All forms must be filled out and returned by Friday, May 6, 2016 by 5 pm. Your reservation will not be considered finalized until the deposit has been paid online and the forms have been returned to the office

* Please remember to include cell phone numbers, so that you can be reached while on campus.

Penn’s Children Center is located conveniently on campus with our own parking lot, so drop off and pick up should be an easy transition. The Alumni Weekend Program begins at 6:00pm and ends at 12:00. All parents need to arrive by 11:45 to pick up their children. The cost is $15/hour for the first child and $5/hour for the second child. A $15.00 non-refundable deposit is required by May 6, 2016 at 5PM and can be paid through the Alumni Weekend online registration site via credit card [www.alumni.upenn.edu/alumniweekend](http://www.alumni.upenn.edu/alumniweekend). The balance must be paid at the time you drop off your child. Forms of payment we accept are: Cash, Check or MO made out to The Trustees of the University of Pennsylvania. Please note that we cannot accept credit card payments.

You will also be promoted to download a packet of forms including an Emergency Contact Form, Health Form, Medical Release Form, and a brochure about our center. The forms must be submitted by May 6th in order to secure your reservation. Failure to submit the forms by that date will void your registration.

There will be dinner, a puppet show, art projects and movies during the time your child is here; younger children will be invited to relax on cots beginning at 8:30 pm (or earlier if the parent requests). Please note all these activities will take place at the center.

If you have any questions you can reach us at (215) 898-5268.

Thank you,

Connie Lydon
Associate Director