

NORTHAMPTON COMMUNITY COLLEGE

REIBMAN HALL & HANNIG FAMILY CHILDREN'S CENTERS

HOW TO APPLY FOR CHILD CARE

Dear Family,

Thank you for your interest in the Children's Centers at Northampton Community College.

To begin the application process, please follow the steps below.

1. Complete the Children's Center Application form.
2. Submit the application with a \$75.00 (per child) non-refundable application fee using one of the payment methods listed below:
 - a. Pay with a credit card at: <https://commerce.cashnet.com/NCCMISC> and select one of the following:
 - TOD Application Fee (children ages 2 years up to 3 years)
 - P/S Application Fee (children ages 3 to 5 years)

Email your payment receipt and the completed application to the appropriate contact.

Bethlehem Campus

Doreen Dantzler

ddantzler@northampton.edu

Pocono Campus

Faye Freer

ffreer@northampton.edu

- b. Submit your application and a check made payable to NCC and mail to the appropriate campus.

Bethlehem Campus

Northampton Community College

Bursar's Office

3835 Green Pond Road

Bethlehem, PA 18020

Pocono Campus

Northampton Community College

Bursar's Office

2411 Route 715

Tannersville, PA 18372

- c. Place an envelope, that includes a check made payable to NCC, along with the child care application(s), in the designated drop box at the appropriate campus. NCC does not accept cash payments in the drop box and will not be responsible for any cash placed in said box.

Bethlehem Campus – Near the entrance to the Student Enrollment Center

Pocono Campus - Near the entrance to Keystone Hall

- d. In person payment at the Bursar's Office on the campus your child is applying.

If you pay by check, the Bursar's Office will process your application and forward to the Children's Center. The Children's Center Scheduling Assistant will contact you regarding the status of your application. If you have any questions or need assistance, please contact the appropriate Children's Center.



- Bethlehem Campus – 610-861-5477
- Pocono Campus – 570-369-1861

