

Dear Play and Learn Families,

IT'S A NEW YEAR, LET'S START OFF ON THE 'RIGHT' FOOT.....

- Accounts must be current no later than 9:00 am of the last day of each week to insure continued care for your child. Failure to keep your account up-to-date will result in denial of participation in the program.
- Late Pickup Fees are due when your child is picked up late, payable to Play and Learn.
- Please contact your Director PRIOR to your child attending as a drop-in or on an additional day to insure there is space available in the program. A "Request for Drop-In/Additional Days of Care" form will be provided by your Director. Payment for drop-in care/additional days of care is due on the date of care, payable to Play and Learn. For those families enrolled in the Automatic Payment Program, the fee for drop-in care/additional days of care will be charged to the credit/debit card on file.



We sincerely appreciate your cooperation with regard to these policies & procedures!

**PLAY CENTERS' MAIN OFFICE WILL BE
CLOSED ON MONDAY, 1/2/12.**



**DO YOU NEED TO ADD/UPDATE YOUR MAILING ADDRESS, YOUR CONTACT
PHONE NUMBERS, OR YOUR EMAIL ADDRESS(ES)?**



Please complete an Information Update Form, located in the 3-tier, plastic box on the Parent Table, and return the form to your Director.

2011 Tax Statements will be mailed to families
who are currently enrolled as of 1/1/12
no later than Tuesday, January 31, 2012.

Requests to have this information faxed/emailed/printed
prior to 1/31/12 will not be honored.

Your *patience* and understanding with regard to this matter
is greatly appreciated!



**Do you have questions regarding your account?
Do you need your Flexible Spending Form signed?**



Please contact Stephanie Miller, your personal AR Coordinator,
via phone at 410.296.4880, ext. 110, or via Email at SMiller@playcenters.org.
She is available Monday through Friday from 8:00 am to 2:30 pm, excluding Major Holidays.

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.

