Eastside Educational Center, Inc. 405 S. Leopold St., Mackinaw, IL. (309) 359-5683 (hereinafter referred to as the “Center”) is a childcare facility operated by Kelli Hansen, its President, as a for-profit corporation. The center is licensed by the state Department of Children and Family Services.

1. **BASIC SERVICES - *The center shall provide the following basic services for:***

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(Name of child being enrolled) (Birthdate) (Name of child being enrolled) (Birthdate)

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 (Name of child being enrolled) (Birthdate) (Name of child being enrolled) (Birthdate)

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 (Name of person enrolling child) (Relationship)



1. All children shall be provided a well-balanced, Child and Adult Care Food Program approved, breakfast, lunch, and afternoon snack. Part-day Preschool for All receives one snack or meal per day depending on the class time. **Children dropped off after the class meal time, will need to have already eaten before entering the building. Food cannot be brought into the building.** Check with your child’s teacher for meal times.
2. Teachers will help foster independent self-help skills for all children. The children shall be given assistance with personal care as needed to become independent. 
3. Full-day children will be provided with an opportunity for a 2-hour nap between the hours of 11:30 am and 2 pm, depending on the class, on a cot provided by the center. **No drop-offs or pick-ups allowed between 11:00 am and 2:00 pm. It is not in the best interest of the class as a whole to have children coming and going during this time of day. It causes disruptions that make learning difficult for the remainder of the day.** Infants are provided with a crib, and nap according to their own sleep schedule. Drop off and pickup times are not restricted for the infant classroom.
4. The child shall be placed in a group of peers based on age and/or ability, per DCFS regulations. The child shall be involved in a program of play and learning experiences which are appropriate for the ages of the children enrolled in the class. A balance of active and quiet play is provided throughout the day. As well as individual and group activities which are geared toward the emotional, social, physical, creative, and cognitive development of young children.
5. The school shall assume responsibility for the child after the child has passed the legally required drop-off visual health inspection and has been signed in by a parent, guardian, or designated representative of the child’s parents or guardians. The center shall retain responsibility until the child is signed out by a parent, guardian, or designated representative of the child’s parents or guardians. **Parents must help their child wash their hands when they enter the room.**
6. **The child shall be administered physician-prescribed medication** only upon the written request of the child’s parents or guardians on the Centers medication form, accompanied with a note from the physician. The center shall administer a **nonprescription medication** according to the manufacturer’s instructions only when accompanied with a parent or guardian’s written permission on our medication form. Whenever possible, the first dosage of medication should be given at home so that parents may watch for possible reactions.
7. The center shall give appropriate First Aid to a hurt child. A parent or guardian shall be contacted if it is the judgment of the center staff that immediate medical attention is necessary. If it is further the judgment of the center staff that the injury is of emergency nature, paramedics shall be called to the school and a parent or guardian will be contacted.
8. The center shall notify the child’s parents or guardians of a suspected exposure to a communicable disease via the ChildPilot app.
9. The Center shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items. **Please bring only 1 small, soft, toy OR blanket for nap time**. It must fit in the napper bag with the napper. The item may not make lights or sounds so as to not disrupt nap time.
10. Toys from home may not be brought into the Center. If toys are brought in by accident, the Center will not be responsible for personal toys from home.
11. The director or any other staff members shall report to The Department of Children and Family Services or the Police Department as required by the state Penal Code any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

## PAYMENT PROVISIONS (NOT FOR PART-DAY PRESCHOOL FOR ALL) - *In accordance with the statement of fees in the parents’ handbook:*

1. A **non-refundable** **registration fee** of *$100 per child, or the discounted rate of $140 per family*, is due at enrollment and every August. If a child withdraws from the program, an additional registration fee must be paid to re-enroll. This fee will not be prorated regardless of the enrollment date or withdrawal date.
2. **A 1-week deposit must be paid at enrollment.** Written notice must be provided, **a minimum of two weeks,** prior to withdrawal from the center. If two weeks isn't given, the deposit will be forfeited. Once notice is received in writing, the family will be billed for an additional two weeks, regardless of attendance. The deposit will be reapplied to the account for the final week of attendance. As a child’s tuition changes so will their deposit fee. Credits will be applied to the account. If the deposit is less than the current tuition, a charge will be added to the account, and this will need to be paid at the time it’s added. 
3. **Tuition and accommodation fees shall be due by 5:00 pm on Monday, for the week childcare is being requested.** A $5.00 late fee will be added to the balance for each day the tuition remains delinquent. **If tuition has not been paid in full by Friday of the following week the child’s position will be forfeited.** All remaining balances as well as an additional two weeks tuition will be collected and all collection fees and late fees will be the full responsibility of the child’s parent or guardian. **The deposit will be forfeited.**
4. Any returned checks due to non-sufficient funds will result in a **$35.00 charge***added to the account*. This will be due, along with the missed tuition, before the child may return for care.
5. Credit for unused tuition or accommodation fees shall be given if this agreement is terminated as provided for in Section D3 and D4 of this agreement.
6. **No credit shall be given for days the school is officially closed except during Christmas shutdown (as stated in the Parent Handbook)** - this is the only week that you will not pay full tuition because we are closed. The other major holidays that the center is closed, as listed in the Parent Handbook, or any forced government closures or health emergency closures, are paid days. See parent handbook for more details.
7. **Parents are expected to pay for all scheduled days whether their child is present or not.** All parents must call the center if their child will be absent, arriving after their scheduled time, or being picked up after their scheduled time.
8. **All parents of school-age children will be charged $15.00 if the Center is not informed of where your child will be after school if not at EEC on a scheduled day.** Please be sure to communicate their whereabouts to the Director via phone call or on the Child Pilot App no later than 2:40 pm. 
9. All children whose tuition is self-pay, and is in attendance full-time, for a continuous year, will receive one week of **vacation credit** per year to be used towards that child’s tuition for the week they are gone. This credit may be used at any time the family chooses, provided a minimum of two weeks written notice is given prior to the vacation. This week must be used as a whole and may not be taken day by day. It may not be used again until 1 year from the date when it was used the first time.
10. **The center closes at 5:00 pm each day**, Monday through Friday, and **any child remaining on the premises after 5:00 pm will be charged $15.00 for every 1-5 minutes past 5:00 until a parent arrives. A phone call from the parent will not waive this fee**. **5:01-5:05=$15, 5:06-5:10=$30, and so on.** If a child has not been picked up within 60 minutes of closing and contact with the parents or authorized individuals cannot be established, the appropriate authorities will be contacted and asked to intervene. These may include but are not limited to: DCFS, Police, and the child abuse hotline. The center will maintain responsibility for the child’s protection and well-being until the parent or outside authorities arrive**.** Staff will never hold the child responsible for the situation. Discussion of this issue will only be with the parent/guardian and never with the child. Make sure all contacts are up-to-date in the ChildPilot app.
11. **A $24 napper deposit, and a $7 napper bag deposit totaling $35,** is required for all children of napper age (5 and under). The $24 will be refunded when the child moves to pre-k and the $7 will be refunded when the child withdraws/graduates from the program and the napper & napper bag is returned, or when they are in a class that no longer uses a napper.
12. When a child becomes ill, a parent will be notified immediately. The child will be isolated when possible, and given appropriate care until a parent/guardian arrives. **Ill children need to be picked up within 40 minutes of parent contact. Emergency contacts will be called if we do not get a response from the parents within 20 mins. If these time restraints are not kept to, this may be grounds for termination. Children must be in good health to attend large group care.**

## OBLIGATIONS OF PARENTS OR GUARDIANS

1. A parent or guardian shall furnish requested medical information before any child will be allowed in attendance as per DCFS requirements.
2. A parent, guardian, or designated representative of the child’s parents or guardians shall bring the child into the school building. Upon arrival, sign them in on the appropriate register. They will then walk their child to the class & notify the teacher of the child’s arrival.
3. A parent, guardian, or designated representative of the child’s parents or guardians shall sign the child out on the appropriate register and notify the teacher before taking the child from the premises.
4. The parents or guardians shall notify the school in writing via app or on paper when someone other than those named on the emergency information card will be picking up the child. If an emergency occurs after the child is in attendance, a phone call from the child’s parents will be sufficient.
5. The parents or guardians shall be responsible for washing the child’s napper set each week. The child must return on the following day of attendance with his/her clean napper set.
6. The parents or guardians shall see that the child is dressed appropriately for weather and play when brought to school, following the guidelines in the Parent Handbook.
7. **The parents or guardians will respect the values being instilled at the Center (love, respect for others, kindness, patience, goodness, gentleness, and self-control) and remain calm at all times while on the premises. Refraining from raising their voice and/or reprimanding any child, including their own, staff members, or members of other families. The use of derogatory language will not be tolerated at any time. Failing to comply can result in immediate expulsion from the program.**
8. The parents or guardians shall schedule conferences when requested by a staff member at a mutually agreed upon time. Parents or guardians may request conferences through the year.
9. The parents will follow the “no smoking, tobacco, drugs, alcohol or guns on EEC property" rule. This includes the parking lot.
10. **Parents may NOT share their door codes or sign-in codes with anyone else. Everyone is assigned their own code for identification purposes. If someone else is picking up your child, and they have not been given their own code, they need to ring the doorbell and sign the child in/out on the clipboard. You may request a code for anyone picking up regularly. This is to keep our children safe.** 
11. At drop off, **parents are responsible for taking the children’s belongings to the classroom and to hand their child off to the teacher with their assigned class. Parents are expected to grab all belongings at pick up. Do not leave children in unattended classrooms. Children must be with an adult at all times, when walking through the building.**

## TERMINATION OF THE AGREEMENT - *A child may be dismissed from the center for any of the following reasons:*

1. The parents or guardians of the child allow their account to become delinquent.
2. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals provided by the center.
3. The center in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
4. The center in its sole and unfettered discretion determines that it is not in the best interest of the center or other children enrolled at the center to have the child in attendance.
5. Failure of the child’s parents or guardians to cooperate with the center which the center determines in its sole and unfettered discretion is serious enough to warrant termination.
6. The center in its sole and unfettered discretion determines that the parents or caregivers of any child are a detriment to the center or its reputation.
7. If dismissal occurs for any reasons listed in #3 and #4 above, referrals will be made to help with replacement of care.

### PROCEDURE

In exercising its discretion under numbers 2, 3, 4, and 5 above, the center may require the child and/or the child’s parents or guardians to attend conference(s) with school personnel regarding the matters that potentially warrant termination of the agreement. The child’s parents or guardians may request a conference with school personnel regarding the matters that potentially warrant termination, but the center shall have no obligation to grant any such request. The school’s president/director and staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

## MODIFICATION CLAUSE

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition. Absence of initials or signature by a parent will be grounds for immediate termination.

## OTHER - *This provides that:*

The parties to this agreement are aware that by law the Department of Children and Family Services’ reserves the right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the licensing agency’s right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

# SIGNATURES TO AGREEMENT

For services listed in this agreement, and in accordance with the terms of this agreement, I agree to pay Eastside Educational Center, Inc. the weekly/monthly sum predetermined by my child’s class assignment as described on the registration form. I understand that all full-time students are allowed to schedule up to 50 hours of attendance with no additional fees, additionally time outside of 50 hrs will cost $2 a day. I understand that if my account becomes delinquent, I will be responsible for all late fees which will continue to accrue even after my withdrawal from the center and that all collection fees and court costs will be my responsibility as well.

I further agree to pay the registration fee of $100 per child or the discounted rate of $140 per family at enrollment (not prorated) every August, and to pay a one-week deposit which I understand will be held for my final week of tuition.

I agree to cooperate with the general policies of the center, to perform the obligations of parents or guardians set forth in this agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the center. My signature below indicates that I have read the terms of this agreement and that I have read the rules, regulations, and manuals promulgated and provided by the center. It further indicates that I have had this material explained to me and that all of my questions have been satisfactorily answered.

**Director/ Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/ Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**