

## *Children's Conference Care, Inc.*



*"Where kids and companies meet"*

Children's Conference Care Inc. (CCCI) is proud to be working with Wheaton College and its Alumnae/i Association so that you can have the freedom to attend and enjoy this year's reunion events without worrying about your children. CCCI will have an on-site campus facility at the Elizabeth Amen Nursery School, offering fun-filled activities for children ages 3 and older.

CCCI is the only company in the New England area that offers childcare for reunions, conferences and conventions. We employ a staff of trained professionals who love working with children. Our goal is to provide creative and stimulating hands-on activities that your children can enjoy in a safe environment.

Many children who have participated in our program have compared their experience to attending summer camp. Throughout the evening you can find children outside engaged in sports or blowing bubbles... or inside, playing with toys, board games and working on craft projects. After viewing an evening video the younger ones are encouraged to snuggle up with a bedtime story and close their eyes.

Please review the enclosed materials, complete the registration and medical/release forms and return to us with payment in full no later than May 4, 2007. After that date there will be a \$15 late fee. Since space may be limited, pre-registration is encouraged.

We are happy to be able to offer you the opportunity to bring your children to your reunion to show them off to your friends and enjoy being together. We look forward to meeting you in May. If you require additional forms or have any immediate questions or concerns, please feel free to call either Robin or Sheryl.

E-mail: [info@childconf.com](mailto:info@childconf.com)  
PO Box 920776, Needham, MA 02492-0008

(617) 492-6925  
(781) 444-1025 FAX

*Children's Conference Care, Inc .*

**WHEATON COLLEGE  
2007 REUNION  
REGISTRATION FORM**

Parent/guardian name: \_\_\_\_\_ Class Yr: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Hm. ph:(    ) \_\_\_\_\_ Cell ph: (    ) \_\_\_\_\_

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

DATE	SESSION HOURS	COST	# OF CHILDREN	TOTAL
Friday, May 18, 2007	5:00 pm – 11:30 pm	\$ 52.00		\$
Saturday, May 19, 2007	5:00 pm – 11:30 pm	\$ 52.00		\$

**SESSION FEES ARE \$52 PER CHILD  
DINNER WILL BE SERVED EACH EVENING**

Subtotal \$ \_\_\_\_\_

Late fee (add \$15  
after May 4<sup>th</sup>) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Payment:

AMEX \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Check \_\_\_\_\_ **Exp.(Mo/Yr.)** \_\_\_\_\_ / \_\_\_\_\_

Credit Card # \_\_\_\_\_ Name on card \_\_\_\_\_

**Registration deadline May 4, 2007**

Checks should be made payable to Children's Conference Care, Inc. (CCCI).

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MEDICAL/RELEASE FORM**

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/guardian: \_\_\_\_\_

Authorized adult (other than yourself) who may pick up: \_\_\_\_\_

Is your child allergic to anything, currently on medication, on a restricted diet or has any special needs we should be aware of?

Include any information below you think would be helpful in making your child's time with us more comfortable (e.g. bedtime, temperament, likes and dislikes).

I, (print name) \_\_\_\_\_, give permission and authorize CCCI to administer first aid or secure proper medical treatment for my child. In the event of a medical situation every effort will be made to reach me. In case of an emergency, I understand that CCCI expects that each child will be covered by medical insurance and/or parents will assume all financial responsibilities for any costs incurred.

Parent/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A separate form must be completed for each child you register.**

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# *Children's Conference Care, Inc.*

## **WHEATON COLLEGE PARENT FACT SHEET**

**Please read the following information carefully, complete the registration and a separate medical/release form for each child you register and return to Children's Conference Care, Inc., (CCCI) with payment, no later than May 4, 2007. The program will be housed at The Elizabeth Amen Nursery School on campus.**

- Session fees are \$52 per child.
- Pre-registration is recommended. Since space may be limited, registrations will be accepted on a "first come, first serve" basis. Registration after May 4th will include a \$15 late fee. If there is room in the program, we will grant entrance to drop-ins. In addition to the \$15.00 registration fee, the drop-in fee is \$15.00 per hour.
- We will not accept children younger than 3 years of age.
- There will be no pro-rating or refunds if a child does not stay the entire session.
- For cancellations or NO SHOWS, there will be a 50% refund for session fees ONLY. For cancellations made prior to the program due to illness, accompanied by a doctor's note, there will be a 100% refund in session fees only.
- CCCI will not administer any medication. In the event of a medical emergency you will be contacted immediately. (Refer to medical release.) Please use good judgment. If your child does not feel well enough to attend school, please don't bring him or her to the program.
- Snacks will be provided. Dinner will be served during both evening sessions.
- For security purposes a photo ID (i.e. license) may be required for parents. Only parents or authorized adults (as noted on medical form) will be permitted to remove a child.
- Parents must pick their children up on time! A fee of \$10.00 will be charged for every fifteen minutes that a parent is late. We have the right to cancel your child's participation if he/she is picked-up more than one hour after the end of a session.
- All children should be dressed in comfortable, loose fitting clothing, preferably wearing athletic shoes. Please include a sweatshirt or jacket for outdoor play.
- You and your child should understand that while participating in the child care program provided by Children's Conference Care, Inc., the CCCI staff is in charge. Children should be aware that any rules that are made by staff members are to be followed. Children will not be permitted to leave the program, unless accompanied by their parent. In the unlikely event that there is a disciplinary problem that cannot be resolved, parents will be notified.