



**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: 2018/2019**

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 completing and mailing (or dropping off at Patti's) the attached **Reservation Request Form** and a **\$75.00 non-refundable registration fee** per family **made out to MIPCP, Inc. by Friday, March 2<sup>nd</sup>**.

If you would like to schedule an appointment to visit Patti's prior to sending in your reservation request, please call **Cathy Jankovich, Patti's Director, at (206) 232-4453**.

2. Families may request a **permanent weekly reservation** for their child for the 2017– 2018 school year (i.e. every Tuesday) by completing the enclosed Reservation Request Form. **Permanent reservations** may be made for a minimum of one day (9am to 12pm) a week.
3. Requests will be processed in the following order:
  - 1) Currently enrolled families
  - 2) Alumni families
  - 3) New Mercer Island families
  - 4) New off-island families

All complete requests received or postmarked on or prior to March 2nd will be processed in the first batch. Requests received with a postmark date after March 2nd will be processed in order of postmark date **after** the initial batch has been processed.

4. Your child **must be 2 years old by 9/4/18** to register for the first day of school. 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. For example, if your child turns 2 on October 1, 2018 and you have reserved Mondays, you would be responsible for payment for all Mondays 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. The activity fee will be processed during the first billing cycle after his/her start date.
6. The Patti's Play Center Program runs from 9am to 12pm, with an optional hour from 12pm to 1pm for "Lunch Bunch." **The Daily Rate** for Patti's Play Center is **\$28.50** per child. **Lunch bunch is open to all students and is billed at \$9.50** 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 2017-2018 school year by March 2nd. 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 confirmations will be sent via email by **Friday, April 6th, 2018**. Along with this confirmation you will receive all registration forms, and request for tuition prepayment for the month of September 2018 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 7th MAY RESULT IN FORFEITURE OF YOUR RESERVATION.** All reservations will take effect with the opening of Patti's Play Center in September.



**Patti's**  
play center

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**RESERVATION REQUEST FORM** **SCHOOL YEAR 2018/2019**

CHILD'S NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

**DAYS REQUESTED – FIRST PREFERENCE**

Monday		Tuesday		Wednesday		Thursday		Friday	
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**DAYS REQUESTED – SECOND PREFERENCE**

Monday		Tuesday		Wednesday		Thursday		Friday	
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PARENT(S) NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

SECONDARY

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Your family is:

- A new registrant.
- Currently enrolled at Patti's
- An alumni family. Please list last year attended and child's name: \_\_\_\_\_
- Past or present Patti's board member.

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)**

Please drop off at Patti's Play Center along with your \$75.00 non-refundable registration fee per family (payable to MIPCP, Inc) or mail to:

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