



INTERLAKE CHILD CARE & LEARNING CENTER	Non-Profit Corporation Taxpayer I.D. #91-1186874	
4927 GREENLAKE WAY N, SEATTLE, WA, 98103	(206) 632-6479	admin@interlakechildcare.org

Interlake Child Care - Enrollment Policies

Welcome to Interlake Child Care and Learning Center! We're excited you're interested in learning more about our program!

This document details Interlake's enrollment policies. These procedures guide how administration offers enrollment to families on the waitlist.

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

ICC offers group virtual tours, held twice a month. Families may sign-up for a tour regardless of waitlist status. In-person visits are only offered *after* being on the waitlist and receiving the offer of enrollment.

Step	Description
1 (or 2)	Families join the waitlist through Kinside by submitting the electronic form and a one time, non refundable waitlist fee of \$115 per child. <ul style="list-style-type: none"> Upon enrollment, this fee is applied to the registration fee.
2 (or 1)	Sign up for a scheduled group virtual tour of the center (held bi-monthly).
3	Opening becomes available; enrollment offer comes from Kinside, or email / phone call from EC. <ul style="list-style-type: none"> Includes start date, schedule, and opportunity to schedule an initial in-person visit.
4	Family has 3 days to confirm interest, and a maximum of 7 days overall to either accept, decline, or defer the offer. <ul style="list-style-type: none"> "Defer" indicates an interest to stay on the waitlist, to receive a second offer at a later date. Should a family defer the second offer, they would be removed from the waitlist.
5	Family accepts the offer. <ul style="list-style-type: none"> Security deposit is \$600 altogether. <ul style="list-style-type: none"> \$500 of deposit is refundable (applied to the final month of tuition). \$100 is Kinside administrative fee (non-refundable). Registration form contains initial information for EC to start the registration process.
6	EC sends "Welcome" email, including required enrollment paperwork & family handbooks . <ul style="list-style-type: none"> Families are required to read the handbooks & sign to confirm all policies are understood.
7	ICC offers two transition visits before the first day: a 1hr classroom orientation, and a 3hr half-day. Both must be scheduled with the EC, and are offered free-of-charge. <ul style="list-style-type: none"> For the orientation the student & one or two parents/guardians are invited. The half-day is a standard drop-off into a half-day for the student. <ul style="list-style-type: none"> The half day will be scheduled during the week before the first full day. To avail the 3hr visit, all enrollment paperwork must be submitted to the EC.
8	First full day– Welcome to Interlake! <ul style="list-style-type: none"> All enrollment paperwork must be submitted to the EC prior to the first day of care. ICC reserves the right to delay the start date if the required paperwork is not submitted.



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Paperwork

All children have a confidential file containing all their paperwork. This is a WA state licensing requirement, and all child files are maintained by the EC. To ensure we are in compliance with all [Washington Administrative Code standards \(WAC\)](#), 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 bracket)
Medication Authorization Forms	Individualized Education Permission Form (for behavioral therapists or other consultants)

Tuition Information

Monthly tuition is due on the 1st of each month. Tuition is paid electronically, includes the food program, and covers the entire month of tuition. **Tuition is not prorated, and refunds are not offered under any circumstances,** including but not limited to: illnesses, absences, vacations, holidays, planned closures, or unplanned / emergency closures.

ICC accepts subsidies through WA state programs, including [CCAP](#) and [DCYF](#). Eligibility information can be found on their corresponding websites.

ICC also has a small Family Scholarship fund, offering financial aid for qualifying families. Enrolled families may reach out to the administration to receive an application.

Leaving the Program

A 60-days official notice is required when requesting to withdraw from ICC, or to reduce your child's schedule.

- "Official notice" includes an email to the EC, or a written letter.
- The 60-days is determined from the date of notice to the date of care adjustment.
- **ICC reserves the right to withhold the security deposit if the 60-days notice is not met accordingly.**

Contact the Office

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

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