



Welcome to Kiddy Kollege

This packet includes all of the information you will need **BEFORE** your child can begin care.
COMPLETE each item in this welcome letter for a smooth enrollment process.

Incomplete Files will Delay Enrollment!

1. *Tour the facility* you are interested in
2. *Complete Registration* online, be sure to choose the correct facility. The registration process is the same for holding a space & for waitlist.
3. *Complete Enrollment Forms* online
4. *Receive submission confirmation* and have your child's physician complete the health assessment/statement of health and immunizations and complete the food program form for all children.

STEP 1: REGISTRATION

Complete Registration the registration is done on our website be sure to choose the correct facility. The registration process is the same for holding a space & for waitlist.

Registration	Each family must complete the online registration to begin the enrollment process, it is located on our website (Enrollment, Registration). Choose the facility you would like to register for and complete the form. Once the form is submitted, you will receive a link to complete the enrollment forms.
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STEP 2: ONLINE ENROLLMENT DOCUMENTS

Complete Enrollment Forms all forms are completed online and can be found on our website. Click on '**Enrollment Forms**' all forms and complete the information. After completion, the food program enrollment form and the forms that require a physician for completion will be emailed with your submission confirmation.

Medical & Emergency Forms	The enrollment forms will include information about your child's family and medical history, including authorized persons and permission to seek medical attention in the case of an emergency. Each child must have their own enrollment forms completed.
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Authorization for Automatic Billing	This form gives center permission to automatically withdraw funds from your credit/debit card or checking account using the Tuition Express Merchant.
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NOT ENROLLING IN AUTOPAY WILL RESULT IN A DEPOSIT EQUAL TO ONE WEEK.

Parent Agreement	This form corresponds with the handbook and outlines each family's financial obligation including automatic payments, enrollment fees, and weekly tuition payments. This form signifies you have read through the handbook and understand your financial obligations and terms for care.
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Release Agreement	This form includes a photo/media and general release from the family to the center. Please read entirely before signing.
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Child Introduction Form	This form is optional and to give staff an insight to your child, this form is provided directly to your child's teacher.
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STEP 3: PHYSICIAN ENROLLMENT DOCUMENTS

Complete documents that are required to be completed by your physician.

Physician Required Forms	<u>Immunization Record</u> Can be completed by hand or physician can print off record. Form must be signed by parent at the bottom. MUST be updated as shots are given.
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Health Assessment (Kansas) or Statement of Health (Texas)
 These forms must be completed by a PHYSICIAN, it is a requirement to begin care.

Both of these forms can also be faxed to us at 316-927-5707 or 469-750-0696

Food Enrollment Forms	<u>CACFP Enrollment Form</u> This form is required by for meals. Our facility must have at least 25% free/reduced to allow free meals to our children. Please follow the instructions included with form. Be sure to sign & date form.
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INFANT OFFER FORM MUST BE COMPLETED FOR CHILDREN UNDER 12 MONTHS.

Infant Feeding Form – Texas Only

This form is required to be updated monthly for families with children under 12 months.

SIBLINGS & UPDATES: Blank copies are available for siblings & updates ONLY <https://kiddykollege.com/forms>

FIRST DAY INSTRUCTIONS

- What to Bring:** Parents should only bring the items listed on the **FIRST DAY CHECKLIST FOLLOWING THIS LETTER**
- Building Entry:** Please push "Guest" bottom on Entry system. We will get you setup with an entry code & register your fingerprint within your first week of attendance.
- Signing In-Out:** Parents will be 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.

Kansas Main Line
Kansas Fax
Website

(316) 201-4333
(316) 927-5707
www.KiddyKollege.com

Texas Main Line
Texas Fax
Email

(469) 444-1919
(469) 750-0696
info@KiddyKollege.com

Infants Only

<input type="checkbox"/> 3-4 Pre-made Bottles (Unless on Whole Milk) <input type="checkbox"/> Extra Formula/Milk to keep at facility <i>May use a portion container – no plastic bag</i>	Bottles Must Have: <input checked="" type="checkbox"/> Have lids & be labeled w/child's Name & Date <input checked="" type="checkbox"/> Bottle Bag (<i>Bag will be sent home in same bag daily</i>) We provide Member's Mark Gentle Formula . If you are using our formula, you do NOT need to worry about this section.
<input type="checkbox"/> Binky	If needed
<input type="checkbox"/> Diapers	At least 1 week worth to keep at facility
<input type="checkbox"/> Wipes <u>with Refill Container</u>	As wipes get low, parents will be notified by staff or on lifecubby
<input type="checkbox"/> Diaper Rash Cream	Optional
<input type="checkbox"/> Sleep Sack – NO BLANKETS FOR INFANTS	For warmth & safety
<input type="checkbox"/> Bottle/Lunch Bag	Insulated bag for bottles coming in or out
<input type="checkbox"/> NO Diaper Bags PLEASE!	We have limited storage for actual bags

Toddlers Only

<input type="checkbox"/> Miracle 360 Sippy Cup (Toddlers ONLY)	\$10 if center supplies
<input type="checkbox"/> Diaper Rash Cream	Optional

Everyone (Including Infants & Toddlers)

<input type="checkbox"/> Backpack (Not for Infants)	For extra clothing and blankets when they go home
<input type="checkbox"/> Nap Mat 1" thick MAX	\$15 if center provides, we don't have storage for thick mats
<input type="checkbox"/> Playard or Crib Sheet (Target's fit great!)	Bottom Sheet for Crib or Nap Mat
<input type="checkbox"/> 2 <u>Complete</u> Changes of Clothing	In case of accident
<input type="checkbox"/> Toothbrush & Cover	Even for Infants w/no teeth
<input type="checkbox"/> Toothpaste – Child Approved	Please be sure child approved



ALL ENROLLMENT FORMS LISTED ON FRONT ARE NEEDED NO LATER THAN THE FIRST DAY!

PLEASE LABEL ALL OF YOUR CHILD'S PERSONAL ITEMS!



Dear Kiddy Kollege Family,

Kiddy Kollege is pleased to offer Procure Software as our tool to make your experience with us as safe, secure, and convenient as possible. Please see below the **two** features we utilize for parents below.

	
<p>MyProcare is a free online portal for you to access account information and easily pay tuition. MyProcare is safe, secure and created with your convenience in mind.</p> <p>Log in today!</p> <ol style="list-style-type: none"> 1. Go to MyProcare.com. 2. Enter your email address (the email you have on file with Kiddy Kollege) and choose Go. 3. Enter the confirmation code sent to your email, choose a password, and press Go. 4. Then you may: <ol style="list-style-type: none"> a. View your child's schedule, time card, immunizations and more. b. Use the Pay button to make a payment with your card (\$3 fee for cards) 	<p>We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procure Solutions' best-in-class parent app.</p> <p>What Can I See on the App?</p> <p>Once you download the Procure mobile app, you can stay up to date on your child's daily activities, milestones, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.</p> <p>The app also offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the center so we can better ensure the health and wellbeing of you, your children and our staff.</p> <p>How do I get the app?</p> <p>You will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the the app.</p> <p>Portfolio</p> <p>We can now create a portfolio containing pictures taken throughout the day. These pictures will be available for you to download, share, print or link to Facebook.</p> <p>We think you'll really enjoy this new way for us to stay connected!</p>

If you have any questions please email us at info@kiddykollege.com we are here to help! Thank you again and we look forward to having you as a part of our family!