

Dear Play and Learn Families,



## GRADUATIONS ARE JUST AROUND THE CORNER....

Will your child be returning to the center after he/she graduates?

Please remember that as stated on the 2011-2012 Preschool Registration Contract, "Changes in enrollment, including withdrawals, must be received **IN WRITING** 2 (two) weeks **prior** to the date when the change will take effect in order for a new tuition rate to be offered. Failure to notify Play and Learn of your child's withdrawal by the appropriate deadline will result in forfeiture of any deposit money. Requests to change your child's enrollment to drop-in for Winter Break or Spring Break will not be honored."

**Please see your Director to complete a Program Change/Withdraw form if your child will no longer attend the center after he/she graduates, so you do not forfeit your deposit!**

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## GENTLE REMINDERS.....

Summer is fast approaching and vacations will be planned! Please be sure to pay your weekly childcare tuition before you go on vacation to avoid being billed a Balance Fee.



Please be sure to note on your check or money order payment, your child's name and what the payment relates to such as "tuition-week of 4/19, 5-3 Preschool Drop-in, 5-10 Additional Hours of Care", etc.  
*Please be sure to place any payments in the TUITION BOX at the center, not the Director's Mailbox!*

As stated in our Play and Learn Parent Handbook, page 6, "Upon arrival at the center, parents **must sign their child in** and deliver him/her to the staff person in charge. Similarly, staff must be told when a child is leaving for the day and parents **must sign their child out**. Please be sure to include the time that your child arrived and left the center. Parents are responsible for direct supervision of their child once he/she has been signed out."



Your assistance with these matters is greatly appreciated!

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**Would you like to pay over-the-phone with a credit card?  
Interested in enrolling in our Automatic Payment Program?**



Contact Stephanie Miller , your personal Preschool AR Coordinator,  
at 410.296.4880, ext. 110, Monday thru Friday, from 8:00 am to 3:30 pm

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Play Centers, Inc. is a 501-c3, non-profit organization, so any donations we receive may be tax deductible. Please consult your personal financial advisor for details.

Our Tax ID Number is 52-1259566

