



**PATTI'S PLAY CENTER**  
Mercer Island Play Center Parents  
Tax ID # 91-1368190

pattisplaycentermi@gmail.com  
www.pattisplaycenter.org

t. 206.232.4453

**Location:**  
4400 86th Avenue SE  
Mercer Island, WA 98040

**Mailing:**  
P.O. Box 515  
Mercer Island, WA 98040

## RESERVATION REQUEST PROCEDURES

**SCHOOL YEAR: 2017/2018**

Patti's will make every effort to accommodate your reservation request. Please read and follow the instructions below carefully.

1. The registration process begins by mailing (or dropping off at Patti's) the enclosed **Reservation Request Form** and a **\$75.00 non-refundable registration fee** per family **made out to MIPCP, Inc. by Friday, March 3<sup>rd</sup>** to:

**Jennifer Cathey-Roberts, Patti's Registrar**  
**8393 Woodbrook Lane**  
**Mercer Island, WA 98040**

Applications will be accepted from **all** interested families. Mercer Island families will have priority over off-island families. If there are openings available after the initial application process is complete, off-island families will be accepted.

If you would like to schedule an appointment to visit Patti's prior to sending in your reservation request, or if you have questions determining which session may be most appropriate for your child, please call **Cathy Jankovich, Patti's Director, at (206) 232-4453**.

2. Families wishing to request a **permanent weekly reservation** for their child for the 2017– 2018 school year (i.e. every Tuesday 9:00am to 12:00pm) may do so by completing the enclosed Reservation Request Form and returning it along with a \$75.00 non-refundable registration fee per family (made out to MIPCP, Inc.) to **Jennifer Cathey-Roberts by Friday, March 3<sup>rd</sup>**. Requests will be processed in the following order:

- 1) Currently enrolled families
- 2) Alumni families & families on the 2016 – 2017 waitlist
- 3) New Mercer Island families
- 4) New off-island families

All requests received prior to March 3<sup>rd</sup> and those including a March 3<sup>rd</sup> postmark date will be processed in the first batch, providing each application contains one \$75.00 non-refundable check made out to MIPCP, Inc. Requests received with a postmark date after March 4<sup>th</sup> will be processed in order of postmark date **after** the initial batch has been processed.

3. **Permanent reservations for 2 year olds:** may be made for a minimum of one morning session a week.  
**Permanent reservations for 3 year olds:** may be made for a minimum of one morning session a week.

**The minimum length of time per day is 3 hours. All morning sessions will begin charging at 9:00am regardless of the time you drop off your child (i.e. if you want your child to attend from 9:30am – 12:00pm, you will be charged from 9:00am – 12:00pm). Lunch bunch is open to all students and it is an additional hour from 12:00pm-1:00pm.**

4. Your child **must be 2 years old by 9/5/17** in order to register at this time. However, if you choose to secure a reservation for a child who isn't 2 by the first day of Patti's, you will be responsible for payment of any reservation until they do turn 2 and can start attending. So for example, if your child turns 2 on October 1, 2017 and you have reserved Monday mornings, you would be responsible for payment for all Monday mornings between the first day of Patti's until the first Monday in October when your child has turned 2.
5. Children turning 2 during the school year will be eligible to register 60 days prior to their birth date. The same financial obligation applies as explained above. Activity fee will be processed during the first billing cycle after his/her start date.

6. **Hourly Rate** for Patti's Play Center is **\$9.50** per hour, per child. You will be billed on a monthly basis.
7. **Cancellation policy** for Patti's Play Center is as follows: **You are responsible for paying for your child's reservation when they attend Patti's or are absent due to illness or vacation.** If you need to fully cancel your permanent reservation, Patti's requires one month's notice. You are responsible for paying for that month's reservation.
8. If your child is currently enrolled at Patti's, we must have received in full, all past due payments for the 2016-2017 school year by March 3<sup>rd</sup>. If we have not received all payments, we will not be able to reserve your child a spot for the 2017-2018 school year and your \$75.00 registration fee will be forfeited.
9. Reservation request confirmations will be placed in your child's cubby or mailed out by **Friday, April 7th, 2016**. Along with this confirmation you will receive all registration forms, a pre-paid bill for the month of September 2016 and an **activity fee of \$80.00**. This September pre-payment and activity fee is non-refundable in its entirety and will hold your reservation space and serve as final confirmation of your reservation. **FAILURE TO RETURN A COMPLETED REGISTRATION PACKAGE ALONG WITH A SEPTEMBER PRE-PAYMENT BY Monday, May 1<sup>st</sup> WILL RESULT IN FORFEITURE OF YOUR RESERVATION.** All reservations will take effect with the opening of Patti's Play Center in September.

If you have any questions about registration or any fees, please feel free to contact our Registrar:

**Jennifer Cathey-Roberts by email at [pattisregistrar@gmail.com](mailto:pattisregistrar@gmail.com)**

## QUICK TIPS & REMINDERS

1. The enclosed Reservation Request Form along with a \$75.00 non-refundable registration fee made out to MIPCP, Inc. is due back to Jennifer Cathey-Roberts or to Cathy at Patti's by Friday, March 3<sup>rd</sup>.
2. If you are a currently enrolled family, remember to have your monthly payments current by March 3<sup>rd</sup>, so we can process your request.
3. Confirmations will be emailed out by April 8th. To retain your spot, remember to completely fill out the packet and return it with your September pre-payment and activity fee by Monday, May 1<sup>st</sup>. We don't want anyone to lose their spot due to incomplete or late paperwork.
4. An Activity fee of \$80.00 is charged per student, per calendar year. If you enroll during the school year, you will be charged in your first monthly billing cycle.