



Executive Child Development Center

6006 Executive Boulevard, Rockville, Maryland 20852

301-496-9411 ☆ 301-480-4664 fax

Dear ECDC Parents,

ECDC's accounting office will be utilizing email as a primary method of contacting parents regarding tuition matters such as late payments, billing questions, and receipts.

Please provide the email address(es) to which you would like ECDC tuition information sent. Note this should be an account that is checked regularly as we may be sending time-sensitive information.

Child(ren)'s Names _____

Parent/Guardian _____

Tuition information Email _____

Please e-mail Barbara Acquaviva, Accounts Supervisor, at **acquavib@mail.nih.gov** with your contact information. (Or return this completed form via mail with your next tuition payment or via fax to 301-480-4664).

Check this box and return this form to the ECDC office if you would prefer to receive tuition communication via phone, regular mail, or fax.

Thank you in advance for your cooperation. As always, please contact me if you have any questions.

Thank you,

Barbara Acquaviva
Accounts Supervisor

Anne Schmitz, Executive Director, schmitza@mail.nih.gov

Beth Levy, Assistant Director, levyb@mail.nih.gov ☆ **Barbara Acquaviva**, Accounts Supervisor, acquavib@mail.nih.gov