



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

This document details the waitlist & enrollment policies for Interlake Child Care (ICC). These procedures guide how administration offers enrollment to families on the waitlist.

ICC uses a Child Care Management program known as Brightwheel to maintain the waitlist and process invoices (including the waitlist fee). All waitlisted families are organized by sign-up date, and offers are sent to eligible families in order of waitlist position. Siblings of currently enrolled children receive priority on the waitlist.

Families may sign up for a tour of the school before or after joining the waitlist.

Step	Description
1 (or 2)	Contact the Enrollment Coordinator to receive the waitlist application form and/or sign up for a tour. Once the application form is submitted, the family is invited to set up an account on Brightwheel, and where the non-refundable waitlist fee of \$100 per child is processed.
2	Once an opening becomes available; the Enrollment Coordinator reaches out via email to offer the opening. We aim for two months advance notice. The family has two days to confirm interest, and a maximum of five days overall to either accept, decline, or defer enrollment. • “Defer” indicates an interest to stay on the waitlist with an updated preferred start date. • Should a family decline a second offer of enrollment, ICC reserves the right to remove them from the waitlist.
3	Upon accepting enrollment, the family will be asked to submit a one time, non-refundable registration fee of \$500 (\$600 for any family not already on the waitlist).
4	Separately, 50% of the monthly tuition will be collected to be applied to the first month of care. ICC reserves the right to withhold these funds for any family who does not complete registration after accepting enrollment.
5	Enrollment Coordinator sends handbooks, school policies, and required enrollment paperwork. • Families are required to complete all paperwork and review all handbooks and school policies before the first day of care.
6	ICC offers a 1hr classroom orientation visit before the first day (at no charge) • This visit is for everyone (student + one or two parents/guardians) to come see the classroom, meet the teachers, and ask any remaining questions
7	First full day! • It is a requirement that all enrollment paperwork is submitted and approved before a child can be left in the care of teachers. • 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 Enrollment Coordinator. To ensure Interlake Child Care (ICC) is in compliance with all [Washington Administrative Code standards \(WAC\)](#), certain forms are required to be updated annually or upon request.

See the table below. "Annual Paperwork" forms are required to be updated at least once a year for all families. "As Needed Paperwork" may be requested by the family or Enrollment Coordinator, depending on the circumstances.

Annual Paperwork	As Needed Paperwork
Tuition Contract	Tuition Contract (for room or schedule changes)
Emergency Contacts	Emergency Contacts (for new address or phone #)
Health History	Medication Authorization Form (for new child meds)
Enrollment Income Eligibility Application (EIEA) (for the Child & Adult Care Food Program)	Certificate of Immunization Status (for new doses)
Medication or Care Plan Forms (must be renewed every year)	Care Plan Forms (for care plan accommodations)

Tuition Information

Monthly tuition is due on the 1st of each month. Tuition is paid electronically. The monthly tuition includes the food program, and covers the entire month of care. **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. The first and last months of tuition are not eligible to be prorated based on start or end date.

ICC accepts subsidies through WA state programs, including [CCAP](#) and [DCYE](#). Eligibility information can be found on their corresponding websites. The waitlist fee can be adjusted for families who qualify for a WA state subsidy program.

Leaving the Program

ICC asks families to provide a minimum 60-days official notice of intent to withdraw. This can be a written letter, or an email to the ICC administration team.

If a family chooses to suddenly withdraw from care, ICC reserves the right to uphold the tuition contract and request tuition payment for 60-days from the date notice was given.

Contact Us

Please reach out to the administration team (which includes the Enrollment Coordinator, the Executive Director, and the Program Supervisor) with any questions.

- The group email for the administration team is [<admin@interlakechildcare.org>](mailto:admin@interlakechildcare.org).
- The direct email for the Enrollment Coordinator is [<enrollment@interlakechildcare.org>](mailto:enrollment@interlakechildcare.org).
- The office phone number is (206) 632-6479.