



P.O. Box 920776
Needham, MA 02492-0009
...
phone: 617.492.6925
fax: 781.444.1025

Children's Conference Care Inc. (CCCI) is proud to be working with Middlebury College, again this year to provide childcare services for your family. You now have the freedom to enjoy Reunion events while your children make new friends. CCCI will be on-site at the Lawson Lounge at the Peterson Family Athletic Complex on Saturday, June 5, 2010, from 6:00 p.m. until 11:00 p.m. offering a fun-filled program for children 3 years and older.

CCCI is a leader in providing on-site childcare for reunions, conferences, conventions, and corporations. 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 may find children engaged in shooting hoops or playing volleyball. For those who are not interested in sports there are building blocks, dramatic play, board games and arts and crafts materials available. Dinner and snacks will be served. After viewing an evening video and reading bed time stories, the younger ones are encouraged to snuggle up, close their eyes, and rest.

If you would like to register your child, please review the attached materials, and complete the registration form and separate Medical Releases for each child. Return all paperwork to us, with payment in full, no later than May 30, 2010. After that date, a \$15 late fee will be added. Since space may be limited, pre-registration is encouraged.

If using a credit card for payment, you can FAX to 781-444-1025 or scan your forms and E-mail them to the E-mail address below. If you choose to pay by check you can simply mail to us: CCCI, PO Box 920776, Needham, MA 02492.

We look forward to meeting you in June. Feel free to check out our website at www.childrensconferencecare.com. If you require additional forms or have any questions or concerns please e-mail us at info@childrensconferencecare.com or call 617-492-6925.



MIDDLEBURY REGISTRATION

Parent/guardian name: _____ Class Yr. _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Hm. ph:() _____ Cell ph: () _____

Child's name: _____ Age: _____

Child's name: _____ Age: _____

Child's name: _____ Age: _____

| DATE | SESSION HOURS | COST | # OF CHILDREN | TOTAL |
|------------------------|---------------------|------|---------------|-------|
| Saturday, June 5, 2010 | 6:00 PM to 11:00 PM | \$44 | | \$ |

Session fees are per child.
Dinner is included.

Registration fee \$ 15.00
(per family)

Late fee \$ _____
(\$15 after 5/30/10)

TOTAL \$ _____

MasterCard _____ Visa _____ Check # _____ **Exp.(Mo/Yr.)** _____ / _____

Credit Card # _____ Name on card _____

Checks should be made payable to Children's Conference Care, Inc. (CCCI).
After the May 30 deadline, an additional \$15 will be added to your fees.

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MIDDLEBURY MEDICAL RELEASE

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).

MEDICAL RELEASE: 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 is covered by medical insurance and/or parents will assume all financial responsibilities for any costs incurred.

Parent/guardian's signature: _____ Date: _____

MEDIA RELEASE: I hereby grant permission for the use of photographs or video of my child(ren) and, without limitation, to use such pictures and/or stories in connection with Children's Conference Care, Inc. or Middlebury purposes. If permission is granted then CCCI and Middlebury are released from whatever claims that may arise in said regard.

Parent/guardian's signature: _____ Date: _____

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

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PARENT FACT SHEET (Keep handy for reference)

Please read the following information carefully, complete the registration and a separate medical/release form for each child you register and return to CCCI with payment, no later than May 30, 2010. (After that date a \$15.00 late fee will be added.)

- Childcare is located at the Peterson Family Athletic Complex, Lawson Lounge, second floor.
- **Pre-registration is recommended. Since space may be limited, registrations will be accepted on a “first come, first serve” basis.** If we feel that there is room in the program and adequate teacher/child ratios, we will grant entrance to drop-ins.
- We will not accept children less than 3 years of age.
- For cancellations made on or before May 30, there will be a 100% percent refund of the session fee. This policy is to insure that we have adequate staffing at the time of the program. After May 30 there will be no refunds.
- CCCI will not administer 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, don't bring him or her to the program.
- A child-friendly dinner will be provided.
- For security purposes a photo ID (i.e. license) may be required for parents. Only parents/authorized adults 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 the session.
- There will be no pro-rating or refund if a child does not stay the entire session.
- All children should be dressed in comfortable, loose fitting clothing, preferably wearing sneakers. Include a sweatshirt or jacket.
- 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.

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