

# my play place

Enrollment Form 2011/2012 Play Year  
9/7/11 through 6/22/12

Child's name \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_  
Parent(s) \_\_\_\_\_  
Who will attend with your child? \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Alternate number \_\_\_\_\_  
Email address \_\_\_\_\_  
Much of our communication is via email. Do you check it regularly? \_\_\_\_\_  
May we distribute your contact information to other families in the class? \_\_\_\_\_  
How did you originally hear about MPP? \_\_\_\_\_  
Emergency contact name and number \_\_\_\_\_

**Classes:** Check one or two days (all classes are held from 9:30 - 11:30)  
\_\_\_ Mondays \_\_\_ Tuesdays \_\_\_ Wednesdays \_\_\_ Thursdays \_\_\_ Fridays\*  
Please indicate your second choice day(s). \_\_\_\_\_

\* The Friday class is a **by myself** class. Enrollment requires teacher approval.

One day per week-\$90/month  
Two days per week-\$170/month  
First and last month's fees due upon enrollment  
Please send completed enrollment form and check to:  
3219 Liberty Ave. Alameda, CA 94501  
Checks should be made payable to **my play place**.  
Enrollment is not valid until payment is received.

Feel free to contact Renee or Melissa with any questions.  
Call 541-6758 or email [mpp@myplayplacealameda.com](mailto:mpp@myplayplacealameda.com)

Be sure to read and sign the enrollment agreements on the back.

## Enrollment Agreements

1. **Monthly fees** of \$90 or \$170 are due on or before the first of the month. Payments can be mailed (3219 Liberty Ave., Alameda, CA 94501) or brought to class. If your payment has not been received by the 5th of the month it will be considered late and you need to add a **\$10 late fee** to your payment.
2. To terminate enrollment, you must notify us at least 30 days prior to your last day. Decreasing enrollment from 2 days to 1 day per week requires a **30 day notice** as well. If you give notice at the beginning of the month, your deposit will be credited towards your last month. If you give notice mid-month and have already paid your current month's fees, your deposit will pay for the portion of the following month that you use and you will be refunded the remainder.
3. When you enroll you will pay **first and last month's fees**.
4. If your child has an **allergy** or you have chosen not to **vaccinate** your child please let us know by writing a note below.
5. You will be scheduled to bring snack or clean up on particular days throughout the session. If you have to **miss class**, please let us know as soon as possible and do your best to **find a replacement** for yourself.
6. There is a **Mandatory Orientation** for all new participants or families who have not already attended an orientation. This is for adults only so please make arrangements for child care. It is very important that you and anyone who will accompany your child to ~~my~~ play place attend.
7. To schedule a **make-up class** please send us an email and we will let you know if there is room. Also, please let us know as soon as possible if you will miss a class so that we can accommodate others who would like to attend a make-up class. There is a limit of **two make-ups per month**. Make-ups must be done before the end of the session or before your final class. Please note that make-ups for missed classes are not guaranteed.
8. **Visitors are encouraged**. Send us an email if you would like to bring another parent and toddler to class so that we can make sure there is space. Other adult visitors are welcome and need not be scheduled.
9. **Younger siblings** are welcome to attend with your toddler until they reach 16 months. At this point they can be enrolled, if there is space available. Activities and materials at MPP are designed for toddlers and may not be baby safe. Therefore, it is your responsibility to keep younger siblings safe while at MPP.
10. **Older siblings** may attend with your toddler occasionally with prior approval based on space availability. Please request their attendance via email well in advance. Do not bring an older sibling to class who has stayed home sick from school.

I have read and agree to the above terms of enrollment.

Print name \_\_\_\_\_Signature\_\_\_\_\_

\_\_\_\_I will attend orientation on September 26th from 7:00 to 8:30.

\_\_\_\_I have already attended an orientation.