



Amiri & Cindy Richardson-Keys, Owners | www.theARTSrva.com | 10930 Hull St Rd Midlothian, VA 23112 | community@theARTSrva.com | 804658.2614

Welcome to The ARTS Community Center!

Thank you for choosing The ARTS Community Center! We are excited to welcome your family.

Use this guide as a reference before, during, and after completing your registration packet. It includes important information about required documents, brightwheel, and billing.

Before You Begin

Gather the following information and documents before you begin your registration:

- ☐ Child's Physical Form
- ☐ Immunization Record or Approved Exemption Documentation
- ☐ Proof of Birth (birth certificate, birth letter or Social Security card with numbers blacked out)
- ☐ Emergency Contact Information
- ☐ Custody Documents (if applicable)
- ☐ Medical Action Plan (if applicable)

Using brightwheel

brightwheel is our primary method of communication with families.

- **New Families:** Download the brightwheel app after submitting your admissions packet.
- **Current Families:** New admissions packets can be found under the Paperwork tab.
- **Returning Families:** Review any pre-filled information and update it before submitting.
- *Please **turn on brightwheel notifications** so you don't miss important updates. brightwheel can also be accessed through a web browser.*

Forms & Documents

Uploading Documents

Please review these upload requirements before submitting your documents.

- Each document request allows one file to be uploaded.
- brightwheel accepts image files and PDF documents.
- If your document contains multiple pages, combine them into one PDF before uploading.
- Upload each document to its corresponding document request.



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Physical & Immunization Records

Submit **one** of the following:

- Virginia School Entrance Health Form
- A physical form and immunization record provided by your physician

Regardless of which form you submit, all physical and immunization records must be signed and dated by the physician.

Digital records, including MyChart or other patient portal printouts, are accepted if they include the physician's signature and date.

Virginia School Entrance Health Form

Download the Virginia School Entrance Health Form (MCH 213G) from the Virginia Department of Health website.

Website:

<https://www.vdh.virginia.gov/school-age-health-and-forms/school-health-forms-and-action-plans/>

Immunization Exemptions

If your child has an approved immunization exemption, please upload the appropriate Virginia exemption documentation.

Medical Exemption

Documentation completed by a licensed physician, licensed nurse practitioner, or local health department.

Religious Exemption

Submit a completed and notarized Virginia Certificate of Religious Exemption (Form CRE-1).

Available on the Virginia Department of Health website:

<https://www.vdh.virginia.gov/school-age-health-and-forms/school-health-forms-and-action-plans/>

Birth Verification

If you submit your child's Social Security card as proof of birth, please black out the Social Security number before uploading.



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Additional Documents

Documents not included in the admissions packet, such as custody paperwork or medical action plans, may be submitted using one of the following methods.

Preferred Method

Email: community@theARTSrva.com

Subject Line:

Child's Last Name - Document Type

Example

Smith - Custody Order

Smith - Medical Action Plan

Or Deliver to the Center

Bring your documents to The ARTS Community Center and ask a staff member to place them in the Admin Box.

Please keep your original documents. Staff can make copies if needed.

Billing & Payments

Once your admissions packet has been reviewed and approved, your registration invoice will be sent through brightwheel.

Registration Fee

Registration fees are due by 6:00 PM August 14, 2026.

Weekly Tuition

Weekly tuition payments are due by 6:00 PM on Friday for the coming week.

Example: Payment is due 8/21/26 for the week of 8/24/26 - 8/28/26.

Need Help?

If you have questions about the registration process or need assistance completing your admissions packet, we're happy to help.

The ARTS Community Center

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