Eastside Educational Center 405 S. Leopold, Mackinaw, Illinois 61755

 www.eastsideeducationalcenter.com
 Phone: (309) 359-5683 Fax: (309) 359-9478

Dear Parents and Guardians,

Thank you for your interest in Eastside Educational Center. We hope that you will find our services to be convenient and reliable. We understand how hard it can be to find a quality environment which will care for your child in the same manner that you would. This is what we strive to accomplish.

I have enclosed the enrollment forms for your child(ren). Please **complete the enrollment forms** and return them as soon as possible to the address at the top of this letter. All children must have a **current physical** (within the last 12 month\*\*) on record in our office and **all immunizations** must be up to date. This includes the **Varicella** (chicken pox vaccine), as well as a **TB and lead tes**t or waiver. Please make an appointment with your doctor for physicals if necessary. We also are required by law in accordance with the Missing Children Records Act to have a copy of all children’s **certified birth certificates** on file in our office. Please bring your Certified copy (from the court house) to our Director to make a copy for our files. *For Preschool children only: We will also need a* ***wage verification from*** *all working adults in the home. See administration for verification requirements.*

**The rates for our various programs are:**

* **Full-time tuition rate covers up to 50 hours for the week. If you need more than 50 hours, an additional $10**

 **will be added for the week. Any hours outside your scheduled hours will be billed at an additional $2/hour**

 **per child.**

* **School age children that are in our care both before and after school will not be charged extra for early dismissal days and school holidays (excluding spring break). Part time school age children will be billed an additional $12/hour for early dismissal days and school holidays.**

| **Age Level** | **Full Time Rate\*** | **Daily Rate** |
| --- | --- | --- |
| Infants/Toddlers | $320 | $86 |
| Twos-Threes | $270 | $76 |
| PreK | $240 | $66 |
| Before & After Care School-age | $105PM only - $80AM only- $65 | $28$12/hr for early outs/ no school |
| School-age Summer CampSummer DepositSummer Usage Fee | $225$50$95 | $60 |

Fees are paid at the beginning of the week on **Monday by 5:00 pm**. The registration fee for all children is $95 per child or a discounted rate of $135 per family and will be charged August 2nd, due August 12th, for your child to attend on August 14th. Even if you feel like you may only attend a few weeks into the school year, you will still be responsible for the entire registration fee. A 1-week deposit is required at enrollment (see Admission Agreement for additional details). All registration fees are non-refundable, and are not prorated. If your 1-week deposit is not correct (due to added days, changed days, changed ages, etc) we will adjust the amount due or credited on August th.

We hope that you find our programs a good fit for your family,

Sincerely,

Brittney Onken, Director Jackie Alfrey, Parent Educator