



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 (Sep 2025)

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 is one of many schools to use [Kinside](#), a third party waitlist management system. Kinside will ask for basic information, including date of birth and preferred enrollment date, so they are placed correctly on the waitlist. All information shared with Kinside is confidential and only accessed by the Enrollment Coordinator to contact families regarding enrollment.

ICC offers group virtual tours, held twice a month. Families may sign-up for a tour regardless of waitlist status. In-person visits are currently only scheduled after receiving an official offer of enrollment.

Step	Description
1 (or 2)	Join the waitlist through Kinside by submitting the electronic form and a one time, non-refundable waitlist fee of \$115 per child. Interlake Child Care (ICC) charges \$100, and Kinside charges a \$15 administrative fee that goes directly to them.
2 (or 1)	Sign up for a scheduled group virtual tour of the center (held bi-monthly).
3	Once an opening becomes available; the Enrollment Coordinator reaches out via email (used to create the Kinside profile). <ul style="list-style-type: none"> Includes opportunity to schedule an initial in-person visit.
4	After receiving the offer, the family has 3 days to confirm interest, and a maximum of 7 days overall to either accept, decline, or defer enrollment. <ul style="list-style-type: none"> "Defer" indicates an interest to stay on the waitlist. After the second deferral, ICC reserves the right to remove that family from the waitlist.
5	The family accepts the offer. There is a registration form to complete, and a security deposit of \$500 to submit. \$10 of this goes directly to Kinside, and is non-refundable. ICC receives \$490, and that portion is eligible to be refunded.
6	Enrollment Coordinator sends handbooks, school policies, and required enrollment paperwork. <ul style="list-style-type: none"> Families are required to review all school policies before the first day of care.
7	ICC offers a 1hr classroom orientation visit before the first day, at no charge <ul style="list-style-type: none"> This visit is for everyone (student + one or two parents/guardians) to come see the classroom, meet the teachers, and ask remaining questions
8	First full day! <ul style="list-style-type: none"> It is a WA state licensing requirement that all enrollment paperwork be submitted 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 (all of these 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 also not eligible to be prorated.

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

Leaving the Program

A 60-days official notice is required when requesting to withdraw from ICC in order to be eligible for the security deposit refund. An email to administration <admin@interlakechildcare.org> is sufficient.

- ICC reserves the right to withhold the security deposit if the 60-days notice is not met accordingly.
- 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>.
- The direct email for the Enrollment Coordinator is <enrollment@interlakechildcare.org>.
- The office phone number is (206) 632-6479.