

## Stages Early Learning Center Registration Form

Please read the following closely for registration and payment information.  
After the initial registration, spots are available on a first come, first serve basis.

### Age and Enrollment Limit:

Due to licensing regulations, our maximum enrollment is as follows: 12 Infants, 28 Toddlers, 26 Preschoolers, and 35 School age children. We serve children ages 6 weeks – 12 years. Children entering our Preschool program must be potty trained.

### Program Hours:

Stages operates Monday – Friday from 7:45 am – 5:15 pm year round (refer to our yearly calendar for scheduled closings). The Infant, Toddler and Preschool programs will be open during our center hours. The Before School program runs from 7:45 – 9:00 am and the After School program runs from 3:15 – 5:15 pm.

### Fee Information:

The monthly tuition per child for the programs at Stages Early Learning Center are as follows:

Infant Program:	\$835.00	
Toddler Program:	\$785.00	
Early Preschool Program:	\$785.00	
Preschool Program:	\$735.00	
Before School Program:	\$175.00	(Kindergarten – 3 <sup>rd</sup> grade)
After School Program:	\$200.00	(Kindergarten – 3 <sup>rd</sup> grade)
JFS Families Receiving Support	\$10.00	monthly cleaning fee per month per child

Payments are due on the 1<sup>st</sup> of every month. There is a \$20.00 late fee per account per month that your payment is past due. Any outstanding fees could result in the loss of your child's spot if payment is not received within two weeks. Payments can be dropped off in the payment box next to the office and parents must retain a receipt for their records and for tax purposes.

### Registration Information:

At the time of registration, a non-refundable registration fee of \$20.00 per child will be due. Registrations will be accepted Monday – Friday from 9:00 am – 5:00 pm. Spots will be on a first come, first serve basis. You can mail the registration form and fee to: Stages, 817 C W. Union St., Athens, OH 45701. You can also visit our website at: [www.stagesearlylearningcenter.com](http://www.stagesearlylearningcenter.com).

After the registration process, if you need to remove your child from the program or waiting list, all changes must be submitted in writing with a 30 day notice and turned into the center or e-mailed to [heather@stagesearlylearningcenter.com](mailto:heather@stagesearlylearningcenter.com) (confirmation of e-mail will be given when received). **If less than a 30 day notice is given for a withdrawal of a program, you will still be responsible for the full payment for the month.** Call in changes will not be accepted.

**Note: Once your child is enrolled into our licensed child care programs, you must meet with Heather Thompson to fill out the proper paperwork for your child's file. All paperwork must be completed and returned by the date on the Welcome Letter. At this time, you will receive a Parent Handbook via e-mail, which will include our center's policies. Please call 740-593-5700 with any questions.**

**Please keep this page for your records.**

Stages Early Learning Center  
Registration Form

Child's Name: \_\_\_\_\_ Current Age: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Sex: M F Sch. Age ONLY: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Names: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell/Other: \_\_\_\_\_;

E-mail Address: \_\_\_\_\_;

Programs (please check):

Infant: \_\_\_\_\_  
(6 weeks - 18 mos.)

Toddler: \_\_\_\_\_  
(18 mos. - 2 1/2 yrs.)

Early Preschool: \_\_\_\_\_  
(2 1/2 - 4 yrs.)

Preschool: \_\_\_\_\_  
(3 1/2 - 5 yrs.)

Before School: \_\_\_\_\_  
(K - 3<sup>rd</sup> grade)

After School: \_\_\_\_\_  
(K - 3<sup>rd</sup> grade)

Do you receive child care assistance through a county agency? Yes \_\_\_ No \_\_\_

Which county? \_\_\_\_\_

How did you hear about Stages Early Learning Center?

Word of mouth: \_\_\_\_\_ Who can we thank? \_\_\_\_\_ Flyer: \_\_\_\_\_

Website: \_\_\_\_\_ COAD: \_\_\_\_\_ School: \_\_\_\_\_ Other: \_\_\_\_\_ Please explain: \_\_\_\_\_

I understand the registration process and fee information. I am responsible for the payment of the months that my child is registered at Stages and understand that there is a late fee per month that my payment is not received. Also, I understand that in order to withdrawal my child from Stages, I must submit in writing with a 30 day notice of my child's last day and I am responsible for that payment for those 30 days. If I do not give a 30 day notice, I will be responsible for the full payment on my child's account. I hereby grant permission for my child to participate in the activity/program named above. While the children are supervised during all activities, in granting permission, I do understand that accidents can happen which could result in an injury from direct or indirect participation. Therefore, I agree to release Stages Early Learning Center, LTD., its employees, agents, and volunteer aides from liability as a result of accidents or injuries incurred while participating in the activity.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Office Use Only:**

Registration Fee:

Cash \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt # \_\_\_\_\_

Check # \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt # \_\_\_\_\_

Time: \_\_\_:\_\_\_ am pm Date: \_\_\_/\_\_\_/\_\_\_ Staff Initials: \_\_\_\_\_ Reserved Slot: \_\_\_\_\_ Waiting List: \_\_\_\_\_

Date Spot Offered: \_\_\_\_\_ (L.M.; spoke to: \_\_\_\_\_; sent e-mail) Respond by: \_\_\_\_\_

Declined/Accepted Spot: Date: \_\_\_\_\_ Paperwork Ready: Lobby/Mail Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Parent Handbook Date Sent: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Access Codes Granted: \_\_\_\_\_

Add to Parent E-mail List: \_\_\_\_\_ New Friend Starting Checklist: \_\_\_\_\_