

Accounting Policies

At La Escuelita, we strive to maintain clarity and transparency in our financial policies to ensure a seamless family experience. Please review the following policies and guidelines:

General Policies

- A tuition fee schedule will be provided before registration & updated in May of each year.
- No tuition credits are provided for absences, including those due to illness, vacations, requested leaves of absence, staff in-service training days, or any other reason.
- Registration and tuition fees are non-refundable.
- Registration fees are due every June for the upcoming school year, and the fee schedule will outline any items parents need to provide for their children.
- Additional fees may apply for field trips or special activities throughout the year.
- A \$200 registration fee is required each school year to cover basic classroom materials for your child.
- Tuition and invoicing are managed through our accounting partner Kinside. Once your registration is processed, you will receive an email to set up your account in their portal.
- Tuition is due on the 25th of each month for the following month's services. Example: Sept tuition is due on Aug 25th.
- Late Pick-Up Fee: Parents arriving late to pick up their child must complete a late pick-up form. A fee of \$5 per minute will be invoiced on the 20th of the month.
- Tuition covers attendance for up to five days per week, with a maximum of 10 hours per day.
 - An additional \$50 fee will be charged for any day a child is at the center for more than 10 hours.
 - Parents must provide a daily schedule and notify the office of any changes or delays in their child's schedule.
- Past Due Accounts: Childcare services will be automatically suspended for accounts past due after the 5th of the month. Services will resume only when the account is paid in full.
- We request one month's written notice before withdrawing from care. Failure to do so will result in responsibility for the full month's tuition.
- We offer sibling discounts to families with more than one child enrolled at La Escuelita.

- For accounting-related questions, please contact Ray Sosa at ray@laescuelitaschools.com.

Students Receiving Subsidized Childcare

La Escuelita partners with the City of Seattle Comprehensive Childcare Program, Best Start for Kids, Seattle Preschool Program, and the Department of Social and Health Services to provide subsidized childcare for eligible families. If you have or will be using a subsidy to pay for tuition, please notify the enrollment director at the time of registration so that we may request your authorization form from the subsidizing agency prior to the start date.

- Childcare services will begin only after written subsidy authorization is received from the subsidizing agency.
- Childcare services will only be provided on the approved dates specified by the grant agency.
- Parents will receive a subsidy expiration notice one month before the expiration date, including the agency's contact information and their case number.
- Parents are responsible for renewing their subsidy with the agency before the expiration date.
 - If authorization lapses, childcare services will be suspended until renewal is confirmed in writing.
 - Parents may also opt to continue services by paying full tuition until subsidy authorization is reinstated.