



INTERLAKE CHILD CARE AND LEARNING CENTER	Non-Profit Corporation Taxpayer I.D. #91-1186874
4927 GREENLAKE WAY N, SEATTLE, WA, 98103	206-632-6479

Interlake Child Care - Enrollment Policies

Welcome to Interlake Child Care and Learning Center! We're excited you're interested to join our community!

This document details our [enrollment policies](#). These are the pre-defined procedures we follow that guide how we offer spots to families on our waitlist.

Interlake Child Care (ICC) is one of many schools to use [LegUp](#), a third party waitlist management system. All information shared with LegUp is confidential and only accessed by our Enrollment Coordinator (EC) to contact families regarding enrollment. LegUp will ask for yours and your child's basic information, to help ensure you are placed correctly on the waitlist.

You may also schedule a virtual tour of ICC, either before or after joining the waitlist. We offer group virtual tours to the general public, held twice a month. At the time enrollment is offered, we schedule an in-person tour with the prospective family, so families have everything they need to make an informed decision.

See below for a full description of each step of the enrollment process.

Step	Description
1 (or 2)	Families join the waitlist through LegUp by submitting the electronic form and a one time, non refundable waitlist fee of \$115 per child. <ul style="list-style-type: none"> ● Waitlist fee is applied to registration fee, upon enrollment ● Staff members, or families who qualify for a subsidy program, can waive the waitlist fee
2 (or 1)	Sign up for a virtual tour of the center (held bi-monthly); group tours are held 10:30-11:30
3	Opening becomes available; the EC reaches out to the family via email with an enrollment offer. <ul style="list-style-type: none"> ● Email will include start date, schedule, and opportunity to schedule classroom visit
4	Family has 5-7 days to reply to the first offer; 10-14 days overall to accept, decline, or defer. <ul style="list-style-type: none"> ● Maximum 3 deferrals, per child ● The first month can be prorated based on start date and what percentage of care days would be utilized (e.g. 50% of care days = 50% total tuition) ● The start date can be delayed upon request, up to 4 months from the initial offer; this incurs a monthly holding fee equal to 50% of the corresponding monthly tuition until the start date
5	Family accepts offer and requests paperwork; EC sends registration form and request for security deposit of \$600 (\$500 refundable, \$100 non-refundable). <ul style="list-style-type: none"> ● LegUp charges a \$100 fee per new enrollment that goes directly to them
6	EC sends enrollment packet to family: <ul style="list-style-type: none"> ● About Me sheet ● Personal Care Information ● Emergency Contacts ● Health History ● Certificate of Immunization Status <ul style="list-style-type: none"> ● Earned Income Eligibility Application ● Medication Authorization Forms ● Photo Permission form ● Family Committee form ● [separately] Tuition Contract ● [separately] Invitation to Brightwheel
7	EC sets up initial visits before the first full day; both at no additional charge. <ul style="list-style-type: none"> ● 1 hour visit with two parents/guardians (doubles as classroom tour and orientation) ● 3 hour visit as a standard drop-off and half-day for just the student
8	First full day– Welcome to Interlake!



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Paperwork

All children have a confidential file containing all their paperwork. This is a DCYF licensing requirement, and all child files are maintained by our EC. To ensure we are in compliance with licensing standards, some paperwork needs to be updated annually or upon request. Annual Paperwork is updated in September for all families. As Needed Paperwork can be requested by the family or EC, depending on the circumstances.

Annual Paperwork	As Needed Paperwork
Tuition Contract (rates for new academic year)	Tuition Contract (for room or schedule change)
Emergency Contacts	Emergency Contacts (new address / phone #)
Health History	Medication Authorization Form (for new child meds)
Earned Income Eligibility Application (for CACFP)	Certificate of Immunization Status (for new age group)
Medication Authorization Forms	Individualized Education Permission form for behavioral therapists or other consultants

Important Information

At any point, you may feel free to reach out to the EC or the administration team (which includes the Exec. Director and Asst. Director) with questions or concerns.

- ICC's office phone number is (206) 632-6479
- The EC's direct email address is <enrollment@interlakechildcare.org>
- The administration's email address is <admin@interlakechildcare.org>

ICC has a Family Scholarship fund available as an option for financial aid for qualifying families. Interested families may reach out to the administration to receive an application. ICC also accepts a variety of Washington state subsidy programs, including those through [DCYF](#) and [CCAP](#). Eligibility information can be found on their corresponding websites.

Leaving the Program

ICC's monthly tuition rates cover the entire month of care. Tuition is not prorated if you choose to leave the program prior to the last day of the month.

In order to receive the security deposit, written notice must be given at least 45 days before the final day of care. An email to the EC or administration is sufficient for this notice. ICC reserves the right to withhold the deposit if sufficient notice is not given.

ICC also reserves the right to terminate care as a last resort for families who have exhausted all other options. Reasons can include, but are not limited to:

- Non-payment of tuition
- Non-compliance with program policies
- Disrespectful or unsafe behavior from the family towards staff, children, or other families
- Unusually aggressive or unsafe behavior from the student towards other children, staff, or families
 - Our Aggressive Behavior Policy is in place to allow us to make a plan with families towards correcting the child's actions. Please reach out to the administration for more information.