC CLASSROOM VISITS

During this day, we ask that your child come for about 30 minutes so your child can meet his/her teacher and begin to become acclimated to his/her new environment. Contact regarding these visits will begin in July.

INFANT STAGGERED START DAYS

To help ensure a smooth transition and create a non stressful environment, we like to stagger transitioning our new infants into the nursery. Contact regarding staggered start days will begin in July. We appreciate your help in advance.

ELC AUGUST ENROLLMENT CHECKLIST: Due Friday, June 17th

- Registration Packet
- ACH Draft Form with voided check
- Immunization Record
- Headshot of child
- Family Photo