

Parkville Recreation & Parks Council, Inc.

8601 Harford Rd, Baltimore, MD 21234

(O) 410-887-5300; (F) 410-887-5301; Weather Line: 410-372-8169

Website: www.prcparkvillerec.org Email: Parkville.Rec@verizon.net

"Serving the People of Parkville"

Villa Cresta Tots

2600 Radar Ave.

410-663-5285

January 2018

Dear Parent(s)/Guardian(s),

The Villa Cresta Tots Fun Center is now accepting enrollment for our 3 & 4 year old programs for the 2018-2019 school year. Enclosed, you will find a Request for Placement form. Please read the enclosed materials carefully and if you have any questions, contact me, Amy Rossi, at villacrestatots@gmail.com or 443-414-0417. Also, please remember more information can be found on our website:

http://prcparkvillerec.org/Programs_TOTS_VillaCresta.

All placement forms must be completed and returned with the *non-refundable, non-transferable \$30.00 registration fee* which holds your child's place in our program until the in-person registration and tuition payment in May. We will accept cash, check or money order. Please make your check or money order payable to the Parkville Recreation & Parks Council. Return the Request for Placement Form and \$30 registration fee *by mail only* to Villa Cresta Tots, 2600 Radar Avenue, Parkville, MD 21234. Placement in the program is reserved in the order in which it is received (first postmarked, first placed).

The three year old programs will meet on **Tuesdays and Thursdays**: AM class 9:30-11:30 am and PM class 12:30-2:30 pm. Total tuition for the year will be \$455.00, collected in three installments of \$152.00 due in May, October, and \$151.00 due February. **The four year old** program will meet on **Mondays, Wednesdays, and Fridays**: AM class 9:30-11:30 am and PM class 12:30-2:30. Total tuition for the year will be \$555.00, collected in three equal installments of \$185.00 due in May, October, and February. **The \$30 deposit and 1st payment in May is NON-REFUNDABLE.** The program will accept a total of 20 children in each of its classes (3 and 4 year old).

Keep in mind several important criteria for involvement in our program:

1. For entry into either program, your child must have turned 3 by November 1st (for the 3s class) and 4 by September 1st (for the 4s class). Please keep in mind that the criteria for entry into kindergarten in the Baltimore County Public Schools is having attained the 5th birthday by September 1st of the kindergarten year. If your child will spend 3 years at Villa Cresta Tots (because of the age criteria for entrance into kindergarten), he/she will need to spend two years in the 3's program and one year in the 4's program.

2. Children must be toilet trained before the session begins in September. If you have concerns in this area please contact me. Children must be completely out of pull-ups by December 1st.

3. Most importantly, this is not a cooperative program. A parent or other responsible adult can attend as a parent helper which we strongly encourage. Siblings cannot be present during your helper days.

Classes will begin approximately the 2nd week of September and end approximately the 3rd week of May. Our program follows the Baltimore County Public Schools schedule. If Baltimore County schools experiencescheduled closings (holidays, early dismissals, etc.) or weather-related (snow, extreme heat, etc.) or other unscheduled closings, we will close. If Baltimore Co. schools open 1 hour late, or more, then Tots will be closed.

If you are interested in Villa Cresta Tots Fun Center, I urge you to return your Request for Placement form and non-refundable \$30.00 deposit by mail as soon as possible. Last year we filled up fairly quickly. Mail your form to me at the address listed above; **DO NOT SEND IT TO THE REC CENTER**. Your application cannot be considered without the required deposit.

Once we have received your request form, you will receive an acceptance letter in the mail sometime in February, which will list your child's class and guidelines for required paperwork due at registration. It also will contain all pertinent future dates for registration, orientation, first day of school, etc. Please reserve these important dates on your calendar. I look forward to receiving your application materials. Please contact me with any questions.

Sincerely,

Amy Rossi (Chairperson, Villa Cresta Tots Board)

PARKVILLE RECREATION AND PARKS

VILLA CRESTA TOTS FUN CENTER

FOR OFFICE USE ONLY

REQUEST FOR PLACEMENT

Date Received: _____

Placement: _____

Payment: Cash Check # _____

Date: _____

Child's name: _____
(Only one child per form please)

Date of Birth: _____

Parent(s)/Guardian(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

Email(s): _____

Session Preferred: 3 year old class (meets Tues & Thur) AM (9:30 to 11:30) or PM (12:30 to 2:30)

4 year old class (meets Mon, Wed, Fri) AM (9:30 to 11:30) or PM (12:30 to 2:30)

AM (9:30 to 11:30) OR PM (12:30 to 2:30)

*Children entering the 3's class must turn 3 by 11/1 of their entrance year. (Will repeat the 3s class before moving onto the 4s class.)

*Children entering the 4's class must turn 4 by 9/1 of their entrance year.

This form should be accompanied by your \$30 registration fee in cash, check or money order written out to Parkville Rec. and Parks to reserve your spot.

By signing below, I understand and agree that:

- **The registration fee of \$30.00 is non-refundable, non-transferable.**
- **The first 33% of my child's total tuition payment is non-refundable, non-transferable after registration in May.**

Parent/Guardian Signature

Date

Questions can be directed to Amy Rossi at 443-414-0417 or villacrestatots@gmail.com.

The form and fee should be mailed to:

Villa Cresta Tots 2600 Radar Avenue Parkville, MD 21234