

## Hilltop Children's Center

4 Nickerson Street, Suite 100 • Seattle, WA 98109 • 206.283.3100 •  
www.hilltopcc.org



### PAYMENT AND ENROLLMENT AGREEMENTS 2011-2012

Please review Hilltop's payment and enrollment policies below. Please initial next to each clause to indicate that you have read them, and that you agree to support these policies. For further information about any of these items, you may consult the Hilltop *Family Manual* or contact a member of the Administration Team. Hilltop is a year round program. We charge tuition on a month-by-month basis. We feel it's in your child's best interest to remain with us for at least a year once enrolled, if possible.

*Please initial next each clause, below, and then sign on the back page. Thank you!*

#### REQUIRED READING

- \_\_\_\_\_ FAMILY MANUAL: My initials here indicate I have received and read the Family Manual.
- \_\_\_\_\_ DISASTER POLICY: My initials here indicate I read the Disaster Policy. (A copy of the disaster policy is available in the Hilltop lobby, on our website in Parents & Family section, or can be e-mailed to you upon request.)
- \_\_\_\_\_ PESTICIDE POLICY: My initials here indicate I have read the Pesticide Policy in the Health Plan. (A copy of the Health Plan policy is available in the Hilltop lobby, on our website in Parents & Family section, or can be e-mailed to you upon request.)
- \_\_\_\_\_ TUITION INCREASES: Hilltop depends entirely on family tuition and fundraising to provide exceptional care for your child. Tuition is generally set for a one-year period, with increases taking effect at the beginning of the school year on September 1<sup>st</sup>. Under unusual circumstances the Board of Directors may approve a mid-year tuition increase. Families are notified one month in advance of a tuition increase.
- \_\_\_\_\_ ENROLLMENT FEES: The purpose of our enrollment fees is to assure full enrollment so that Hilltop can continue to provide our quality service to families. Upon enrollment Hilltop requires payment of \$375. ***Enrollment is not confirmed until this payment has been received.*** The wait list fee will be credited to this amount if already paid. This payment covers registration costs and emergency preparedness supplies. \$250 of the enrollment fee is refundable if Hilltop receives 60 days notice prior to termination. \$100 is refundable if Hilltop receives 30 days notice. A refund check will be issued when all tuition has been paid in full through the child's last day or 30 days from the notice date, whichever is later.
- \_\_\_\_\_ PAYMENTS: ***All childcare fees are payable in advance, on the first of the month.*** We pay our staff on the 5<sup>th</sup> of each month and appreciate your prompt payment to meet our payroll. A late charge of \$25 is added to accounts not paid in full by the 7<sup>th</sup> or the last school day prior to the 7<sup>th</sup>. There is a

\$35 charge on returned checks. We prefer that you do not pay in cash. Make checks payable to HCC and place them inside the check box in the office. Hilltop reserves the right to suspend your child's participation in the program any time your account is past due.

\_\_\_\_\_ RECEIPTS: Hilltop does not routinely issue receipts or year-end statements for IRS purposes. Please keep your own payment records. If you need receipts for your flexible spending or reimbursement accounts, we are happy to provide these; please arrange this with the Operations Coordinator 72 hours in advance.

\_\_\_\_\_ START DATE: The first month's tuition is due the first day your child attends school. At times, tuition may be due in advance to secure your spot for a mid-year vacancy.

\_\_\_\_\_ VACATIONS: We are committed to providing consistent classroom coverage so our expenses remain the same, whether or not your child is here. We do not decrease tuition for vacation or illness. If you wish to withdraw your child for an extended period of time, your child's spot will not be held. Please refer to "Termination" below for more information on withdrawing your child.

\_\_\_\_\_ SCHEDULED DAYS: Changing schedules impacts the classroom community and Hilltop's ability to meet the budget. If you wish to change your child's schedule, please complete a Change Request form. We will accommodate you as soon as your preferred schedule becomes available.

\_\_\_\_\_ TERMINATION: ***30 days written notice is required to withdraw your child from Hilltop.*** You will be responsible for all tuition for those 30 days. To ensure full enrollment, we offer an incentive to families who give us advance notice. If we receive notice of termination 60 days before your child's last day, we will refund \$250 of your initial enrollment fee after final payment. If we receive 30 days notice, we will refund \$100 of your initial enrollment fee after final payment. If final payment is not received within 60 days of termination, your account will be turned over to a collection agency. In the unlikely event that we require a child to leave Hilltop, any unused tuition and the \$250 enrollment fee will be refunded.

\_\_\_\_\_ FINANCIAL ASSISTANCE: Financial assistance is awarded both annually in September and also on a short-term basis when funds are available. Please ask for an application in the Hilltop office.

\_\_\_\_\_ CHILD CARE SUBSIDIES: Hilltop enrolls a limited number of children who receive child care subsidies from DSHS or the City of Seattle. You are required to pay all co-pays by the 1<sup>st</sup> of the month, and late fees will be charged if your co-pay is not paid by the 7<sup>th</sup>. You also need to notify us immediately of any changes in your subsidy or co-payment.

\_\_\_\_\_ LATE PICK-UP CHARGES: Hilltop closes promptly at 6:00pm (1pm for Beach and 6:15pm for Big Kids). There is a late pick-up charge of \$1 for each minute you are late after the closing time of your class. Please call us in the event of an emergency that will prevent you from picking up your child on time. If we haven't heard from a parent/guardian or been able to reach an emergency contact by 7:00pm, your child will be referred to Child Protective Services, as required for abandoned children.

- \_\_\_\_\_ HOLIDAYS: Hilltop is closed New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, and December 25<sup>th</sup> through December 31<sup>st</sup>.
- \_\_\_\_\_ ADVOCACY: Hilltop staff and families are committed to advocating to improve the pay and working conditions for teachers and to make child care more affordable for families. Hilltop closes one day each spring, around the first of May, for Worthy Wages Day, to participate in meetings, workshops, or activities related to advocacy for the field of Early Childhood Education. This closure day will be listed in advance on the annual calendar to provide you ample time to find alternative care.
- \_\_\_\_\_ IN-SERVICE: Teachers need regular time to deepen our understanding of child development and strengthen our teaching practices, to best facilitate children's learning and support their developmental growth. Hilltop closes 4 full days per year for teachers to clean the classrooms and meet together or attend training workshops. Generally we close one day in the fall, one in June, and the Thursday and Friday before Labor Day. These closure days will be listed in advance on the annual calendar to provide you ample time to find alternative care.
- \_\_\_\_\_ 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. **Hilltop's preschool classes close at 3:00pm on the first Friday of many months for an all-staff meeting.** Hilltop's late pick-up charges will apply after 3:00pm on these days. The school age program will be staffed by substitute teachers for staff meetings until 6:15 pm.
- \_\_\_\_\_ SNOW / INCLEMENT WEATHER: We strive to accommodate the needs of our working families while also valuing the safety of the children in our care and the safety of our staff and families. Hilltop reserves the right to close at any time due to severe weather conditions, or for other emergencies or natural disasters. We use Seattle Public School (SPS) as a guide for closures but we do not follow SPS exactly. In the event of a delayed opening or full closure, a message is left on our voice mail by 6:30 AM and we make every effort to email the entire school in the morning of a snow event. Please remember that some of our teachers do not live locally and we must consider coverage and safety issues when making the decision to open or close in major weather events. During times that the public schools are out of session, Hilltop'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 full name in writing. This is a Washington State licensing requirement. Hilltop will not assume responsibility for any child not signed in and out by the parent/guardian or authorized representative.
- \_\_\_\_\_ ABSENCES: It is the family's responsibility to notify Hilltop of all absences or changes in schedule. If your child will be out for the day, or will be dropped off or picked up at a time different from her or his usual schedule, please call and inform us as soon as possible.
- \_\_\_\_\_ ILLNESS: It is the family's responsibility to notify Hilltop of all illnesses and health complaints. When dropping off your child, notify a teacher of any health problems or complaints your child may have,

and always inform a teacher if your child is taking medication. Families are also expected to respond to posted requests should specific illnesses spread through the center (for example, doing home head-checks for lice).

\_\_\_\_\_ EXCLUSION: Families are expected to support the health of all Hilltop children by keeping their child home when she or he is unable to participate fully in daily activities, or has a communicable illness. Hilltop conforms to King County Health Department guidelines for excluding sick children from school. We will send sick children home according to those guidelines, or remove them from the classroom until they can be picked up. Hilltop reserves the right to exclude a child from care for health or safety reasons at the discretion of the Hilltop staff. Please see the *Family Manual* for details.

\_\_\_\_\_ MEDICATION: Written permission is required for Hilltop staff to administer *ANY* medication, including prescription, over-the-counter, sunscreen, lotion, lip balm, etc., every 6 months. Hilltop staff will only administer medication if it is in its original packaging, according to the recommended dosage, and with a complete, signed medication form on file (prescription meds required doctor's signature on form).

\_\_\_\_\_ FUNDRAISING: Families are expected to participate in school fund-raisers, whether by planning and organizing, assisting at events, spreading the word in the community, or simply attending. Fundraising is an integral part of generating income to cover operating expenses for the school, and the success of fundraisers depends on the participation of all families.

\_\_\_\_\_ COMMUNICATION: At Hilltop, we strive for clear and open communication between families, staff, and children. It is the family's responsibility to read, and to respond when necessary, to all written communications from teachers and from the Hilltop administration, including emails, posted signs, monthly & weekly newsletters, and personal communications,. Also, families should notify Hilltop, in writing, of any important changes or information regarding their child's health, attendance, schedule, etc.

\_\_\_\_\_ FAMILY INVOLVEMENT: Hilltop expects all families to take a proactive role in understanding their child's school experience, and the Reggio Amelia approach. Hilltop staff make a point to carefully document children's work and experiences. We ask that you read all such documentation pertaining to your child to gain a deeper understanding of their time at Hilltop. In addition, you will be asked to participate in orientation meetings, family-teacher conferences, all-class meetings, fundraisers, and celebrations. Your participation and interest is a vital part of the program and our community.

### PLEASE SIGN BELOW:

My initials indicate that I have read the entire agreement above. I agree to the terms set out above by Hilltop Children's Center.

Printed Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Person(s) accepting financial responsibility for care:*

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
street city state zip code

Signature: \_\_\_\_\_ Date: \_\_\_\_\_