

Admissions Process



687 County Highway 59
Cooperstown, NY 13326
Phone: 607-547-4060
Fax: 607-547-2835
www.thebrookwoodschoo.org

Thank you for your interest in Brookwood

Process:

- Once you inquire about our programs we want to set up a time for you to visit while programs are in session so you can see the wonderful things that go on here.
- We want to be sure to answer any questions you may have and will go over the next steps with you.
- Once an application is received with the registration fee, we will provide you with a packet of information for you to fill out. Including:

Blue Card

Enrollment Form

Medication Procedures Letter

Volunteer Opportunities Letter

Developmental History (I/T only)

Emergency Medical Release Form

Medical Statement of a Child in Childcare

Photo Permission

Questionnaire- "How I Heard About Brookwood)

(All forms must be returned prior to child starting)

- You may also meet with our finance department to fill out paperwork and set up payments. Financial assistance may be available for full time, full day enrollment, and you are welcome to find out about it.
*Anyone may apply for Financial Aid.
- Classroom placement will be set.
- Once you have completed the enrollment process, you will get login information to our Procure attendance system and a code for the door.

We work to personalize the process for each family by providing the communication and information you need for the age and stage of your child. We understand and focus on the fact that infant care is very different from our preschool programs and that every family is looking to meet their individual needs.

Let us know how we can help. We want to hear from you.

**For more information and to get started,
contact us at:**

607-547-4060

info@thebrookwoodschoo.org

