



Payment and Enrollment Agreement 2017-2018

Please review our payment and enrollment policies below. Please initial next to each clause to indicate that you have read it, and that you agree to support that policy.
You can find our manuals and policies on our website.

_____ **Family Manual:** My initials here indicate I have read the Family Manual.

_____ **Health Policy Manual:** My initials here indicate I have read the Health Policy Manual.

_____ **Disaster Policy:** My initials here indicate I have read the Disaster Policy.

_____ **12 Month Program:** EELP is a year round program. In order to guarantee your child a spot from year to year you must pay for tuition in the summer whether you use it or not. If you wish to withdraw your child for the summer or for another extended period of time, your child will be disenrolled and placed in our wait pool.

_____ **Tuition Payments:** Tuition is an annual cost that we divide into 12 monthly payments for ease of billing and payment. Tuition is due in advance on the 1st of the month. A late charge of \$25 may be added to accounts not paid in full by the 5th. (Tuition for the entire year can be paid in one lump sum on September 1st; and we do not offer a discount for paying in advance.) Make checks payable to EELP or Epiphany Early Learning and place them in the payment box in your child's classroom. There is a \$25 fee on returned checks. We cannot accept cash. We reserve the right to suspend your child's participation in the program any time your account is past due.

_____ **Tuition Deposits:** In order to guarantee your child's initial enrollment we require a one month deposit. This deposit is held until your child's last month of enrollment at EELP. *This deposit can be fully refunded or applied to your child's last month of enrollment when you give us at least 60 days written notice of termination.*

_____ **Tuition Increases:** Tuition is generally set for a one year period, with increases taking effect at the beginning of the school year on September 1st. On rare occasions additional increases may happen during the school year. Families are notified at least one month in advance of a tuition increase.

_____ **Sibling Discount:** We offer a 3% tuition discount on the lesser tuition of one sibling.

_____ **Annual Re-Registration Fee:** Each September all returning families are charged a \$75 re-registration fee. For newly enrolled families, the \$75 application fee serves as the registration fee for the first year of enrollment.

_____ **Tuition Reduction for Missed Days:** Our personnel expenses remain the same, whether or not your child is here. As such we are not able to decrease tuition for vacation, illness, holidays or school closures.

- _____ **Changing Schedule:** If you wish to change or reduce your child's schedule, please contact the director with your requested schedule change and we will notify you if/when your requested schedule becomes available.
- _____ **Termination:** At least **60 days** written notice is required to withdraw your child from EELP. When at least 60 days written notice is given, we will apply your tuition deposit to your child's last month of enrollment. **Please note that we do not pro-rate your child's last month of enrollment.**
- _____ **Financial Assistance:** Financial assistance may be awarded both annually in September and also on a short term basis when funds are available. Please ask for an application in the office.
- _____ **Child Care Subsidies:** EELP welcomes families whose children receive child care subsidies from DSHS or the City of Seattle. Families are required to pay all co-pays by the 1st of the month. Late fees may be charged if co-pays are not paid by the 5th. Families are asked to notify us immediately about any changes in subsidy or co-payment.
- _____ **Late pick up charges:** EELP's school-day ends promptly at 3:30 p.m. Our full-day ends promptly at 5:30 p.m. *There is a late pick up charge of \$1 for each minute that you are late.* This will be added to your account. Please let us know if you expect to be late, and know that we will keep your child(ren) safe until you arrive.
- _____ **Holidays:** EELP is closed New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the Friday following. We are closed from December 24th through December 31st.
- _____ **In-service Days and Parent-Teacher Conferences:** EELP closes for four inservices each year. These include one day each in February, May, and June, as well as the whole week before Labor Day. We also close for two parent-teacher conference days in the spring. These dates will be posted on our annual calendar.
- _____ **Early Closures/Staff Meetings:** We meet monthly as an entire staff for ongoing trainings to deepen our understanding of children, to solidify our relationships with one another, and to nourish ourselves for this work. We close our classrooms at 3:30 (Interlaken closes at 3:15) on the second Friday of each month for an all-staff meeting. EELP's late pick-up charges will apply after 3:30 p.m. (3:15 for Interlaken) on these days.
- _____ **Snow/Inclement Weather:** EELP strives to accommodate the needs of working families while also valuing the safety of the children and our staff. We reserve the right to close at any time due to severe weather conditions or for other emergencies or natural disasters. In general, EELP will close for severe weather whenever the Seattle Public Schools close. During times that the public schools are out of session, EELP's closure will be at the discretion of the director. No refunds or credits are given for closures due to weather.

_____ **Sign-in/Sign-out:** Your child must be accompanied to and from school by an adult and signed in and out with the parent/guardian's or other authorized adult's full signature. This is a Washington State Licensing requirement.

_____ **Absences:** Please notify EELP of all absences or changes in your daily schedule. If your child will be out for the day or will be dropped off or picked up at a different time than usual please call and let us know.

_____ **Illness and Exclusion:** Please notify EELP of any illnesses or health concerns for your child. Please review our Illness Policy included in the parent handbook. Note that EELP reserves the right to exclude any child who is ill.

_____ **Medication:** Written permission is required in order for EELP staff to administer any medication including prescription, over-the-counter, sunscreen, lotion, diaper ointment, etc. EELP staff will only administer medication that is in its original packaging, labeled with recommended dosage for the age of the child when it is accompanied by a complete, signed medication form.

_____ **Fundraising:** EELP depends entirely on family tuition and fundraising to provide exceptional care for your child. Fundraising plays an integral role in generating income to cover operating expenses for our school. The success of our fundraisers is dependent upon the participation of families. We request 100% participation from families in fundraising events.

_____ **Family Involvement:** EELP asks each family to participate in our program in a variety of ways. We ask you to take time to read and respond to posted and emailed documentation, attend parent conferences, collaborative conferences, work team celebrations, and other events. It is our goal to create a learning community of children, staff, and families at EELP.

My/our initials above indicate that I/we have read and agree to adhere to all of the above policies.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Updated Contact Info: This ensures that we will have you on our email lists and roster by the time you join us!

Name: _____ Cell: _____ Work phone: _____

Home address: _____ Email: _____

Name: _____ Cell: _____ Work phone: _____

Home address: _____ Email: _____