



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 the Alumnae Association of Smith College (AASC) again this year. You will have the freedom to attend and enjoy this year's Reunion evenings while your children have fun and make new friends. CCCI will be on site at Unity House on Bedford Terrace, both Friday and Saturday evening from 5:00 PM – 10:00 PM, offering a fun-filled program, for children ages 3 and up.

CCCI is the only company in the New England area that specializes in childcare for reunions, conferences, conventions, and corporations. Our staff are trained professionals, all background checked, who love working with children. Our goal is to provide creative and stimulating 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. Children will have the opportunity to participate in games and sports, outdoors (weather permitting), as well as indoor activities, board games and arts and crafts. Dinner will be provided and the younger children will be able to rest or nap during the evening.

Please review the attached materials and complete the registration and medical release forms. Return all paperwork, no later than May 1, 2010 with payment. After that date there will be a \$15 late fee per family. 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: CCCI, PO Box 920776, Needham, MA 02492.

We are happy to be able to offer you the opportunity to bring your family with you, show them off to your friends and enjoy being together at Smith. We look forward to meeting you in Northampton. Feel free to check out our website at www.childrensconferencecare.com. If you require additional forms or have any immediate questions or concerns E-mail us at info@childrensconferencecare.com or call 617-492-6925.



**SMITH COLLEGE
CHILDCARE REGISTRATION FORM**

Weekend I - Reunion/Commencement

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
Friday, May 14, 2010	5:00 pm – 10:00 pm	\$20.00		\$
Saturday, May 15, 2010	5:00 pm – 10:00 pm	\$20.00		\$

Fees are per child.
Dinner is included.

Late fee \$15 (after 5/1) _____

TOTAL \$ _____

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

Credit card # _____ Name on card _____

Checks should be made payable to Children's Conference Care, Inc. (CCCI). **Space in the program is not guaranteed after May 1, 2010.**

E-mail: info@childrensconferencecare.com
PO Box 920776, Needham, MA 02492-0008

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



SMITH COLLEGE MEDICAL/RELEASE FORM

Child's name: _____ DOB: _____

Parent/guardian name: _____

Authorized adult (other than yourself) who can 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 each child will be covered by medical insurance and/or parents will assume financial responsibilities for 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 CCCI or Smith College purposes. If permission is granted then CCCI and Smith are released from whatever claims that may arise.

Parent/guardian's signature: _____ Date: _____

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



SMITH COLLEGE PARENT FACT SHEET

Childcare will be located at Unity House on Bedford Terrace. Complete the registration and a separate medical/release form for each child you register and return with payment no later than May 1, 2010. Please keep this handy for reference.

- There is a \$20 flat fee for each child you register, per session. Dinner and a snack are provided. Smith is graciously subsidizing this program for their Alumni. Once we receive your completed registration, you will receive a confirmation via E-mail. There will be no prorating or partial refunds if a child does not stay the entire session.
- Pre-registration is recommended. Registration deadline is May 1, 2010. After that date there is a \$15 late fee per family. Only if we feel that there is room in the program and adequate teacher/child ratios, we will grant entrance to late registrants and drop-ins.
- We will not accept children less than 3 years of age.
- For cancellations made on or before May 1, there is a 100% percent refund of session fees only. For cancellations made after May 1 there is a 50% refund in session fees only.
- 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 school, don't bring him/her to the program.
- For security purposes a photo ID (i.e. license) may be required for parents. Only parents/authorized adults (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 outdoors.
- You and your child should understand that while participating in the child care program they must remember that CCCI staff is in charge. 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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