



Intake Form

The information you provide below will help us create a safe and supportive environment for your child. We value your trust and are committed to handling this information with care. All information will be kept confidential unless disclosure is permitted or required by law. Your written consent will be obtained before sharing any information with others outside the organization.

Date: ____/____/____

Child's Name: _____ Nickname: _____

Contact Information

Parent/Guardian's Name filling out form: _____

Relationship to Child: _____

Health Information

If your child has received a diagnosis related to mental, physical, or emotional health, please list below:

1. _____
2. _____
3. _____

Additional Information (including any history of trauma, if known and comfortable sharing):

Understanding Your Child

1. **What situations or experiences are most challenging for your child (triggers)?**
(e.g., transitions, loud noises, separation, unexpected changes)

2. **How does your child typically respond when they are overwhelmed or stressed (reactions)?**
(e.g., shutting down, acting out, becoming withdrawn)

3. **What helps calm and regulate your child at home?**

(e.g., sensory tools, movement breaks, quiet space, connection-based strategies)

4. **What are your child's strengths and interests?**

(e.g., favorite activities, skills, relationships they value)

5. **What helps your child feel safe and connected with adults?**

(e.g., consistency, specific phrases, physical proximity, playful engagement)

Frequent Behaviors (circle all that apply):

Physical Aggression	Elopement (running away)	Property Destruction (throwing objects)
Refusal	Inappropriate Language (cursing)	Tantrums Dishonesty Stealing

Other (please describe): _____

Professional Services

My child receives services from the following (check all that apply):

- ___ BCSC Schools (IEP/504/Behavior Plan)
- ___ Community Organization
- ___ Physician
- ___ Mental Health Provider
- ___ Other: _____

Contact Information for Service Providers (if applicable):

Description of Services:

Other Areas of Need/Additional Information:

Below is the rubric we will use to assess your child's strengths and needs while in our care. This will help determine the appropriate level of support required and ensure that our environment is a suitable and successful fit for them.

TBRI Behavior Rubric				
Category	Exemplary (4)	Expected (3)	Needs Improvement (2)	Unacceptable (1) - Nonnegotiable
Respect for Others	Treats peers and staff with kindness, listens actively, and uses respectful language.	Generally respectful but may need occasional reminders to listen or use kind words.	Sometimes unkind or dismissive; may interrupt or argue. Needs frequent reminders.	Bullying, harassment, threats, or physical aggression are not tolerated.
Following Directions	Listens and follows instructions promptly, cooperates with staff and peers.	Usually follows directions but may need reminders.	Often disregards instructions, requires multiple prompts.	Blatant defiance, refusal to participate in required activities, or unsafe behavior is not acceptable.
Emotional Regulation (TBRI Empower: Meeting needs)	Uses strategies to manage emotions, seeks help when needed. Supports others.	Usually manages emotions well but may need reminders to use coping skills.	Struggles with emotional control; needs staff intervention.	Extreme emotional outbursts that endanger self or others require intervention and may lead to removal from activities.
Problem Solving & Conflict Resolution (TBRI Connect: Building trust)	Uses words to resolve conflicts, shows empathy, and seeks win-win solutions.	Tries to resolve conflicts but may need guidance.	Often reacts defensively or struggles to communicate needs.	Violence, threats, or refusal to work through conflicts appropriately are not acceptable.
Participation & Engagement	Actively involved, tries new things, encourages others.	Participates in most activities with a positive attitude.	Needs encouragement to join, may show resistance.	Disrupting activities, refusing to participate without reason, or intentionally preventing others from engaging is not allowed.
Respect for Property & Environment	Takes care of camp materials and spaces, helps clean up.	Generally respectful of property but may need reminders.	Occasionally careless with camp supplies or environment.	Vandalism, theft, or intentional destruction of property is unacceptable.

Parent/Guardian Acknowledgements

Please initial the following statements to indicate your agreement:

____ All of the information provided is accurate and up-to-date for my child.

____ If there are any changes, I am responsible for notifying staff to maintain appropriate care for my child.

____ When appropriate, I will share copies of plans and relevant information from schools or other professional services to support my child's success.

____ I give permission for program staff working directly with my child to receive relevant information to support my child's safety, well-being, and success.

Parent/Guardian (Print): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Staff Signature: _____ Director Signature: _____ Date: _____