

# WELCOME

FIRST CHRISTIAN CHURCH CHILD CARE CENTER ENROLLMENT PACKET



DIRECTOR: DEANNA "DEE DEE" REEDY  
ASSISTANT DIRECTOR: SYDNEY WHITE

# WELCOME TO FIRST CHRISTIAN CHURCH CHILD CARE CENTER!

**First Christian  
Church  
Child Care Center**

1880 SW Gage  
Topeka, KS 66604

Phone 785-272-4291  
Fax 785-272-8318

[childcare@fcctopeka.org](mailto:childcare@fcctopeka.org)

**Dee Dee Reedy**  
Program Director

**Sydney White**  
Assistant Director

**First Christian Church**  
(Disciples of Christ)

**Rev. Bonnie Goodwin**  
Senior Minister

We are excited to get to know your family! Here is a list of items that your child will need for their first day:

- 2 full changes of weather appropriate clothing (more if potty training)
- Blanket for nap time
- Diapers, wipes, and diaper cream (infant & toddlers only)
- 4 empty bottles for breastmilk or formula, if you choose not to use the provided Parent's Choice formula (Infants only)
- Other (Preschool and Pre-Kindergarten children may need a few light supplies, please check with your child's new teacher)

Attached you will find an enrollment packet. Please make sure that each form is filled out completely. If a question does not apply to you, please write n/a or not applicable.

These forms need to be completed and returned:

- FCCCCC Tuition Agreement Form
- FCCCCC Enrollment Information Sheet (front and back)
- FCCCCC Photo/Social Media Form
- KDHE Medical Record
- KDHE Immunization Record. This page can be directly from doctor's office, but must have Doctor's signature.
- KDHE Child Health Assessment (completed by doctor)
- KDHE Parental Permission Form for Off-Premises Trips
- KDHE Authorization for Care (see director for form)
- CACFP Eligibility Form (see director for form)

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Please call or email us if you have any questions!

# FIRST CHRISTIAN CHURCH CHILD CARE CENTER

1880 SW GAGE BLVD, TOPEKA, KS 66604



## 2024 FCCCCC TUITION AGREEMENT

<b><u>Infants 2 weeks-6 months</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$253.00	\$1,097.00
<b><u>Infants 6 months-1 year</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$247.00	\$1,073.00
<b><u>Toddler 1A &amp; 1B</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$220.00	\$954.00
<b><u>Toddler 2A &amp; 2B</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$214.00	\$930.00
<b><u>Preschool 1 &amp; 2</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$203.00	\$881.00
<b><u>Pre-K 1 &amp; 2</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$198.00	\$858.00
<b><u>Before School Care</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$60.00	\$262.00
<b><u>After School Care</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$94.00	\$402.00
<b><u>Before &amp; After School Care</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$107.00	\$462.00
<b><u>School Age Summer Program</u></b>	<b>Weekly</b>	<b>Monthly</b>
	\$143.00	\$572.00

Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

I/We agree to abide by the terms included in this tuition agreement.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider signature: \_\_\_\_\_ Date: \_\_\_\_\_

WORKING TOGETHER FOR A BRIGHTER FUTURE SINCE 1973

# FIRST CHRISTIAN CHURCH CHILD CARE ENROLLMENT

Registration Date: \_\_\_\_\_

## Parent/Guardian Information

**Mother/Guardian** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed By: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Hours: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Custodial Parent (If married, mark both parents) Email: \_\_\_\_\_

**Father/Guardian** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employed By: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Hours: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Custodial Parent (If married, mark both parents) Email: \_\_\_\_\_

## Child Information

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Gender:  Male  Female D.O.B.: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Check Class: Infant 1 - Infant 2 - Todd 1 - Todd 2 - PS 1 & 2 - PK 1 & 2 - Before/After SC - SA Camp

List any existing medical conditions, medication and/or special attention your child may require:

\_\_\_\_\_

Allergies: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## Additional Comments & Information

Is there any other information that would be helpful to our management and teaching staff?

\_\_\_\_\_

\_\_\_\_\_

# FIRST CHRISTIAN CHURCH CHILD CARE ENROLLMENT

## Emergency Contacts & Authorized Pickup Persons:

**1st Contact Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_ Address: \_\_\_\_\_

Able to pick up all children in the family

Able to pick up the following children: \_\_\_\_\_

**2nd Contact Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_ Address: \_\_\_\_\_

Able to pick up all children in the family

Able to pick up the following children: \_\_\_\_\_

**3rd Contact Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_ Address: \_\_\_\_\_

Able to pick up all children in the family

Able to pick up the following children: \_\_\_\_\_

**4th Contact Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_ Address: \_\_\_\_\_

Able to pick up all children in the family

Able to pick up the following children: \_\_\_\_\_

## Tuition/Payment Information

Current Tuition amount: \_\_\_\_\_  Weekly  Bi-Weekly  Monthly  Other: \_\_\_\_\_

Please outline below whom is responsible for payment of tuition and fees. Please fill out if parents are divorced and split tuition payment or if tuition payment is the responsibility of an adult other than the parents listed above.

\_\_\_\_\_  
\_\_\_\_\_

## Signature

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FIRST CHRISTIAN CHURCH CHILD CARE CENTER: SOCIAL MEDIA/PHOTO FORM

The main purpose of this form is to safeguard the pupils who attend the child care center. It also provides guidelines, which minimize legal risk and protect the reputation of the center and staff.

## **Purpose of Facebook**

First Christian Church Child Care Center has a Facebook page available. This is used as a communication tool for the center. We use it for the following purposes:

- Promote events such as social events
- Parent communication
- Update parents on staff training and development
- Share news on events around Topeka for families to enjoy
- Provide ideas of activities to do at home
- Share news about the church or center
- Show photos of activities, artwork, and crafts
- Allow for parental feedback, comments and communication

## **We will NOT**

- Show photos of any children that will identify them (ie. by name)
- Discuss any issues of personal nature
- Share any information of any parent or child attending this center

## **Purpose of Newsletter**

First Christian Church Child Care Center has a monthly newsletter available. This is used as a communication tool for the center. The newsletter is for parents and staff of First Christian Church Child Care Center. It is emailed to parents as well as printed for parents and staff. We use it for the following purpose:

- Promote events such as social events
- Parent communication
- Share ideas of activities to do at home
- Share news
- Show photos of activities, artwork, and crafts

After reviewing, please select Yes or No for the following:

1. First Christian Church Child Care Center may post photos of my child on Facebook.

Yes                       No

2. First Christian Church Child Care Center may use photos of my child for the monthly newsletter.

Yes                       No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_