



Play Centers, Inc.  
2414 E. Joppa Rd.  
Parkville, MD 21234

Phone: 410.296.4880 / Fax: 410.296.0803  
Tax I.D. Number: 52-1259566

Email: [playcenters@playcenters.org](mailto:playcenters@playcenters.org) Website: [www.playcenters.org](http://www.playcenters.org)

## Welcome to Play Centers, Inc.

Play Centers, Inc. is a not-for-profit, privately operated organization that offers quality childcare to children ages six weeks through twelve years of age. We currently operate both preschool programs and school-age centers in Annapolis and throughout Baltimore County. We look forward to building a relationship with you and your family.

The following information has been provided to make the registration process easier.  
Play Centers, Inc. enrolls children on a first come-first serve basis.

### Forms

#### **ALL OF THE FOLLOWING FORMS MUST BE COMPLETE AND SUBMITTED WITH YOUR ENROLLMENT AGREEMENT CONTRACT.**

Play Centers, Inc. will accept copies of your child's health forms. Enrollments submitted without all of the **required paperwork** will be returned in their entirety. **Please allow at least 5 business days to process your enrollment prior to beginning the program.**

On the **LEFT** side of our Enrollment Packet, you will find the following items:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Center Director's Business Card          | <input type="checkbox"/> Media and Internet Release Form   | <input type="checkbox"/> Sick Child Policy                                  |
| <input type="checkbox"/> Welcome Letter                           | <input type="checkbox"/> Activity Permission Slip          | <input type="checkbox"/> Parent Handbook (please download from our website) |
| <input type="checkbox"/> A Parent's Guide to Regulated Child Care | <input type="checkbox"/> Homework Club Contract            | <input type="checkbox"/> Parent Handbook Agreement                          |
| <input type="checkbox"/> Emergency Form                           | <input type="checkbox"/> Electronics Agreement             | <input type="checkbox"/> Emergency Closing Policy                           |
| <input type="checkbox"/> All About My Child                       | <input type="checkbox"/> Positive Guidance                 | <input type="checkbox"/> Email & Text Alerts Flyer                          |
|   | <input type="checkbox"/> School-Age Expectations Agreement |   |

On the **RIGHT** side of our Enrollment Packet, you will find the following items:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> AR Coordinator's Business Card       | <input type="checkbox"/> Email Request Form            | <input type="checkbox"/> Allergy Action & Medication Form          |
| <input type="checkbox"/> Scholarship Flyer                    | <input type="checkbox"/> MSDE-OCC Health Inventory     | <input type="checkbox"/> Asthma Action & Medication Form           |
| <input type="checkbox"/> Verification of Military Status Form | <input type="checkbox"/> Lead Test Form                | <input type="checkbox"/> Seizure Medication Form                   |
| <input type="checkbox"/> Enrollment Agreement Contract*       | <input type="checkbox"/> DHMH Immunization Certificate | <input type="checkbox"/> All Other Medications Administration Form |
| <input type="checkbox"/> Online Portal Flyer                  | <input type="checkbox"/> Medical Alert Form            | <input type="checkbox"/> Topical Products Authorization            |
| <input type="checkbox"/> Automatic Payment Agreement Form     | <input type="checkbox"/> Special Health Condition Form |  |
| <input type="checkbox"/> 1-Time Payment by Credit Card Form   |  |  |

### **\*Enrollment Agreement Contract**

**ALL INFORMATION MUST BE COMPLETE IN ORDER FOR YOUR CHILD TO BEGIN OUR PROGRAM.**  
**We require re-registration each year.**

#### **Parent/Guardian #1 and #2 information**

First and Last name

Complete Address (**P.O. boxes are not acceptable**)

Phone Numbers are very important, please provide accurate and working numbers to be reached in an emergency.

#### **Enrollment Fee/Deposit/Rates**

A non-refundable \$50.00 Enrollment Fee per family.

A non-refundable \$100.00 Deposit per child.

We offer a variety of enrollments, so please call our Main Office for tuition rates.

Contracts received with insufficient monies or with incomplete information will be returned in their entirety without being processed.

Please read our financial policies very carefully before you sign, date, and return the contract. Our contract is legally binding, and it is extremely important that you read it in its entirety. You will receive a copy of the contract as confirmation of your child's enrollment. Questions about our financial policies? Contact our Accounts Receivable Department at 410.307-1425.