

*Dear Play Centers' Families,*

**DO YOU NEED TO CHANGE YOUR CHILD'S ENROLLMENT  
OR WITHDRAW YOUR CHILD FOR MARCH?**

THE DEADLINE TO SUBMIT A PROGRAM CHANGE/WITHDRAWAL FORM  
IS **MONDAY, FEBRUARY 20, 2012.**

**ALL CHANGES/WITHDRAWALS MUST BE DONE IN WRITING!**

PLEASE SEE YOUR DIRECTOR FOR THE FORM.

\*\*\*\*\* PLEASE NOTE THAT NOTIFICATIONS RECEIVED VIA EMAIL ARE NOT VALID. \*\*\*\*\*

*Your child may attend our program on additional days, if space is available, at our drop-in rate  
or your child may reduce his/her number of days of attendance;  
however, no permanent change will be made to your monthly tuition payment amount  
until the 1st day of the following month upon receipt of proper & timely written notification.*

**DON'T DELAY!**

ANY REQUEST RECEIVED AFTER FEBRUARY 20, 2012 WILL NOT BE EFFECTIVE  
UNTIL APRIL 1, 2012!

**OPEN ENROLLMENT IS GOING ON NOW!**



Do you need care for the 2012-2013 School Year?  
Would you like to save 100% off of the \$50 Application Fee?  
For rate and re-enrollment information, please see your Director.

***Don't delay! Current enrollment does not guarantee care  
for the upcoming school year.***

Your child must be enrolled no later than Friday, August 10, 2012  
to insure you have childcare the 1st day of school.

**ARE YOU ENROLLED  
IN A FLEXIBLE REIMBURSEMENT  
PROGRAM THROUGH YOUR EMPLOYER?**



If you participate in a Flexible Reimbursement Program through your employer,  
you may be able to submit your claim form with a receipt in lieu of a signature. Please read  
the requirements of your employer's program to see if a receipt would be valid. If you would like  
to receive a receipt, please contact our Main Office  
and we would be happy to send you a receipt each month.

If a signature is required, please forward your completed Flexible Spending Form  
to your Personal AR Coordinator, at the Main Office, via fax at 410.296.6153, via Email at  
KThomas@playcenters.org for Kari Thomas or SGunther@playcenters.org for Sharon Gunther,  
or via your child's Director. Incomplete/inaccurate forms and/or blank forms will not be signed.  
Please be sure to include instructions on how you would like the signed form returned to you,  
i.e. via mail, fax, email, or your child's Director, or if you would like to pick it up at our Main Office.

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



Will Punxsutawney Phil see his shadow on Thursday, February 2nd?  
Here's hopin' for Spring to come soon!