

# Guide to TCS Brightwheel Application Process

## Summer Camp and School Year Application Instructions

### BEFORE YOU APPLY!

- ✓ Child is 3yrs. at start of program
- ✓ Immunization Record
- ✓ Care Summary/ General Health History Form
- ✓ Child is fully potty- trained (Summer camp only)

Please have your child's most recent immunization record/waiver & health care summary ready to submit with your application. You can usually find these on your parent portal, if available, through your pediatrician's page. While we know these records may be updated during the year, sending the most recent version helps us keep an up-to-date file on hand.

Forms must be submitted on each admission packet.

### Brightwheel Application:

Registration opens on 1/6 Returning families  
1/13 New families

Current families will receive an email invitation to complete their application.  
New families can also find the link to these packets on our website.

1. Click on "Admission packets" tab to reveal the forms you need to complete.

Jane's Forms & Requests

Forms & Requests **Admissions packets**

Order by: Name

Showing 1 - 2 of 2

Form name	Received	Submitted	Status
Summer Camp 2025	Dec 10, 2024	--	Not started
TCS Registration 2025-2026	Dec 9, 2024	--	Not started

2. Click on "Fill out packet."

Form name	Received	Submitted	Status
Summer Camp 2025	Dec 10, 2024	--	Not started
Immunization Proof	Dec 10, 2024	--	New
General Health History Form	Dec 10, 2024	--	New
Summer Camp 2025 Registration Form	Dec 10, 2024	--	New

**3. For General Health History Form, please note that you may use the form provided or provide a well-visit summary and attach.**

1 Instructions for parents

Please submit proof of child's recent health exam. Below is the general form provided by Vermont Department of Children and Families, but families may also submit physical forms used by the health provider's office documenting the child's age appropriate well care exam and information regarding any health conditions and medications that may impact the care of the child in child care are also acceptable.

2 Downloadable form

CC-General-Health-Examination-Form (2).docx.pdf [Download](#)

**Before you submit, please make sure you've included:**

- Both parent contacts (if applicable)
- Two emergency contacts (other than P/G)\* required by licensing
- Any special care needs
- Active Childcare Financial Assistance Certificate(s)

## NEXT STEPS

Once your application is received and reviewed for completion, we will follow up with you to confirm space and your selected days/weeks.

We will then prompt you to submit your registration fee/deposit, which needs to be submitted within 72 hours.

### More information:

[Summer Camp 2025 Information](#)

[2024-2025 Fall Registration Tuition Schedule](#)

[Childcare Financial Assistance](#)