

# Registration Packet

Please send current photo of your child to:  
[brittchildacademy@gmail.com](mailto:brittchildacademy@gmail.com)  
or attach photo to this form.  
(Optional)



Child's Name: \_\_\_\_\_

*This form can either be filled out electronically (with Adobe Reader or Adobe Acrobat) or you can print this form to fill out. If you are submitting this form electronically please save a copy to your computer and then email to [brittchildacademy@gmail.com](mailto:brittchildacademy@gmail.com). If you are mailing, please mail to:*

Britt Children's Academy  
Attn: Admissions  
1108 Peachtree Street  
Cocoa, FL 32922

***A non-refundable registration fee of \$75.00 must be included with this registration form.  
This fee will hold your child's place in the class until a contract is received.  
Please mail registration fee to above address.***

*Britt Children's Academy does not discriminate in matters of employment, recruitment, admission, or the administration of any of its programs on the basis of race, creed, color, gender, nationality, or ethnic origin.*



Welcome to Britt Children’s Academy! We are so excited to welcome you into our BCA family! It is an honor for us to be able to have a small role in your child(ren) early education and we do not take this opportunity lightly. We recognize the importance of a quality early childhood program and have made it our business to continuously exceed our benchmarks by hiring the best teachers, implementing innovative teaching methods with enriching activities that are aimed at developing the whole child.

Please read this handbook to acquaint yourself with our policies and procedures. Sign and return the back page indicating that you have read it in its entirety and agree to the following policies.

Thank you for choosing our school! We look forward to partnering with your family to ensure the best results for your child.

“Free the child’s potential and you will transform him into the world”

~Maria Montessori





## ***Sibling Information***

*Please provide the following information on all applicants' siblings:*

<i>Sibling's Full Name/Age:</i>	<i>Current School</i>
<i>Sibling's Full Name /Age:</i>	<i>Current School</i>
<i>Sibling's Full Name/Age:</i>	<i>Current School</i>

*Name of present childcare (if applicable)* \_\_\_\_\_

*School Address* \_\_\_\_\_

*City*

*State*

*Zip Code*

*Telephone* (  )  *Current Teacher* \_\_\_\_\_

## ***Medical Information:***

**I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted:**

**Doctor:**  **Address:**  **Phone:**

**Please note: Due to proximity of the hospital and BCA location, all children will be transported to Wuesthoff Hospital for treatment**

**Hospital Preference:**

## ***Please answer the following questions***

1. *Does this child have any health irregularities, allergies, or educational challenges which might interfere with normal classroom or physical activities?*  Yes  No *If yes, please explain.*

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2. *What are your child's Emergency Care Plan Instructions?*

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3. Do you have any special instructions regarding eating habits, toileting, or other areas of concern?

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4. Is your child allowed to be photographed at our facility?  Yes  No

5. Is your child completely potty trained and independent in the bathroom?  Yes  No

6. Is your child completely potty trained and independent in the bathroom?  Yes  No

7. Who is authorized to pick up your child?

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*First & Last Name*

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*Address*

---

*Phone Number*

---

*First & Last Name*

---

*Address*

---

*Phone Number*

---

*First & Last Name*

---

*Address*

---

*Phone Number*

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*First & Last Name*

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*Address*

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*Phone Number*

**PLEASE READ AND SIGN THE ATTACHED DOCUMENTS.**

**THE DOCUMENTS ARE REQUIRED BY DEPARTMENT OF CHILDREN**

**AND FAMILIES.**



**A change in daily routine,** lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:  
The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019



## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## ⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

When life happens...Don't be a  
**DISTRACTED ADULT**



During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

\_\_\_\_\_

Child's Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

## Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).  
License Number: \_\_\_\_\_  
License Issued on \_\_\_/\_\_\_/\_\_\_  
License Expires on \_\_\_/\_\_\_/\_\_\_  
For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



OFFICE OF CHILD CARE REGULATORY AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S..

## General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

### Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

### Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

### Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.





**What is the influenza (flu) virus?**

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

**How can I tell if my child has a cold, or the flu?**

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



**"The Flu"  
A Guide  
for Parents**

**During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.**

**My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:**

**Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.**



**What should I do if my child gets sick?**

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

**CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:**

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



**How can I protect my child from the flu?**

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

**What can I do to prevent the spread of germs?**

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



**When should my child stay home from child care?**

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

**For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>**



## **Acknowledgment of Receipt of Required Handbook Documentation**

Section 7.1 and 7.2 of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

Section 7.3 of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility". (CF/PI 175-24), or

Section 8.3 of the Family Day Care Home/Large Family Child Care Home Handbook, requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28)

Section 2.8 of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, or

Section 2.3, of the Family Day Care Act Home/Large Family Child Care Home Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature indicated that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

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Signature of Parent/Guardian

---

Date



## **Discipline Policy of Britt Children's Academy**

Our goal is to provide positive reinforcement as well as redirection when appropriate. In accordance with our policy and Florida guidelines, the following will NOT be used:

- Severe, humiliating or frightening discipline
- Discipline associated with food
- Spanking or any other form of physical contact punishment

Instead, we follow a program of classroom courtesy and consequences for unacceptable behavior (such as warnings, quiet time, redirection, parental notification, etc.), in each action teaching by example. We encourage students to;

- Show respect for others
- Keep hands, feet and objects to self
- Follow directions
- Use materials and property appropriately
- Treat others as one would like to be treated

If your child is disruptive, aggressive, destructive, disregarding another child's rights or disrespectful to the teachers, he/she will be removed from the situation for 2-3 minutes and reminded of the appropriate behavior. Your child will not be allowed to return to normal activities until he or she agrees to abide by the rules. If child refuses to abide by the rules, the following actions will be taken:

1. A telephone call to the parent or guardian requesting that you speak to the child.
2. The parent or guardian may be called to remove the child from the premises for the rest of the day.
3. If a fight occurs or if your child is involved in a physical confrontation with a staff member or another child, 1st offense will be only on day suspension. Second offense will be dismissal from the program. We will not tolerate violence in any way.
4. Britt Children's Academy reserves the right to ask you to make alternative arrangements for the care of your child if destructive, aggressive behavior continues.

Britt Children's Academy wants to promote a secure and safe environment for all of our children and staff.

I, the parent and guardian of  agree to the Discipline Policy of Britt Children's Academy. I have also received a copy of the Environmental Health Services Brochure, "Know Your Child Care Center."

Employee/Parent Signature

Date



## TUITION POLICY

- All tuition payments are due on Monday morning of each week.
- A late payment fee of \$20 per child will be added to your account if payment is not received on time.
- **Auto-pay** – Every family MUST sign up for autopay via the Brightwheel app where payment will be automatically deducted from your account EVERY Monday **OR** Tuition must be paid 2 weeks in advance thereby eliminating any balances.
- Attendance will be suspended after 2 weeks of nonpayment until all fees are paid in full.
- Non – payment after 2 weeks will result in withdrawal of enrollment.
- Parents who get paid on a bi-weekly schedule MUST pay ahead 2 two weeks to avoid carrying a balance.
- Any bounced checks will incur a fee of \$35 (and that form of payment will no longer be accepted).
- If a payment made via the BrightWheel app is returned due to insufficient funds a \$35 fee will be charged for each occurrence per child.
- Accepted forms of payment are debit/credit card via Bright Wheel app. Checks will be accepted at the center.  
**Cash accepted but not preferred.**
- A \$75 annual registration fee is applied to every account July 1<sup>st</sup> yearly. For families with multiple children an additional \$50 will be added.
- 1<sup>st</sup> week tuition and annual registration fee are due on or before first day of attendance.

### VACATION

- Every family is allotted a full week (5 consecutive days) for vacation which can be used within the current calendar year (Jan. – Dec.)
- You are not required to pay for this week.
- You can use your week for whatever reason (e.g. Illness, vacation, staycation etc.)
- Notify the center director and a note will be made in your file at least 2 weeks in advance.

### ABSENCES

- **We understand that absences are sometimes necessary. However, you are still required to pay even if your child is not present. This is industry standard and there will be no EXCEPTIONS.**
- If a child is ill for longer than 2 weeks, they will be withdrawn from the program to avoid any additional charges.
- Weeks are not pro-rated for holiday days, pandemic or natural disasters which includes hurricanes, tornadoes etc.
- BCA or the parent may terminate enrollment at any time. A one-week written notice must be provided by the parent to the center.

### ELC PARENTS

- Parent co-payments are due every Monday morning.
- If your child is absent due to illness, they must return with a doctor's note excusing their absence. Or, a note written and signed by you, the parent, explaining their absence.
- In addition to parent copays, each parent is also responsible for paying the difference between what ELC pays for your child vs our actual rate (see example below).

**\*\*** Ex: Parent has a 2yr old enrolled and participates in ELC. Weekly co-payment is \$5. ELC pays \$130 wkly. Learning Street's actual rate, \$150 wkly. The difference will be \$20. Parent will pay \$25 wkly. **\*\***

Reference the chart below for the amount that applies to your family:

Age	BCA Tuition	ELC Payment	Weekly Difference
Infant	200	200	0
1yr old	160	153	7
2yr old	150	130	20
3yr old	135	120	15
4yr old	125	105	20
5yr old	125	105	20

Please sign below acknowledging that you have read the above policy.

Parent/ Legal Guardian Name (print): \_\_\_\_\_

Parent/ Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Sickness Policy

Britt Children's Academy strives for healthy minds as well as healthy bodies. Your child's health is a matter of major importance to us. If your child becomes ill during the day, they will be excluded from all activities and you will be notified to pick them up. For the comfort of your child(ren) and to reduce the risk of contagion, we ask that your child is picked up within an hour and a half of notification.

Children must remain home 24 hours from the time of being sent home. This time includes the remainder of the day they were sent home and the entire day after. They must return with a doctor's note.

**\*\*\*Please not that if your child is still exhibiting symptoms of a contagious illness, they will not be allowed to return to school, even with a doctor's note, until symptoms have lessened or have disappeared. \*\*\***

The following is a list of common illnesses but not limited to the following:

- Nausea or vomiting /Fever
- Bloody stool
- Unusually dark urine and/or gray or white stool
- Difficult or rapid breathing
- Stiff neck
- Swollen glands
- Runny nose (other than clear)
- Eye or ear discharge
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Hacking or continuous severe coughing which causes child to become red or blue in the face or make a whooping sound
- Loss of voice
- Sore throat with fever
- Body rash with fever
- Yellow skin or eyes
- Exposed, open skin lesions
- Lice
- Any other unusual sign or symptom of illness

BCA reserves the right to determine whether or not a child must go home due to illness.

**Parent/Guardian Signature:** \_\_\_\_\_

**Parent/Guardian Name (printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_



## BCA Closure Dates

Britt Children's Academy will be closed for the following holidays, under the condition they fall on a weekday:

New Year's Eve	Good Friday	Day Before Thanksgiving
New Year's Day	Memorial Day	Thanksgiving Day
Day After New Year's	Independence Day	Day After Thanksgiving
Martin Luther King Day	The Last Week in July	Christmas Day
Columbus Day	Veteran's Day	President's Day

These holidays are subject to change. Parents will be notified of any changes in advance. These days have been accounted for in the price of tuition; therefore, will not be subtracted from weekly tuition rate. By signing below, you agree to be responsible for your child's tuition charges while enrolled at Britt Children's Academy. You also agree to inform us of any changes to the above information and to provide us with updated immunization records and physicals when needed (if child is not yet enrolled in elementary school). Any additional dates will be announced.

Parent/Guardian Signature

Date

Print Name

Parent/Guardian Signature

Date

Print Name



## Acknowledgement

Please Sign and Return this portion prior to your child's first day.

By signing here, I acknowledge that I have read and understand all policies and procedures in the Britt Children's Academy Parent Handbook. I also agree to the terms and conditions in this handbook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





## **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Britt Children's Academy (BCA) has put in place preventive measures to reduce the spread of COVID-19; however BCA cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further attending BCA could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending BCA and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that the risk of becoming exposed to or infected by COVID-19 at BCA may result from the actions, omissions, or negligence of myself and others, including, but not limited to, BCA employees, volunteers, and program participants and their families. In the event of a student testing positive for COVID-19, I understand that BCA will be closed for a period of 24 hours for cleaning and tuition will not be prorated.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my children) or myself (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability or expense of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at BCA or participation in BCA programing ("Claims"). On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless Britt Children's Academy, its employees, and agents, and representatives, of and from Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any. Claims based on the actions, omissions, or negligence of BCA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in any BCA program.

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Signature of Parent/Guardian

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Date

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Print Name or Parent/Guardian

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Name of BCA Participant(s)



**TELL US ABOUT YOUR CHILD**

Child's Name \_\_\_\_\_

We would like to take this time to welcome you and your family to our center. We hope to see you and your family often in Britt Children’s Academy. Please fill in the questions below to help us get to know your child a little better: this will make our day and your child's day run a lot smoother. It helps us to know what to expect and prepare for your child's arrival.

Has your child been in daycare before?      Yes      No  
If yes, why did you leave?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long was your child there? \_\_\_\_\_  
What did you like best about your previous daycare? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your previous daycare? \_\_\_\_\_

\_\_\_\_\_

How would you describe your child's personality on a normal basis: (Circle all that apply)

Happy      Moody      Quiet      Chatty      Testing      Cooperative

## Meal Time

Is your child a picky eater? (Circle one)      Yes                  No

What are some of your child's favorite foods?

Which food does your child strongly dislike? \_\_\_\_\_

Does your child have any difficulty time napping? (Circle One)    Yes                  No

Do you have any ideas or certain routines for me to follow to make naptime a more enjoyable time for your child?

Does your child have any major problems that we should be aware of?    Yes    No

Please describe:

Does your child take any kind or medication on a regular basis?    Yes    No

Why?

Will we need to administer this medication?    Yes    No

Does your child need an inhaler?    Yes                  No

Does your child wear glasses?    Yes    No

**Please Note:** Britt Children's Academy and/or staff will not be held responsible for any damage that results from your child needing to wear glasses at school.

Does your child have any physical or mental disabilities?    Yes                  No

Please Explain:

Does your child have any allergies that we need to be made aware of?

Signing below acknowledges that I have filled out this form to the best of my knowledge.

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

\_\_\_\_\_  
Date