



# WELCOME TO KIDDY KOLLEGE

FORMS DUE **BEFORE** YOUR CHILD'S FIRST DAY

## NEW STUDENT ENROLLMENT PACKET

COMPLETELY fill out each form. Mark NA if not applicable.  
INCOMPLETE FORMS WILL BE RETURNED.

### **SIGN & DATE ALL FORMS**

**Enrollment Form** (BLUE FORM) This form gives us insight about your family. The information from this form will be passed along to your child's classroom teacher. Additional information & persons authorized to pick up may be written on back of form.

**Health Forms** (YELLOW FORMS) → **MUST BE ON FILE ON/BEFORE FIRST DAY!**

- *Medical Record*: Complete medical & family information form. EVERY LINE MUST BE COMPLETE
- *Health Assessment*: **MUST BE COMPLETED BY DOCTOR** or licensed nurse. **DOCTOR'S OFFICE MUST STAMP & SIGN.**
- *Immunization*: Shot record must be completed by hand or doctor may print off record. Please sign & date yellow form regardless of method of record type (handwritten/typed). Form **MUST BE UPDATED** as shots are updated.

**Emergency Medical Care Authorization** (PINK FORM) This form gives center permission to seek medical attention for your child in the event of an emergency. Each child needs their own form.

**Witness Signature & Insurance Information must be included on form.**

**CACFP Enrollment Form** (GREEN FORM) This form is required by KSDE. Please follow the instructions included with form. Be sure to sign & date form. **CHILDREN UNDER 12 MONTHS MUST COMPLETE FRONT AND BACK OF FORM.**

**Authorization for Automatic Billing** (PURPLE FORM) This form gives center permission to automatically withdraw funds from your credit/debit card or checking account using the Tuition Express Merchant.

**NOT ENROLLING IN AUTOPAY WILL RESULT IN A DEPOSIT EQUAL TO ONE WEEK.**

**Parent Provider Agreement** (*On back of Auto Bill form*) This form corresponds with the handbook and outlines each family's financial obligation including automatic payments, enrollment fees, and weekly tuition payments. This form will be signed on the first day of care signifying you have read through the handbook and understand your financial obligations and terms for care.

**Release Agreement** This form includes a photo/media and general release from the family to the center. Please read entirely before signing. Please sign and date both under photo release and general release information.

**Authorization to Dispense Medication – Optional** This form gives center permission to administer prescription and/or non-prescription medications as they are needed. **ALL MEDICATION REQUIRES AN AUTH FORM.**

### **FIRST DAY INSTRUCTIONS**

- What to Bring:* Parents should only bring the items listed on the **FIRST DAY CHECKLIST ON BACK OF THIS LETTER**
- Building Entry:* Please push "Guest" bottom on Entry system. You will setup an access code and instructions on entering on your first day.
- Signing In-Out:* Parents will registered in child care system & receive sign in-out instructions on their first day.

### **REFERENCE INFORMATION**

Please save the following contact information in your mobile phone or in another safe place for easy reference.

<b>TYLER ROAD LOCATION</b>	
<b>Center Address</b>	1860 North Tyler Road Wichita, Kansas 67212
<b>Center Phone</b>	(316) 201-4333
<b>Center Website</b>	<a href="http://www.KiddyKollege.com">www.KiddyKollege.com</a>
<b>Center Email</b>	info@kiddykollege.com
<b>Administration</b>	Erika Tomlin Melissa McFarlane

<b>COUNTRY ACRES LOCATION</b>	
<b>Center Address</b>	383 Country Acres Wichita, Kansas 67212
<b>Center Phone</b>	(316) 768-2592
<b>Center Website</b>	<a href="http://www.KiddyKollege.com">www.KiddyKollege.com</a>
<b>Center Email</b>	info@kiddykollege.com
<b>Administration</b>	Erika Tomlin Melissa McFarlane

Thank you again, if you have any questions please call or email, We're here to help!

# SUPPLY CHECKLIST

**Supplies are For Entire Tenure with us, we only require supplies one time**

*You may bring supplies in early, or allow additional time on 1<sup>st</sup> day for supply drop off*

## INFANTS

**(2 WEEKS TO 11 MONTHS)**

### **PLEASE LABEL EVERYTHING**

- 3-4 Pre-made Bottles (Unless on Whole Milk)  
**Bottles Must Have:**
  - Have lids & be labeled w/child's Name & Date
  - Bottle Bag (*Bag will be sent home in same bag daily*)
- Extra Formula/Milk to keep at facility  
*May use a portion container - no plastic bags*
- Binky - if needed
- Baby Food (*Unless able to eat table food*)
- Diapers (*At least 1 week worth to keep at facility*)
- Wipes with Refill Container  
*As wipes get low, note will be sent home*
- Playard Sheet (Bottom Sheet for Crib or Nap Mat)
- Sleep Sack  
*Thick Blankets not allowed for infants*
- 2 Complete Changes of Clothing
- Toothbrush & Cover (*Even for Infants w/no teeth*)
- Toothpaste - Child Approved
- Miracle 360 Sippy Cup
- Supplies (1 of Each)
  - White Copy Paper (1 Package)
  - Construction Paper (1 Package)
  - Child Scissors (Fiskars)
  - 1 Subject Notebook
  - Dry Erase Markers (1 Package)
  - Disinfectant Wipes (1 Large Container)
  - Glue Sticks (2 Packages)
  - 2 Packages of Large Crayons
  - Choose Two:
    - 2 Containers Shaving Cream (Not Gel)
    - 1 Package of Magic Erasers
    - Gerber Crunchies or Puffs
    - Gerber Fortified Infant Cereal/Oatmeal
- Enrollment Forms
  - Enrollment Form
  - Medical Record
  - Immunization History
  - Health Assessment
  - Auth for Emergency Medical Care
  - Authorization for Automatic Billing
  - Field Trip Permission Form
  - CACFP Enrollment Form
  - CACFP Infant Offer Form
  - Release Agreement
  - Parent Provider Agreement  
*Given at center on first day*
- Enrollment Fees
  - Enrollment Fee (\$50.00)
  - First Week Tuition
  - Deposit (If Auto bill is not set up)

## TODDLERS, PRESCHOOLERS, AND

## SCHOOL AGERS

**(12 MONTHS +)**

### **PLEASE LABEL EVERYTHING**

- Backpack
- Binky - if needed
- Diapers/Pull-Ups  
*(At least 1 week worth to keep at facility)*
- Wipes with Refill Container (Includes Preschoolers)  
*For messes; As wipes get low, note will be sent home*
- Nap Mat (\$15 if center provides)
- Crib or Twin Fitted Sheet  
*Bottom Sheet for Nap Mat*
- Blanket
- 2 Complete Changes of Clothing
- Toothbrush w/Cover
- Toothpaste - Child Approved
- Miracle 360 Sippy Cup (**Toddler's 12 mos to 2 yrs**)
- Supplies (1 of Each)
  - White Copy Paper (1 Package)
  - Construction Paper (1 Package)
  - Child Scissors (Fiskars)
  - 1 Subject Notebook
  - Dry Erase Markers (1 Package)
  - Disinfectant Wipes (1 Large Container)
  - Glue Sticks (2 Packages)
  - Liquid Glue (1 Container)
  - 2 Packages of Crayons
  - Choose One:
    - 1 Package of Envelopes
    - 2 Containers Shaving Cream (Not Gel)
    - 1 Package of Magic Erasers
- Enrollment Forms
  - Enrollment Form
  - Medical Record
  - Immunization History
  - Health Assessment
  - Auth for Emergency Medical Care
  - Authorization for Automatic Billing
  - Field Trip Permission Form
  - CACFP Enrollment Form
  - Release Agreement
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**NO DIAPER BAGS PLEASE!**

**\$25 SUPPLY FEE FOR SUPPLIES NOT  
BROUGHT & \$15 MAT FEE IF CENTER  
PROVIDES NAP MAT**

