



Payment and Enrollment Agreement 2022-2023

Please review our payment and enrollment policies below and initial next to each clause to indicate that you have read 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 on EELP's website.

_____ **Health Policy Manual:** My initials here indicate I have read the Health Policy Manual on EELP's website.

_____ **Covid-19 Policy:** My initials here indicate I have read the Covid-19 Policy on EELP's website.

_____ **Disaster Policy:** My initials here indicate I have read the Disaster Policy on EELP's website.

_____ **12 Month Program:** EELP is a year-round program. To guarantee your child a spot from year to year you must pay for tuition whether your child attends or not. If you keep your child home for the summer or another extended period and don't continue to pay tuition, your child will be withdrawn, and you will have to reapply for enrollment.

_____ **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 each month. A late charge of \$25 may be added to accounts not paid in full by the 5th. Make checks payable to EELP or Epiphany Early Learning and place them in the payment box in your child's classroom or bring them to the office. Alternatively, you may choose to set up automatic monthly payment through your bank and have your tuition check mailed to EELP by the 1st of each month. There is a \$25 fee on returned checks. We cannot accept credit card payments, electronic transfer, or cash. We reserve the right to suspend your child's participation in the program if your account is not paid in full by the 10th of each month. If your account is past due by more than 30 days, we reserve the right to turn your account over to collections.

_____ **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 are unfortunately unable to offer a discount for siblings. However, families can apply for financial assistance.

_____ **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 changes and we will notify you when your requested schedule becomes available.

_____ **Withdrawal:** 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 cannot pro-rate your child's last month of enrollment.** If you leave without giving notice you will be responsible for the current month's tuition plus tuition for the next two months. If you have a tuition deposit on file, we will apply that to your balance owed.

_____ **Financial Aid:** Financial Aid may be awarded both annually in September and 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's Child Care Assistance Program. 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 pm, and our full-day promptly at 5:30 pm. *There is a late pick up charge of **\$5 per 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 safe until you arrive.

_____ **Holidays:** EELP is closed New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and the Friday following, and **we are closed for two weeks** from December 19th through December 31st for Winter Break.

_____ **In-service Days and Parent-Teacher Conferences:** EELP closes for five In-services each year, including one day each in October, February, May, and June, as well as a week at the end of August. We also close for two parent-teacher conference days in the spring. These dates will be posted on our school 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, typically on the second Friday of each month (posted on our calendar), for an all-staff meeting. EELP's late pick-up charges will apply after 3:30 p.m. on these days.

_____ **Snow/Inclement Weather:** EELP strives to accommodate the needs of working families while also ensuring the safety of 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. When 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.

_____ **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 and our COVID-19 policies on our website. 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, lip balm, diaper ointment, etc. EELP staff will only administer medication that is in its original packaging and labeled with recommended dosage for the age of the child when it is accompanied by a complete, signed medication form. Prescription medications must be in their original prescription box or bottle and have the prescription label attached.

_____ **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 from teachers, attend parent conferences, collaborative conferences, work team celebrations, anti-bias education discussions, 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 the above policies.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Updated Contact Info: This ensures that we have you included correctly on our email lists and rosters. If you prefer that any of this information not be shared with other current EELP families, please let us know. Thank you!

Child's Name _____ Child's Name _____

Name: _____ **Cell:** _____ **Work phone:** _____

Home address: _____ **Email:** _____

Name: _____ **Cell:** _____ **Work phone:** _____

Home address: _____ **Email:** _____