



WELCOME TO BRENWOOD

registration checklist

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We would like to welcome your family to Brenwood Academy. Thank you for enrolling, we are pleased you have made us your first choice for early educational choice. The following information will help you prepare for the first day. The following is a link to our parent handbook review our [parent handbook](#) for additional questions on rules and guidelines for our Academy.

PARENT HANDBOOK

Documents Needed at Registration (CLICK ON THE DOCUMENT TITLES TO ACCESS ONLINE)

ALL STUDENTS	Brenwood Registration Packet	Brenwood Academy	<ul style="list-style-type: none">● Immunization Form 3231● Copy of Parent ID's
		Evidence of Health Check	
INFANTS	Infant Information Form	Safe Sleep Packet	
GA-PREK	Bright From the Start Enrollment Packet (Must be completed on campus)	<ul style="list-style-type: none">● Social Security Card● Eye/Ear/ Dental and Nutritional Screening 3300● Birth Certificate	
PRIVATE ELEMENTARY	Contracts reviewed and signed on site		

Billing and Deposits:

TUITION EXPRESS FORM payments are due by the Wednesday before the week that the child will be in attendance. A deposit will be required on all new enrollees equal to one week's tuition when the child enrolls (two weeks for Pre-Kindergarten Program Extended Care). Week 1 Payments Payable by check all additional payments are required to be made through Tuition Express every Wednesday:

- ⇒ Deposits due on or before your first day of arrival
- ⇒ Week 1 tuition is due on the first day
- ⇒ Daily meal charge fee's of \$6 are applied to GA- Pre-K Students

What to Expect Your First Day:

- ⇒ Please notify the office of your expected arrival time the first day. We will have a director available to greet you and help establish check in procedures and introduce you to your child's teacher. Please allow for an additional 15 minutes at arrival time drop-off.
- ⇒ Please make sure your child brings a change of clothes including socks and shoes, a folder if enrolled in Pre-K, and a comfort sleeping item if required. Infant's are required to bring diapers and baby food from home.

Get Connected:

- ⇒ Sign up for our [newsletter and remind.com notifications](#).
- ⇒ We will take a picture of your child and set-up a login for you through our [life-cubby](#) system to allow teachers to provide you daily update sheets on your child throughout the day.
- ⇒ Connect with us through social media and our website page. www.brenwoodacademy.com