



**PATTI'S PLAY CENTER  
2010 - 2011  
RESERVATION REQUEST PROCEDURES**

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 the enclosed **Reservation Request Form** and a **\$75.00 non-refundable registration fee** per family made out to **MIPCP, Inc.** by **Monday, March 1st** to:

**Karen Schmid - Registration  
4057 86<sup>th</sup> Ave SE  
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 the Play Center 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 2010 - 2011 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 Karen Schmid by **Monday, March 1st**. Requests will be processed in the following order:
  - 1) Currently enrolled families
  - 2) Alumni families & families on the 2009 - 2010 waitlist
  - 3) New Mercer Island families
  - 4) New off-island families

All requests received prior to March 1st and those including a March 1st 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 1st 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 or a maximum of 3 morning sessions a week.  
**Permanent reservations for 3 year olds:** may be made for a minimum of one morning or one \*afternoon session and a maximum of 3 sessions total (1 morning & 2 afternoons or 2 mornings & 1 afternoon or 3 mornings or 3 afternoons) a week.  
**Permanent reservations for 4-5 year olds:** may be made for a minimum of one \*afternoon session and a maximum of 3 afternoon sessions 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). Afternoon sessions will bill from 12:00-3:00pm. **(\*Note: All Afternoon children must be potty-trained)**

Your child **must be 2 years old by 11/06/10** 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, 2009 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.

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.

#### **Age Requirements & Additional Guidelines at Patti's Play Center:**

- **Children age 2** may only attend the morning session between **9:00am - 12:00pm**.
- **Children age 3** may attend:
  - The **morning session: 9:00am - 12:00pm** or stay through lunch (based on lunch availability) and be picked up at **12:30pm**.
  - And/or**
  - The **afternoon session: 12:00pm - 3:00pm** (must be potty-trained to attend in afternoon)
- **Children ages 4-5** may attend the afternoon session: **12:00pm - 3:00pm** (must be potty-trained to attend in afternoon)
- **"Call - In"** reservations may be made at any given time. Any child is eligible to attend the Center on a "Call - In" basis, provided that the registration fee has been paid and all registration forms are completed. Call - In reservations are filled on a first come first serve basis.

- **Hourly Rate** for Patti's Play Center is **\$7.00** per hour, per child. You will be billed on a monthly basis.
  - **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 week's notice. You are responsible for paying for that week's reservation.
4. If you wish to use Patti's Play Center on a "call-in" basis only, please write *call-in only* as your desired reservation time on the Reservation Request Form.
  5. If your child is currently enrolled at Patti's, we must have received in full, all past due payments for the 2009-2010 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 2010-2011 school year and your \$75.00 registration fee will be forfeited.
  6. Reservation request confirmations will be placed in your child's cubby or mailed out by **Monday, April 5th, 2010**. Along with this confirmation you will receive all registration forms and a bill for the month of September 2010. This September pre-payment 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 FRIDAY, APRIL 23rd 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, please feel free to contact our Registrar, **Karen Schmid at (206) 232-0306 or kkuhn4@msn.com**

Thank you,  
Patti's Play Center Board

P.S. Here are a few quick tips and reminders for your registration:

1. The enclosed Reservation Request Form along with a \$75.00 non-refundable registration fee made out to MIPCP, Inc. is due back to Karen Schmid by **Monday, March 1st**.
2. Mornings fill up quickly, and you are much more likely to receive your requested time slot if you ask for afternoon slots (afternoon children must be potty-trained).
3. If you are a currently enrolled family, remember to have your monthly payments current by **March 1st**, so we can process your request.
4. Confirmations will be in your child's cubby or mailed out by **April 5th**. To retain your spot, remember to completely fill out the package and return it with your September pre-payment by **Friday, April 23rd**. We don't want anyone to lose their spot due to incomplete or late paperwork.

Thank you!