



# Broadman-Kaplan Early Childhood Center of Tikvat Israel

2200 Baltimore Road • Rockville, MD 20851

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[www.broadman-kaplan.org](http://www.broadman-kaplan.org) [ecc.director@tikvatisrael.org](mailto:ecc.director@tikvatisrael.org)

## Enrollment Application Information Sheet Toddlers & Twos

PLEASE PRINT ALL INFORMATION

### Child/Family Information

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M/F \_\_\_\_\_

Parent(s)/Guardians (P1) \_\_\_\_\_ Cell Phone \_\_\_\_\_

(P2) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip Code

Home Telephone \_\_\_\_\_

Priority consideration is given to siblings of current students, siblings of former students, and members of Tikvat Israel, although we do not guarantee placement due to those considerations.

Members of Tikvat Israel Congregation? Y/N \_\_\_\_\_ Sibling(s) of currently or preciously enrolled at BKECC Y/N \_\_\_\_\_

Parent 1 Employer \_\_\_\_\_ Parent 2 Employer \_\_\_\_\_

Business Address \_\_\_\_\_ Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

### Attendance Requirement

Children in the toddler class are required to attend for five days. Children in the two and three year old classes may attend three, four or five days a week. Children in the Hebrew Immersion or four year old classes are required to attend five days a week.

Children enrolled in the toddler, young two or older two/young three year old classes do not need to be toilet trained at the time of entrance to these classes. Children enrolled in the three year old classes need to be for the most part (uses the toilet independently, infrequent accidents) toilet trained. Children enrolled in the four year old classes must be toilet trained at the time of entrance to these classes.

Financial aid assistance is available for eligible families. Please check (✓) here to obtain forms: \_\_\_\_\_

I/We have filled out all applicable spaces on this application.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail application with your non-refundable \$75 application fee to: Broadman-Kaplan ECC, 2200 Baltimore Road, Rockville, MD 20850**

## Schedule Request

Child's Name \_\_\_\_\_ Requested Start Date \_\_\_\_\_

ALL SECTIONS MUST BE COMPLETED BEFORE SUBMITTING. WHEN COMPLETED, PLEASE SIGN AT THE BOTTOM AND MAIL BOTH PAGES ALONG WITH THE \$75.00 WAITLIST/ENROLLMENT TO THE ECC OFFICE.

### **SECTION I: SCHOOL TERM** Please choose one.

10 month School Year (late August – early June) **OR**  12 month School Year and Camp (August – August)

### **SECTION II: AGE GROUP** **DOB:** \_\_\_\_\_

Toddler 18 months by 9/1  Two (2) by 9/1

### **SECTION III: SCHEDULES**

#### **➔A. FIVE DAY OPTIONS: (TODDLERS & TWO'S)**

If you need to add on a day or two for an early drop or late stay to a 5 Day-a-Week option, please complete Option B also.

Full Time (M-F, 7:00 AM – 6:00 PM)  Extended Core (M-F, 9:00 AM – 3:45 PM)  
 3/4th Day (M-F, 7:00 AM – 3:45 PM) **OR**  3/4th Day (M-F, 9:00AM – 6:00 PM)  
 CORE (M-F, 9:00 AM – 6:00 PM)

OR

#### **➔B. MIX & MATCH OPTIONS: (TWO'S ONLY)**

PLEASE CIRCLE THE DAYS THAT CORRESPOND TO THE TIMES YOU ARE REQUESTING.  
CHILDREN MUST ATTEND A MINIMUM OF THREE (3) DAYS.

CORE (9:00 AM – 1:00 PM)	M	T	W	TH	F
Early Drop Off (7:00 AM – 9:00AM)	M	T	W	TH	F
Early Afternoon Extended Day (1:00 PM- 3:45 PM)	M	T	W	TH	F
Late Afternoon Extended Day (3:45 PM – 6:00 PM)	M	T	W	TH	F
Late Afternoon Extended day (1:00 PM – 6:00 PM)	M	T	W	TH	F

# TERMS AND CONDITIONS

**HOURS OF OPERATION:** Broadman-Kaplan ECC is open from 7:00 AM to 6:00 PM Monday through Friday, on a Year round basis. Morning Pre-School Classes or CORE will meet from 9:00 am to 1:00 pm. The ECC will be closed on major Jewish Holidays, Legal Holidays, and on some days when the Montgomery County Public Schools are not in session. A calendar of scheduled closings will be provided to you at the beginning of each school year. In addition, the ECC reserves the right to close for emergencies such as inclement weather. Emergency closures will be announced by public radio as soon as possible. Tuition fees are calculated to include the planned closures.

**FINANCE:** By signing this application, the parents also agrees to abide by the following financial policies of the school:

1. Tuition fees will be paid in advance, no later than the 5<sup>th</sup> of each month. **Payments received after that date, will be subject to a late fee. The late fee is equivalent to 5% of that month's tuition.** Any account that has a balance due as of the first of the following month will be deemed delinquent. Children will not be permitted to continue to attend class if the account is delinquent. The school reserves the right to exercise all legal means to collect such delinquent accounts. Costs incurred for account collection shall be assessed to the parent.
2. The tuition is calculated for the entire school year (August-June) or for the school year and summer (September-August) depending on your child's schedule. Families are charged on a monthly basis.
3. Written notice 30 days prior to withdrawing a child from the program. Tuition for the month of departure will not be refunded or pro-rated for partial absence and tuition for month following departure is due at time of withdrawal.
4. No refunds will be given for family vacations. Tuition is due whether or not the child attends school.
5. A \$75.00 per child, NON-REFUNDABLE, registration fee shall accompany this application. In addition, all enrolled families, a non-refundable, tuition deposit for the next school year is due by July 1<sup>st</sup> or prior to your child's start date if enrolling midyear. The deposit will be the 10<sup>th</sup> or 12<sup>th</sup> month tuition payment depending on your enrollment choice. Parent Committee dues and Activities fees will be billed in the Fall.
6. The fee schedule will apply until the end of the school year. The school will inform the parent of any proposed changes in the next year tuition on or before July 1<sup>st</sup>.
7. Members of Tikvat Israel, including those joining the synagogue during the school year, shall receive a discount of 15% of the billed tuition.
8. Families enrolling two or more children will receive a discount of 5% of the tuition of the lowest tuition.

**MEDICAL and EMERGENCY INFORMATION:** All medical records and emergency information must be filed with the school no later that the student's first day of enrollment. Any changes of such information or the child's health will be reported to the school immediately.

**I have read, I understand, and I agree to the above terms and conditions.**

\_\_\_\_\_  
(Parent's Signature) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

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FOR OFFICE USE ONLY:

Date Received \_\_\_\_\_ By \_\_\_\_\_

Registration fee paid \_\_\_\_\_ Class assigned \_\_\_\_\_

Tuition \_\_\_\_\_ Start date \_\_\_\_\_

Notes \_\_\_\_\_