

# KISHWAUKEE COLLEGE EARLY LEARNING CENTER

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## Enrollment Information Letter

Dear Parent/Guardian:

You are invited to register your child to attend our Center. To register, please complete the attached *Application for Enrollment* and return it to the Center. (If you would prefer, you can alternatively complete an on-line application at kish.edu/elc.) On this application, please indicate the hours and days you would like your child to attend our school. Space in our classrooms is limited and may fill up quickly! Priority will be given to the completed applications that I receive first. **Please respond promptly!**

A few points for you to consider when enrolling your child(ren) follow:

- The Center enrolls new families prior to the start of each semester. A family can enroll during a semester if space is available.
- Center hours are 7:15 a.m. to 5:15 p.m., Monday through Friday. (Monday-Thursday during the summer.)
- Children are enrolled in 15-minute increments. When scheduling your Arrival and Departure times, please allow adequate time to travel between the Center and your class or workplace.
- Part-time and full-time schedules are welcomed. Children's schedules range from five, full-time days to two, part-time days.
- **Minimum weekly enrollment is two days per week and minimum daily enrollment is three consecutive hours.** (Typically parents interested in the minimum schedule will request "Monday & Wednesday", "Monday & Friday", "Tuesday & Thursday", etc., from "8:30-11:30" or "9:00-12:00.") This minimum schedule requirement helps your child to become accustomed to the daily routine of the Center and most benefit from the experiences that we offer.
- Self-pay tuition rates for the 2022-23 school year are listed below:

| Rate Description  | 2022-23 Rates |              |               |
|---|---------------|--------------|---------------|
|   | 1-Year Room   | 2-Year Room  | 3-5 Year Room |
| Full-Day, 5 days/week   | \$61.00/day   | \$52.00/day  | \$47.00/day   |
| Full-Day, 1-4 days/week   | \$63.00/day   | \$54.00/day  | \$49.00/day   |
| Hourly (3-4.75 hours per day)   | \$13.00/hour  | \$12.00/hour | \$10.00/hour  |
| \$50.00 Enrollment Fee for new families billed at time of enrollment. |               |              |               |

- Billing is based on the times for which your child is **enrolled** at the Center, rather than the hours that they actually **attend**. In other words, tuition is not reduced for absences, vacations, etc.

- **We welcome 4-C childcare financial assistance.** If you think you may qualify for child care financial assistance, please contact the financial assistance department at Community Coordinated Child Care (4-C) at 758-8149 ([www.four-c.org](http://www.four-c.org)) for an application. [Please note that until I receive official notification from 4-C that a parent has been approved for assistance, the parent is considered “self-pay” and is responsible for all tuition payments to the Center. Also note that 4-C does not pay our \$50 enrollment fee—it is the responsibility of the parent.]
- Children will be served breakfast at 9:15, lunch at 12:15, and afternoon snack at 3:15. The Center provides nutritious meals for children present at these times. **We ask that you do not schedule your child to leave between 12:15 and 12:45 as this is our lunch “hour”.**



After I receive your completed *Application for Enrollment*, I will contact you regarding placement in our Center. For all children admitted to our Center, I will schedule a time for you to pick up a Welcome Folder containing our Family Handbook and several forms that you are required to complete **BEFORE** your child may begin attending. Please note that one form you will receive will be a Certificate of Child Health Examination. All children attending our Center are required by the Department of Children and Family Services to have a physical exam prior to admission. This exam must include a TB skin test (or note from physician stating that a TB skin test is “not indicated”) and must also show that all immunizations are up-to-date.

If admitted to our program, you will be required to pay our enrollment fee by the date shown in your welcome letter. Doing this will secure your child’s space in our classroom. You will also be provided with a Payment Schedule and Enrollment Agreement specifying what your weekly payment amounts will be. **Please pay close attention to deadlines provided—failure to meet a deadline may result in your child’s space being given to another family.**

Please take time to complete the *Application for Enrollment* and return it to me as soon as possible. Our Teaching Team and I are looking forward to providing your child with an exciting and enriching experience this spring and beyond. If you have any questions regarding our program or this enrollment process, please feel free to stop by or give me a call. At Kishwaukee College Early Learning Center, we believe that your family deserves the best, and that is what we strive to provide.

Sincerely,

*Maria Lombardo*

Maria Lombardo  
Director



The Early Learning Center is Nationally Accredited signifying the quality of care and education we provide for young children.



The ELC has earned a Gold Circle of Quality certification in the Illinois’ Quality Rating and Improvement System