



Brookside Children's Early Education Center

Enrollment Application

“Striving for Excellence in Early Childhood Education”

Please circle site of enrollment

675 N. Brookside Rd. Wescosville, PA 18106

610-481-9955

OR

357 S. Route 100 Allentown, PA 18106

610-841-9996

Parent/ Guardian Name(s): _____

Parent 1 Phone Number _____ Email _____

Parent 2 Phone Number _____ Email _____

Child's Address: _____

School District you reside in: _____

Parents' address, if different from child's: _____

Start Date Requested: _____

- The start date is not guaranteed until this Application is signed by both parties.
- If parents request to change the start date to a later date, the new start may be no more than 2 weeks of date written above, otherwise additional enrollment fees will apply.

Re-enrollment Policy: If re-enrolling, new start date must be within 2 weeks of new application date. Brookside will not hold a spot for more than 2 weeks without tuition being paid.

Registering Days: Monday Tuesday Wednesday Thursday Friday

(Please circle)

Child's Full Name (if applicable): _____

- Birth Date/ Due Date (if applicable) _____

- Age of Child at time of start date: _____

- Child's Elementary School (if applicable): _____

- School Age Only- Please Circle: Before & After Just Before Just After

Child's Full Name (if applicable): _____

- Birth Date/ Due Date (if applicable) _____

- Age of Child at time of start date: _____

- Child's Elementary School (if applicable): _____

- School Age Only- Please Circle: Before & After Just Before Just After

Child's Full Name (if applicable): _____

- Birth Date/ Due Date (if applicable) _____

- Age of Child at time of start date: _____

- Child's Elementary School (if applicable): _____

- School Age Only- Please Circle: Before & After Just Before Just After

List any special needs or allergies we need to know about: (if your child has an IEP and/or a Treatment Plan we ask that we may have a copy of this prior to start date so we can assist in helping the best way possible)

Please read through entire contract prior to signing.

This application, along with a \$50 registration fee per child and security deposit equal to two weeks' tuition will secure your child's enrollment at Brookside Children's Early Education Center.

Tuition Policies

- Tuition is due prior to the performance of childcare services and is due every Monday. If a holiday falls on a Monday, then tuition is due the prior Friday.
- Tuition is due whether or not your child attends.
- Tuition represents your child's enrollment in our center.
- No credit is given for emergency closure days or holidays.
- A Late Tuition fee of \$20.00 will be assessed if tuition is not received on or before the due date, and childcare services will be suspended until all tuition and fees are paid in full.
- A service charge of \$35.00 will be assessed for each check returned for insufficient funds. If two checks are returned, all subsequent payments must be made in cash, money order or certified bank check.

*For expecting parents enrolling a newborn child, please contact Brookside via phone call or email once your child is born. We would like to know your child's birthdate and name.

* Receipts are sent monthly and annually

*Siblings enrolled here at Brookside Children's Early Education Center may go part time during a parent maternity leave. You MUST request this now when submitting your Infant application. Please speak with the Director if at all interested in more details.

The following amount is due to enroll your child: (All Payments must be made by CASH or CHECK)

Registration Fee: (\$50.00 per child) _____ **Security Deposit** (two-weeks' tuition) _____

Total \$ _____

_____/_____**(Parents Initial)** **The Registration Fee and Security Deposit are Non-Refundable after 3 business days.** If you choose to withdraw this application before the start date, you will not receive any refund. If you terminate your child's care after the start date, you must provide two-week's written notice in accordance with BCEECE Termination Policy. The Security Deposit will be applied towards your unpaid tuition when you disenroll.

Office use: Amount Paid by cash _____ or check _____ # _____

The following items are needed for registration 1. Application 2. Parent Handbook Sign-off form 3. Deposit and registration fees paid 4. Set up a time with the Director to drop-off items 1 through 3 and pick-up Enrollment Packet.

TOTAL PAID: _____

PAYMENT OWED: _____

I/We hereby understand the entire application agreement between both parties.

Director Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Thank you,

Devon L. Raad, Owner
Debi Hogan, Director of Brookside Rd. Location
Lara Egan, Director of Route 100 Location

***Thank you for choosing BROOKSIDE. We look forward to building a lifetime of love, learning and laughter with you and your child/children!**