



**Annapolis Recreation and Parks  
Department Headquarters**  
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March 13, 2019

Dear Parents,

We will be opening registration for the fall 2019/2020 school year, to returning child care students only, on Monday, April 1st. Public registration will begin on Monday, April 8th. New registration forms will be available online on Monday, March 25th.

We currently do not have online registration, so you will need to come into the “Pip” Moyer Recreation Center (PMRC) at 273 Hilltop Lane, Annapolis, MD 21403 to register for the fall.

Important Guidelines:

1. There is a \$35 non-refundable registration fee at the time of registration that must be paid in full, along with turning in the registration form – this fee holds your spot until the fall.
2. Your current account must be paid up-to-date (through March 2019), in full, before you are eligible to register for the 2019/2020 school year. There are many outstanding balances. We will not take any registrations for the fall until your account is paid through March of this year. If you have any questions about your account, the easiest way to get it cleared up is by e-mailing Katy Owings at [kaowings@annapolis.gov](mailto:kaowings@annapolis.gov). If there are any mistakes on the account, Katy can help you get those cleared up.
3. We will be instituting a monthly late fee for the 2019/2020 school year for any late payments. You will have until the 10<sup>th</sup> of each month as a grace period to make payment. Failure to pay by the 11<sup>th</sup> of the month will result in a \$30 late fee posted to your account. Failure to pay 2 months in a row will result in termination of your child’s/children’s enrollment in our program for the remainder of the school year.
4. Because we currently do not offer online registration, we have implemented our services to incorporate the ability to pay with a credit card over the phone. This means you will be able to call PMRC any time during open hours of operation to pay any balance due on your account.
5. PMRC operating hours are: Monday-Friday 6AM-9PM and Saturday/Sunday 8AM-9PM. You may stop in to register and pay, or call to pay, during any of those times.

If you have any questions please do not hesitate to reach out to Katy Owings at [kaowings@annapolis.gov](mailto:kaowings@annapolis.gov) or 410-263-7958.

Sincerely,  
Katy Owings  
Recreation Division Chief