

# PARENT COPY

City of Hercules  
Parks & Recreation Department



## Tiny Tots Preschool Program 2024-2025 School Year

The Preschool program for the 2024-2025 school year has two fee options.

**Program Fees:** You pick your plan option #A & #B. Program fees are the responsibility of the person who registers the child. For those who have split households this is between you and the person you are splitting the payment with. The whole payment still needs to be received on time. The fee options do not include, Holiday's and Thanksgiving, Winter, President's, and Spring breaks, you are not charged for those days. Fees are based on the days in session ONLY, 9 EQUAL PAYMENTS.

**Option #B** installment plan -The 1<sup>st</sup> payment due at registration and ending on April 3, 2025. Most installment payments are due on the 5<sup>th</sup> of the installment cycles with a few exceptions with a \* **by cycle**. You pay option #B fee under your class category.(See page 2.)

<b>9 Equal Installment Payments.</b> (Based on the days in session only.)	<b>Billing Cycle isn't monthly.</b>	<b>Due Date</b>	<b>Withdrawal dates No refund or pro-rating mid-installment cycle.</b>	<b>Holiday days closed.</b>
<b>#B - 1</b>	08.26 – 09.20	<b>1<sup>st</sup> payment due at registration.</b> Or by 08/05/24	07/29/24	September 2-Labor Day
<b>2</b>	09.23 – 10.18	09/05/24	8/29/24	October 14 -Staff training
<b>3</b>	10.21 – 11.15	*10/03/24	9/26/24	November 11 <sup>th</sup> – Veteran's Day
<b>4</b>	11.18 –12.20	11/05/24	10/29/24	November 25 -29-Thanksgiving break. December 23 – Jan. 3 <sup>rd</sup> - Winter break
<b>5</b>	01.06 – 01.31	12/05/24	11/21/24	MLK Day – 20 <sup>th</sup>
<b>6</b>	02.03– 03.07	*01/06/25	12/19/24	February 17 – 21 -President's break.
<b>7</b>	03.10 – 04.04	02/05/25	01/29/25	April 7 -11 <sup>th</sup> - Spring break
<b>8</b>	04.14 – 05.09	03/05/25	02/26/25	
<b>9</b>	05.12 – 06.06	*04/03/25	03/27/25	May 26 <sup>th</sup> - Memorial Day June 2 -6 <sup>th</sup> - Last week of preschool. June 5 <sup>th</sup> -Jr. Kinder promotion.

### Billing Procedure

For options #B payments can be paid the following ways, we prefer WebTrac the online method or auto-debit payment.

**WebTrac:** visit [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us); click on Park and Rec, toggles WebTrac, select the online login at the top, roll over my account in blue toolbar. Click pay balance link, select what you like to pay. If you do not have your log-in information, please email [PRRegistration@ci.hercules.ca.us](mailto:PRRegistration@ci.hercules.ca.us) or call (510) 799-8291.

**Auto-debit payment:** We will run your authorized payment on due dates. You should receive your household receipt through email.

**Credit card:** It is your responsibility to notify us and update your credit card by the 3<sup>rd</sup> of the month. If the card is declined an NSF charge fee of \$41.00 fee will be applied. Call the CSC with new credit card information. Payment must be made within 5 days, or you could be dropped from the program. You will be charged a late payment fee.

**Phone:** Community Swim center - #'s 510-799-8291/799-8290. You can pay with credit card/debit card over the phone. We would prefer you to pay through WebTrac. Office staff can answer any questions regarding your tuition payment.

**Mail-Slot:** window 24 hours a day no cash can be received through this option.

- **Sub-Care** "THIRD-PARTY AGENCIES" we do accept payments like Cocokids. You must be preapproved for us to accept this payment option.
- **Early Withdrawal fee:** If dropping, you are responsible for the whole installment cycle, no pro-rating in middle of cycle. You would drop by the withdrawal date on the first page. You must complete a Program Change Form and give a minimum of one week's notice. **No refunds after March 4<sup>th</sup>, 2025.**
- **Emergency closure:** We will close the program if we have Advisory to do so, this would be due to weather, COVID and fire as an example. We will close if the West Contra Costa Unified School District closes due to an emergency advisory. See the Parent Handbook for guidelines on closing the program for a public emergency.

**The registration fee is for both options = \$109.00 at enrollment and it's non-refundable and non-transferable. Fees are based on the days in session only.**

**Option #A 2 payments** - 50% due at time of registration and 50% due by August 5, 2024. If you drop the program early, you will owe the \$99 to \$100 discount given for this option.

#A - Billing Cycle -2 payments	Days	Times	Resident Discount	Rate
Little Dynos 3's Y class	T.TH	9:00am – 11:30am	\$729 = \$1,458	\$909 = \$1,818
Pre-K Multi-Age 3.5 & 5 Y mixed age.	M.W.F	9:00am – 12:00pm	\$1,138 = \$2,276	\$1,399 = \$2,798
JR. Kinder 4's & 5's Y	M-TH	8:45am - 11:45am	\$1,462 = \$2,924	\$1,777 = \$3,554

**Option #B Installment Plan.** This plan is **9 equal installment** payments first one due at registration and ending on April 3, 2025. This fee option is due on the 5<sup>th</sup> of the installment cycle. The due dates and withdrawal dates are both on this form.

#B - Installment Billing Cycle	Days	Times	Resident Discount	Rate
Little Dynos 3's Y class	T.TH	9:00am -11:30am	\$173	\$213
Pre-K Multi-Age 3.5 & 4Y mixed age.	M.W.F	9:00am - 12:00pm	\$264	\$322
JR. Kinder 4's & 5's Y	M-TH	8:45am - 11:45am	\$336	\$406

FEE DESCRIPTION: <i>Registration fee is non-refundable registration fee per/child.</i>	FEE
Registration for all options.(Per year.)	\$109.00
1 <sup>st</sup> Late Payment- Payments are considered LATE on the 6 <sup>th</sup> .	\$36.00
2 <sup>nd</sup> Late Payment or more	\$41.00
Late Pick - Up fees per minute after Dismissal	\$3.00
<b>Early Withdrawal Fee</b> per child-Mandatory.	\$80.00
<b>NSF fee - Insufficient funds.</b> This is when the status of a checking or credit card account does not have enough money to cover the transaction. A decline in credit card transaction is your responsibility. We encourage you to update your credit card before the 3rd of the month. NSF - must be cleared with cash, money order or cashier's check.	1 <sup>st</sup> – \$41.00

Community Center office hours 8:30a-5:00p, Monday – Thursday, (510) 799.8291. Please refer to the Preschool Parent Handbook for more details. You can find more information about City programs and services on the city website.

**Little Dynos - #83410    Pre-K Multi-Age - #86122    Jr. Kinder - #86143**