

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 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. Once submitted, families set up an account on Brightwheel, and submit the one-time, non-refundable waitlist fee of \$100 per child. This fee can be adjusted for families who qualify for a WA state subsidy program, such as CCAP or Working Connections.
2 (or 1)	Contact the Enrollment Coordinator to review the tour calendar and to schedule an appointment.
3	Once an opening becomes available; the Enrollment Coordinator reaches out via email to offer the opening.
	The family has 2 days to confirm interest, and a maximum of 5 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 defer a second offer of enrollment, ICC reserves the right to remove that family from the waitlist.
4	Upon accepting the offer, families will be asked to submit a security deposit of \$500, which is eligible to be refunded towards the final month of tuition.
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 <u>Washington Administrative Code standards (WAC)</u>, 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 also not eligible to be prorated.

ICC accepts subsidies through WA state programs, including <u>CCAP</u> and <u>DCYF</u>. 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 <a drawfallower admin@interlakechildcare.org>.
- The direct email for the Enrollment Coordinator is <enrollment@interlakechildcare.org>.
- The office phone number is (206) 632-6479.