

Student & Family Information

Information used to establish the child's enrollment record and Brightwheel profile.

CHILD INFORMATION

Please use the child's legal name

Child's full legal name

Preferred name / nickname

Date of birth (MM/DD/YYYY)

Anticipated first day

Family name used for communication

Primary language spoken at home

Race and ethnicity (select all that apply)

- ☐ Hispanic or Latino ☐ Not Hispanic or Latino
- ☐ Black or African American ☐ White ☐ Asian ☐ American Indian / Alaska Native
- ☐ Native Hawaiian / Other Pacific Islander ☐ Other / prefer to self-describe

Total number of people in household

Other children in household (names / ages)

PARENT / GUARDIAN CONTACTS

Use the email and mobile number connected to Brightwheel

Parent / guardian 1 - full name

Relationship to child

Mobile telephone

Email address

Home telephone (optional)

Work telephone (optional)

Parent / guardian 2 - full name

Relationship to child

Mobile telephone

Email address

Child's primary home address (street, city, state, ZIP)

Preferred family communication

- ☐ Brightwheel message ☐ Email ☐ Telephone call ☐ Text message

St. Timothy's Episcopal Child Development Center

Safety, Health & Authorized Contacts

Help us keep emergency, pickup, health, and support information current.

EMERGENCY CONTACTS

List people other than the child's parent / guardian

Emergency contact 1 - full name

Relationship to child

Primary telephone

Alternate telephone

Emergency contact 2 - full name

Relationship to child

Primary telephone

Alternate telephone

AUTHORIZED PICKUP PERSONS

Photo identification is required

Authorized person 1 - full name

Telephone number

Authorized person 2 - full name

Telephone number

Authorized person 3 - full name

Telephone number

HEALTH AND OUTSIDE SERVICES

Services the child currently receives outside the center

☐ Speech / language

☐ Physical therapy

☐ Occupational therapy

☐ Other

Provider, service, frequency, or information the center should know

Doctor-diagnosed food allergies (list allergen and reaction)

Current allergy / asthma action plan on file?

☐ Yes

☐ No

☐ Not applicable

Other medical, dietary, medication, accessibility, or safety information

Child Comfort & Belonging Profile

There is no one-size-fits-all transition. Tell us what helps your child feel known and secure.

YOUR CHILD AT THEIR BEST

Family voice matters

What does your child love to do, explore, talk about, or play with?

Favorite items, toys, books, songs, characters, foods, or comfort objects

What makes your child smile, feel proud, or become deeply engaged?

ROUTINES & TRANSITIONS

Important home routines (morning, meals, toileting, rest, or bedtime) that help us understand your child

What usually helps during separation, drop-off, or a new experience?

How does your child show they are overwhelmed, and what calming strategies work best?

What helps your child feel safe, secure, included, and connected to trusted adults?

Communication, Orientation & Acknowledgment

Use this page during the family-and-educator orientation conversation.

COMMUNICATION & CARE PARTNERSHIP

How does your child communicate wants, needs, discomfort, and affection?

Sensory preferences or sensitivities (sound, touch, movement, light, textures, crowded spaces)

What are your family's most important hopes, priorities, or questions as your child begins care?

Educator orientation notes, agreed transition supports, and follow-up items

BRIGHTWHEEL & ENROLLMENT ACKNOWLEDGMENT

I understand that St. Timothy's Episcopal CDC uses Brightwheel for child check-in and check-out, tuition payments, family messages, and classroom photos and videos. I confirm that the information provided on this form is accurate and will notify the center when contact, pickup, health, or care information changes. This form becomes part of my child's confidential enrollment record.

Parent / guardian typed name

Date

Parent / guardian signature

Date

Staff / teacher name

Orientation date

Staff / teacher signature

Child's classroom

Orientation completed by

☐ Confidential enrollment record - place in the child's secure file. ☐ In person ☐ Telephone / Video ☐ Other

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