

**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: 2023-24

Patti's registration occurs in two rounds. The first round is priority enrollment for returning Patti's students and their siblings, as well as children of alumni. The second round is first-come, first-served for the general public. No early registration forms will be accepted.

- Monday, January 23rd - Friday, February 3rd: priority enrollment for current Patti's students, siblings and alumni. Applications accepted on a first-come, first-served basis beginning with current Patti's students, followed by their siblings, followed by children of alumni. Patti's will accept a maximum of 18 enrolled students (1:6 student/teacher ratio) per day.
- Monday, February 6th: general enrollment begins; applications accepted on a first-come, first-served basis.

Thank you for your interest in Patti's Play Center. We will make every effort to accommodate your reservation request. Please read and follow the instructions below carefully.

If you would like to schedule an appointment to visit Patti's prior to sending in your reservation request, please call Jennifer Cathey-Roberts, Patti's Director, at (206) 232-4453 or pattisplaycentermi@gmail.com.

1. To begin the registration process for your child, please complete the **Reservation Request Form**. Once complete, please email the form to pattisregistar@gmail.com. We will confirm your child's spot in next year's Patti's class within 3 business days if there is space available.
2. You will then have 24 hours to decline or secure your child's space by paying the \$75 registration fee and June tuition payment. Once these fees and tuition have been paid, they are **non-refundable**. Look for an email from pattisfinance@gmail.com with instructions on how to complete these payments.
3. Families may request a **permanent monthly reservation** for their child for the 2023–2024 school year (i.e., every Monday, Wednesday and Friday). **Permanent reservations** may be made for a minimum of two days (9am-12pm) each week.
4. Patti's Play Center is open Monday – Friday from 9am to 12pm during the school year (adhering to the Mercer Island School District calendar for breaks). Children can attend Patti's 2, 3, 4 or 5-days per week. Tuition will be billed on the 1st of every month (per the chart below) beginning on September 1, 2023. Bills will be due the 16th of each month. A late payment fee will be assessed for overdue bills.

Program	Hours	Annual Rate	Monthly Rate
2-days	9am-12pm	\$3,100	\$310
3-days	9am-12pm	\$4,400	\$440
4-days	9am-12pm	\$5,600	\$560
5-days	9am-12pm	\$6,800	\$680

5. Patti's also offers an optional **Lunch Bunch program**. Lunch Bunch runs Mondays – Fridays from 12-1pm. Lunch bunch is open to all students and is billed at \$12.00 per child per day.

6. Patti's will bill an **activity fee** (per the chart below) in September or the first month that your child starts at the Play Center. If your child starts at Patti's after January 1, 2024, this fee will be prorated by 50%.

Program	Activity Fee
2-days	\$125
3-days	\$200
4-days	\$275
5-days	\$350

7. Your child **must be 2 years old by September 5, 2023** to register for the first day of school. Children turning 2 during the school year will be eligible to register 60 days prior to their birth date. 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, 2022 and you have reserved 2 days a week (M,W), you would be responsible for the monthly payment in September in addition to the non-refundable fees and tuition as described above.
8. **Cancellation policy** for Patti's Play Center is as follows: **You are responsible for paying for your child's monthly tuition each month, even if they cannot attend Patti's due to illness or vacation.** If you need to fully cancel your permanent reservation, you may do so at any time as long as your account is paid in full.
9. If your child is currently enrolled at Patti's, we must have received, in full, all past due payments for the 2022-2023 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 2023- 2024 school year and your non-refundable \$75.00 registration fee and June tuition payment will be forfeited.
10. Patti's Play Center offers a \$25 referral discount for new families. This is a one-time discount that will be issued to your child's September tuition bill. 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.

If you have any questions about registration or any fees, please feel free to contact our Registrar **by email at pattisregistrar@gmail.com**



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RESERVATION REQUEST FORM SCHOOL YEAR 2023-24

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. 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

Please email this completed form to pattisregistrar@gmail.com,
drop it with Jennifer at school, or mail it to:

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

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