



BROOKSIDE CHILDREN'S EARLY EDUCATION CENTER Enrollment Application

Please circle site of enrollment

675 N. Brookside Rd. Wescosville, PA 18106
610-481-9955

357 S. Route 100 Allentown, PA 18106
610-841-9996

163 Harrison St. Emmaus, PA 18049
610-421-6006

Parent/ Guardian Name(s): 1. _____ 2. _____

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, your 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.

Enrollment Days Requested: 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: _____
- School Age Only (Circle): Before & After Just Before Just After Elem. School: _____

Child's Full Name (if applicable): _____

- Birth Date/ Due Date (if applicable) _____ Age of Child at time of start date: _____
- School Age Only (Circle): Before & After Just Before Just After Elem. School: _____

Child's Full Name (if applicable): _____

- Birth Date/ Due Date (if applicable) _____ Age of Child at time of start date: _____
- School Age Only (Circle): Before & After Just Before Just After Elem. School: _____

List any special needs, medical conditions or allergies.

Does your child have an IEP, IFSP, or Behavior Plan? _____ If so, please attach a copy of the plan.

Is there a child custody agreement in place? _____ If so, please attach a copy and ensure all necessary parties agree to and sign this application.

Do you receive child care subsidy? _____ If so, additional documentation is required for enrollment.

*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.

*Siblings enrolled here at Brookside Children's Early Education Center may go part time during a parent's maternity leave for a maximum of 8 weeks and then return to full time status. You MUST request this now when submitting your Infant application. Please speak with the Director if at all interested in more details.

Please read through entire contract prior to signing.

This application, along with a \$75 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.
- Receipts are sent monthly and annually.

Enrollment Payment can be made by CASH or CHECK. BCEEC does not accept credit card payments. Subsequent tuition payments can be weekly or monthly, made by CASH, CHECK or automatic ACH withdrawals. The following amount is due to enroll your child:

Registration Fee: (\$75.00 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 BCEEC 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 Acknowledgement Form 3. Deposit and registration fees 4. Set up a time with the Director to drop-off items 1 through 3 and pick-up Enrollment Packet.

TOTAL PAID: _____

PAYMENT OWED: _____

FIRST TUITION AMOUNT: _____

DUE ON: _____

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, Founder/ Owner
Debi Hogan, Director of East Penn Location
Lara Egan, Director of Parkland Location
Darian Kholi, Director of Emmaus Location

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