



Annapolis Recreation and Parks
Department Headquarters
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www.annapolis.gov/recreation



Payment Procedures for School-Based Child Care

Due: First of the month, no later than the 10th of the month

Fees: \$105 per month, before school care

\$210 per month, after school care

First payment – September 1st and Last payment – May 1st

In Person at the “Pip” Moyer Recreation Center

Pay by check, cash or credit card (Visa, MC or AMEX) during building hours:

The City of Annapolis charges \$35 for any checks returned unpaid by your bank.

Monday – Thursday 6:00 am – 9:00 pm

Friday 6:00 am – 6:00 pm

Saturday & Sunday 8:00 am – 6:00 pm

Online Payment Procedures

Pay by credit card (Visa or MC), 24 hours a day.

Log-on to our secure registration website at <https://reg-e.annapolis.gov/Start/Start.asp>

Click on the “MY ACCOUNT” tab at the top.

Type in your login ID: _____

Type in your account PIN: _____

Click the “**Sign In**” button. *If you don’t have your login ID or account PIN, please call 410.263.7958.*

The next page will display your Account Balance

In the blue header section – click “**Make a Payment**”

Type in all credit card requested information and click “**Apply Payment**”

Your account balance should display \$0.00 after payment was received.

Print receipt for your records (if you choose to do so)

Click the “**Log Out**” button at the top, middle of the screen.

Thank you for your payment!

(Note: The Account Balance will display amount owed beginning on the 1st of the month. If you log in to pay prior to the 1st, the amount owed will be \$0. You can pay and credit your account – so that when the payment comes due (on the 1st), it will automatically reconcile your account balance. If you have a payment due for another Recreation and Parks program or service, that amount will be added to your total Account Balance and must be paid at the same time.)

If you have any difficulties with the online process, please contact Annapolis Recreation and Parks at 410.263.7958 or e-mail recpark@annapolis.gov.