



# Play Centers, Inc.

1517 York Road • Lutherville, Maryland 21093-5611  
Phone: 410.296.4880 • Fax: 410.296.6153 • Web: www.playcenters.org  
Tax ID: 52-1259566



## PROGRAM CHANGE FORM

THIS FORM MUST BE RECEIVED NO LATER THAN THE 20TH DAY IN THE MONTH PRIOR TO WHEN THE CHANGE WILL TAKE EFFECT!  
PROGRAM CHANGES MAY NOT BE SUBMITTED MORE THAN 30 DAYS BEFORE THE EFFECTIVE DATE OF CHANGE!

Center: \_\_\_\_\_

Child's Name: \_\_\_\_\_

My child's **CURRENT** enrollment is:

Before School (BS) (7:00 am until school opens)

M\_\_Tu\_\_W\_\_Th\_\_F\_\_

After School (AS) (upon dismissal until 6:00 pm)

M\_\_Tu\_\_W\_\_Th\_\_F\_\_

Drop-In Program:

BS\_\_\_\_ AS\_\_\_\_

Withdrawn

\_\_\_\_ (Please 'X', if applicable.)

**(A \$25.00 Reactivation Fee is due with this form.)**

My child's **NEW** enrollment will be:

Before School (BS) (7:00 am until school opens)

M\_\_Tu\_\_W\_\_Th\_\_F\_\_

After School (AS) (upon dismissal until 6:00 pm)

M\_\_Tu\_\_W\_\_Th\_\_F\_\_

Drop-In Program:

BS\_\_\_\_ AS\_\_\_\_

**(A credit card is required to be on file if your child is ONLY enrolled for drop-in care.)**

Withdrawn

\_\_\_\_ (Please 'X', if applicable.)

Reason for Withdrawal (optional): \_\_\_\_\_

**Effective Date of Change is the 1st day of \_\_\_\_\_, \_\_\_\_\_**  
(Month) (Year)

By signing below, I understand, accept, and agree that any change in my child's enrollment may result in a change in my monthly tuition rate and that I am financially responsible for payment.

I further understand, accept, and agree that if I currently have a credit card on file that my new monthly tuition rate and/or drop-in fees, etc. will be charged accordingly.

\_\_\_\_\_  
Parent/Guardian Signature (seal) Print Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Director/AR/Administrative Signature Print Date: \_\_\_/\_\_\_/\_\_\_

**NOTE:** As stated on the registration contract, a letter will be sent to you confirming the change in your child's enrollment and any additional financial information, if applicable. Failure to receive the letter or loss of the letter does not excuse non-payment or late payment of tuition and any additional monies, if applicable. Failure to notify Play Centers, Inc. of your child's withdrawal by the appropriate deadline will result in forfeiture of your deposit money. Temporary changes in enrollment for drop-in services during the month of December will not be honored. Requests to change to a drop-in status for May and/or June will not be honored. Requests to withdraw after April 1<sup>st</sup> will not be honored.