

**Patti's Play Center Location:**

4400 86th Avenue SE
Mercer Island, WA 98040
t: 206.232.4453

pattisplaycentermi@gmail.com

www.pattisplaycenter.org

Mailing Address:

PO Box 515
Mercer Island, WA 98040

RESERVATION REQUEST PROCEDURES SCHOOL YEAR:2021/2022

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. starting Monday, January 25th for current students, siblings, and alumni, or Monday, February 8th for general enrollment.**

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 or pattisplaycentermi@gmail.com.**

2. Families may request a **permanent weekly reservation** for their child for the 2021– 2022 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 February 3rd will be processed in the first batch. Requests received with a postmark date after February 3rd will be processed in order of postmark date **after** the initial batch has been processed.

4. Your child **must be 2 years old by 9/1/2021** 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, 2021 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 **\$36.00** per child. **Lunch bunch is open to all students and is billed at \$12.00** per child. You will be billed in arrears. For example, you will be billed for October's tuition on November 1st, and so on.
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 a 30-day 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 2020-2021 school year by March 1st. If we have not received all payments, we will not be able to reserve your child a spot for the 2021-2022 school year and your \$75.00 registration fee will be forfeited.
9. Reservation confirmations will be sent via email for current students/alumni/sibling families by **Friday, February 5th, 2021** and for new families or later registrants on **Friday, February 26th**. Reservation requests received after these dates will be completed on a rolling basis. Along with this confirmation you will receive all registration forms, and request for tuition prepayment for the month of September 2021 and an **activity fee of \$100.00**. This September pre-payment and activity fee are non-refundable in their 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 FRIDAY, MARCH 19th for current/alumni/sibling families, OR FRIDAY APRIL 16th for new families, MAY RESULT IN FORFEITURE OF YOUR RESERVATION.** All reservations will take effect with the opening of Patti's Play Center in September.
10. Patti's Play Center will now be offering a \$25 referral discount for new families. This is a one-time discount that will be issued to your child's October pre-paid tuition. Please have the new registrant write your family's name in the line provided (how did you hear about us?) on the Registration Request Procedure Form.



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RESERVATION REQUEST FORM SCHOOL YEAR 2021/2022

CHILD'S NAME: _____

BIRTH DATE: _____

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

PARENT(S) NAME(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PRIMARY PHONE: _____

SECONDARY

PHONE: _____

EMAIL ADDRESS: _____

Your family is:

- A new registrant. If so, how did you hear about us?: _____
- 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: **Allison Kawano by email at 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: Patti's Play Center

**P.O. Box 515
 Mercer Island, WA 9804**