



Stepping stones
Learning center

Office Use Only	
Application Date	_____
Room	_____
Registration Fee	_____
Tuition Deposit	_____
Total	_____
Start Date	_____

Please indicate your program preference

- | | | |
|---|---|--|
| <input type="checkbox"/> All day (6:45 am-6:00pm) | <input type="checkbox"/> Extended (9:00 am-2:30 pm) | <input type="checkbox"/> Half Day (9:00am-12 pm) |
| <input type="checkbox"/> M-F | <input type="checkbox"/> M-F | <input type="checkbox"/> M-F |
| <input type="checkbox"/> M, W, F | <input type="checkbox"/> M, W, F | <input type="checkbox"/> M, W, F |
| <input type="checkbox"/> T, Th | <input type="checkbox"/> T, Th | <input type="checkbox"/> T, Th |

Note: No exceptions to choice of days shown above. For infant and toddler, we only offer full day care. No half day or extended day can be chosen.

Before and after school program (M-F)

Elementary only

Indicate times below:

AM: From _____ to _____ PM: From _____ to _____

Name of School: _____

Important notes:

- A \$100.00 non-refundable registration fee is required for each child.
- A refundable tuition deposit equal to half of your monthly tuition is due at the time of enrollment to confirm your child's enrollment. The tuition deposit is refundable only when the director receives a 30 days written notice prior to withdrawal.
- No tuition credit is given for absence from school due to vacation, illness or any other reason. Full payment is required to retain spot in the center.
- Each schedule change requires 30 days written notice.

I have read, understand and accept the terms of this agreement. Terms accepted by:

Parent's signature _____ Date: _____



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Registration Form

Child's name: _____ Nickname: _____

Address: _____ City: _____ Zip: _____

Date of birth: _____ Boy: ___ Girl: ___ Home phone: _____

Last school attended by child: _____

Sibling(s) name(s), age(s): _____

Any medical problem/serious allergies, illness or injuries? If yes, please describe:

Any toy/things he (she) likes/dislikes: _____

Describe your child's personality: _____

Method of discipline at home: _____

Mother's name: _____ Mother's occupation: _____

Email: _____

Mother's employer name and address: _____

Mother's business phone: _____ Mother's cell phone: _____

Mother's social security #: _____ Mother's CA drivers Lic#: _____

Father's name: _____ Father's occupation: _____

Father's employer name and address: _____

Father's business phone: _____ Father's cell phone: _____

Father's social security #: _____ Father's CA drivers Lic#: _____

Both Parents live in the same home: Yes ___ No ___

Primary physician: _____ Address: _____ Phone: _____

Primary dentist: _____ Address: _____ Phone: _____

Health plan/policy #: _____ Dental plan/policy #: _____

Emergency contact (name/relationship/phone #):

Others authorized to pick up your child (name/relationship/phone #):

Food restriction, if any: _____

Stepping Stones Learning Center Parent Agreement

1. Stepping Stones Learning Center, hereafter referred to as the Center, is a preschool and a child care provider for children, 4 months old to 12 years of age. The Center will be open from 6:45 A.M. to 6 P.M., Monday through Friday, excluding observing holidays
2. The Center is an equal opportunity employer. No person will, on the basis of race, color, religion or national origin, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any program
3. The Center will observe certain holidays during the year. The list of holidays will be provided to the parents every year in the school calendar
4. Transportation to and from the Center will be provided for school age children. The cost of transportation for the school age children will be built into the basic fee structure
5. Each child must have a change of clothing that is left in the Center to be used in case of an emergency. All clothing must be marked with the child's name. The Center will not be responsible for lost clothing. Children should wear washable and comfortable clothing
6. Each child who stays for the nap session must have a sheet, a blanket, and a king size pillow case (for the mat) with their first name and last name on, that should be taken back home each Friday, and be brought back to the Center, washed, on the following Monday
7. Parents are asked to see that children do not bring personal belongings to the Center. The Center is not responsible for lost articles brought in from home
8. Parents are required to bring their child inside the building, see that the child is under staff supervision and sign the child in before leaving the premises. We encourage parents bringing their children early before 9:30, if not, please call us and let us know that the child will be absent. Please respect the routines of the program. Parents must also sign the child out when taking their child home from the Center. Parents who fail to sign the child in or out any day will be called back to the Center to sign the child in and out.
9. If any person other than a parent needs to pick up a child, the parents must pre-authorize that person
10. Parents will be called to pick up their children who become ill. Children absent from the Center due to contagious illness may not return without a signed medical clearance from a physician licensed in the State of California stating that the child has recovered and is no longer contagious
11. Each infant/toddler/preschool child who participates in the all day schedule will have an afternoon rest/nap period as required by state law
12. Children will be encouraged to play outside in the play yard, except during inclement weather. The staff of the Center cannot keep one child indoors while the rest of the children are playing in the yard. A child must stay home if she/he is unable to play outside on a given day

13. Parents are encouraged to visit the Center when their child is present. However, the Center requests the parent's cooperation so that no program is disturbed
14. The parents agree to pay in advance each month a tuition fee of \$_____ with no deduction for absence or holidays. The tuition is due on the 1st day of the month. A late fee of \$25.00 will be added on the 5th day of the month. Unpaid accounts will be referred to a collection agency
15. The parents agree to pay a non refundable \$_____/child registration fee prior to enrollment. The parents also agree to pay 1/2 month's deposit at the time of enrollment
16. The parents agree to pay a late pick up fee (cash only) of \$1.00/minute/child, after 6 P.M. when the Center closes
17. The parents agree to pay a penalty of \$25.00 for a returned check. If a check is returned more than once, the Center may ask for cash payment from those parents. The Center at its option may pursue California Civil Code Ch.522, Section 1719 for bad checks
18. In case of withdrawal of a child from the Center, after attending the minimum 30 days of term, the parents agree to give the Center at least one month of written notice. If notice is not given, or if the child attends less than 30 days, the parents agree to forfeit the 1/2 month's deposit
19. The parents (or the child's responsible party) agree to pay all reasonable collection fees and/or attorney fees on any unpaid accounts that the Center has to refer to an agency for collection or litigation
20. In the event of an emergency, the parents give their permission to administer first aid and/or obtain emergency medical treatment in the child's best interest. The parents agree to pay for all such medical emergency expenses, including ambulance fees involving their child
21. There is no refund of tuition or registration fee under any circumstances. The deposit will be refunded if adequate notice is given and the minimum 30 days stay requirement is met, per item 18
22. Should the Management of the Center determines that a child cannot adjust to the Center's programs, or the parent is unable to uphold the agreement, or non payment of tuition, or if a child's behavior is harmful to the child or other children, the Center reserves the right to terminate the Contract by giving two weeks notice. The child will automatically have to be withdrawn from the Center at the end of the two week period.
23. The Department of Licensing shall have the authority to interview children, or staff, or to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member; and for the examination of all records relating to the operation of the facility. The Department or Licensing Agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and

- to have a licensed medical professional physically examine the children
24. Each schedule change requires 30 days written notice
 25. The parent agreement is subject to change with 30 days notice. The Center will give parents 30 days notice prior to any rate increase
 26. Management reserve the right to change the choices of Program preference, including choices of days and hours offered for each program and the fee structure, with 30 days notice to the parents prior to the change
 27. The first month tuition will be pro-rated when enrolling the child

I have read, understand and accept the terms of this agreement. Terms accepted by:

Signature of Executive Director: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____