405 S. Leopold, Mackinaw, Illinois 61755 

[www.eastsidecenter.](http://www.mackinawdaycare.com)org  
 Phone: (309) 359-5683

Fax: (309) 359-9478

Dear Parents and Guardians,

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

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 test 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:**

**\*Any hours over the full-time rate will be billed at an additional $1/ hr.**

**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 | $305 | $80 |
| Twos-Threes | $255 | $70 |
| Three-Five Years | $225 | $60 |
| Before & After Care | $105  AM or PM only - $80 | $28 |
| School-age Summer Camp | $210 | $75 |

Fees are paid at the beginning of the week on Monday, or daily if used occasionally. The registration fee for all children is $90 per child or a discounted rate of $125 per family and will be charged August 7th , due August 11th, for your child to attend on August 14th. Even if you feel like you may only attend a few weeks into August, you will still be responsible for the entire registration fee. A 1-week deposit is required at enrollment, which will be reapplied to your account with the required written notice two weeks prior to withdrawal from Eastside Educational Center, Inc. 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 7th.

We are very excited about our programs offered at Eastside Educational Center, Inc. and hope that your family will join ours.

Sincerely,

Jackie Alfrey, Assistant Director Brittney Onken, Assistant Director