



Welcome to ECA!

New ECA Parent Orientation

August 12, 2011

The ECA Parent Association cordially invites all new and returning ECA parents to the Welcome Coffee Friday, August 26, 2011 8:45 am, STAR Plaza

These are some tips to help answer frequent questions when you first join ECA. If there is something that is not covered, please don't hesitate to contact the staff in any of the division offices, Admission or Main Offices. ECA's written communications are in English but the office assistants are all bilingual so don't hesitate to ask for help in any of the school offices if you need clarification.

Car Stickers

Car stickers are required to drive onto the campus and are available from the security desk in the Star Plaza. They are valid for the current academic year. Please bring the information about the make, color and license plate of your car when you request the stickers. There are three stickers allowed per family. Returning families should bring in their old stickers to exchange for the 2011-12 stickers.

Bus Service

The Bus Office is on the ground floor of the parking garage. Traffic is intense near the school and we recommend that parents take advantage of the bus service for door-to-door school transportation. Bus service begins on Tuesday, August 16th. Bus service is recommended for students from Kindergarten to 12th grade. Pre-Kinder children may use the service if accompanied by an older sibling. For more information contact the Bus office at 993-1862 or 993-3922 ext. 1503



Morning Drop-Off and Afternoon Pick-up

- Supervision begins at **7:30 am**; please do not bring students to campus before this time.
- ES white shirt students who arrive before 8:15 am go to the covered court (until the field is ready to use)
- Red shirts students are dropped off in the STAR Plaza where staff will help them get to class.
- MS/ HS students go directly to the MS/HS areas.

Elementary students are dismissed at the STAR Plaza. Please display your child's last name on the dashboard for quick recognition of your car. Middle and high school students wait in front of the Campo Dome. ES bus students are accompanied to the bus area.

ECA is a closed campus so students may not walk off campus unless they have specific written permission from the respective principal or are accompanied by their parent. Drivers and parents should join the car line for pick-up at the 3rd floor/STAR Plaza level. Driver should remain in their cars and in the parking facility. They are not to enter the school buildings beyond the parking garage. Guards are not allowed to enter the campus with any kind of weapon. For your safety and the safety of others, we ask that you use the internal staircase of the parking garage. Please do not cross into the driveway at any point.

We look forward to a great year and are glad you and your family are with us. All of our office staff are bilingual and will be happy to help in making your family's transition to ECA a positive one. I hope to meet all of you personally. Please stop by!

Monica Rivero
Director of Admissions

ECA PTA

All ECA parents are automatically members of the parent association. Many parents take an active part in the PTA and volunteer for one of the many committees. Business meetings are held each month. Although the meetings are conducted in English, there are several bilingual members who will be happy to translate for Spanish speaking parents. Getting involved in the PTA is a wonderful way to participate in your child's school as well as a great avenue to meet other ECA families.

For more information about how you can get involved, please contact the PTA at:

ECA PTA OFFICE
Mango Tree Office
North Patio ext. 2005
Email: pta@eca.com.ve

Bob Brierty
PTA President

Health Records

The Health Office is staffed by three nurses, and it is open from 7:00 am to 7:00pm, Monday through Friday. We administer over the counter medications such as Tylenol, Advil, cough drops to students as needed if we have parent's permission. Please come by our office if you have not filled an ECA Health Form for your child, and remember to inform the nurses of any health issues your child may have (i.e. asthma, seizures, diabetes, allergies, attention deficit hyperactive disorder (ADHD) ...). If your child has any health concerns, please bring the medication he/she may need in case of an emergency (inhalers, epi pens, diastats, ...).



If your child is sick, he/she **should not come to school**. This is essential if your child has a fever. Staying home when sick stops the spread of the infection and helps the sick person get well. If your child is sent home with fever, doctor's note is required before the student may return to class.

Please contact us via email at nurse_department@eca.com.ve or by phone at: Master 993-3922 ext. 1401 or Direct 993-0658

If you are a health specialist and would like to be part of our health office staff, please contact the main office ext. 1111 for more details.

Cafeteria



The cafeteria lunch service is available for students from PK to 12th. Lunch tickets will be sold daily before school starts or parents may purchase several tickets at a time or a monthly ticket. Elementary menu costs BsF 35 and general menu BsF 48. Visit the cafeteria on the 3rd floor to purchase tickets, obtain the menu and further information about the food service. The menu is also published weekly at: <http://www.eca.com.ve/Family/Cafeteria.shtml>

Uniform Sales

Students must wear the ECA uniform shirt and the ECA sweatshirt, if needed. No other sweaters or jackets may be used. The uniform shirts are color coded based on the division the student is in. Middle and high school students also have a physical education uniform. They are sold in the supply room near the Main Office. The shirts cost BsF 80-90, sweatshirts BsF 125 and PE uniforms BsF 65 shirts/BsF 80 shorts.



Security & Emergency Info

Please make sure we have your current phone, cell phones and email contacts. If you are still in temporary housing, please inform the school as soon as you have a permanent address and phones. As soon as possible, identify a non-parent emergency contact in case you are not available. Any updates, corrections or changes should be sent to: admissions@eca.com.ve

Emergency page of ECA web: In an emergency situation, our website <http://www.eca.com.ve/emergency.shtml> will be used. Check frequently for emergency notices and updates.

If you are interested in substitute teaching, please contact the Main Office ext. 1111 for more details.



The **CAMPO NEWS** is the weekly ECA parent bulletin. Parents will receive an email each Monday with an electronic copy of the Campo News and a link to access the on-line version <http://www.eca.com.ve/Family/CampoNews.shtml>

We also have printed copies available in the main office upon request

Important Phone Numbers & Emails

Master Phone: 993-3922/ info@eca.com.ve

School Offices

Elementary School Office	ext. 2003/2004
Middle School Office	ext. 3003
High School Office	ext. 4003
Admissions	ext. 1011
Accounts Receivable Office	ext. 1311
Cashier	ext. 1331
Elementary Guidance Office	ext. 2011
Middle School Guidance Office	ext. 3011
High School Guidance Office	ext. 4011
Health Office	ext. 1401
Receptionist	ext. 1000
Main Office	ext. 1003
PTA Office	ext. 2005
Bus Company	ext. 1503/993-1862

ECA Leadership Team

Superintendent
Elementary Principal
Elementary Assistant Principal
Middle School Principal
High School Principal
Director of Support Services
Director of Admissions
Director of Technology

Jeff Paulson ext.1001
Paul Sicard ext.2001
Andrew Cipriano ext.2002
Michael Johnson ext.3001
Win Lowman ext.4001
Francisco Hernandez ext.1101
Monica Rivero ext.1011
Aland Russell ext.5001

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