

PARENT COPY WITH BILLING PACKET & INFORMATION



Dear Children's program parents:

The City of Hercules is proud to announce our adoption of ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely! Your invite will arrive in your email once you register for the program. The email will request you to open and create an account or log in to your existing account to securely share your child emergency information with our Children's programs. With ePACT, you only need to complete your child's information once and update it as needed for each program you enroll your child in. If you do not get an invite by the following day you need to contact us at the Community center.

ePACT is committed to the highest security of encryption to ensure your data on ePACT is safer than on paper. The use of ePACT allows the user the ease of completing and/or updating sensitive information quickly and worry free. ePACT allows us to limit and track access.

The message below is an example of what you will receive in your email. If you have questions regarding ePACT you can contact the Recreation Manager at 510.799.8230 Monday – Thursday 8a-5p.

Ambra Garfield Recreation Manager
agarfield@herculesca.gov



We're using a digital, contactless solution - ePACT Network, to collect the health and contact information we need to best support you in any emergency, big or small.



BECAUSE YOUR SAFETY
MATTERS

ePACT Messaging

Invites:

Subject: Emergency information request for child name_____.

Hello, Guardian,

City of Hercules Park & Recreation: Summer Camp, Preschool and RAP will be using ePACT to securely collect and manage critical emergency information. ePACT replaces the need to fill out multiple paper forms and ensures we have the most up-to-date and accurate contact and medical information in case of emergency.

ePACT is quick and easy!

Here are a few things you may need to complete your ePACT record:

- * Health insurance info or personal healthcare number
- * Medical history and provider details
- * Emergency or pick-up list contact info.

Thank you

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City of Hercules – Parks & Recreation Department



FEE INFORMATION

Kaleidoscope Kidz RAP 2024-2025 School Year

Emergency packet forms will now be online. You will get an Invitation to fill out your forms with a deadline to complete or update your form.

RAP – Recreation Afterschool Program for the 2024-2025 school year will have two fee options. Each class must have a minimum of 14 participants to run the classroom.

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. We do not get involved in split payments for households, if you are the one registering the child, *you are* responsible for the whole tuition, not half of the payment.

Cycles/Fees are based on school days only.If school Closed RAP closed.Therefore, you will not be charged for holidays/breaks. The fees are decided by the days the program run. 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 fees are for both options = \$109.00 at enrollment and it’s non-refundable and non-transferable.

Option #A - Saver 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 \$100 discount given for this option. *Return fees* based on option #B installment fees.

#A - SUPER SAVER	Times	Resident Discount	Rate
KIDZ CENTERS: HANNA. OHLONE. LUPINE			
RAP – 5 DAY	Dismissal - 5:15pm.	RAP- 5 DAY 50% DUE AT REG.\$1,844 & 2 nd payment DUE BY 8.5.24 BALANCE. Total: \$3,688	50% DUE AT REG.\$2,010 & 2 nd payment DUE BY 8.3.23 BALANCE. Total: \$4,020

Option #B - Installment Plan based on school days. This plan is **10 equal installment** payments first one due at registration and ending on May 5th,2025. This fee option is due on the 5th of the installment cycle. See Option #B installment plan billing cycle form. The due dates and withdrawal dates are both on this form.

#B – 10 INSTALLMENT CYCLES	Times	Resident Discount	Rate
KIDZ CENTERS: HANNA. OHLONE. LUPINE			
RAP - 5 DAY	Dismissal - 5:15pm	\$379	\$412

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Billing Procedure For options #B payments can be paid the following ways, we prefer webtrac the online service. Or fill out an auto-debit credit card form that we would run on the due date for each plan. Note we do not remind you that the payment is due. See Option #B Installment plan sheet with dates and withdrawal dates.

Webtrac: visit 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 or call 510.441-4FUN (4386).

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

Late payment fees: If not paid by the schedule date due. See below fees.

Credit card Information: It is your responsibility to notify us and update your credit card by the 3rd of the month. If the card is declined an NSF charge fee of \$40.17 will be charged. Call the CSC with new credit card information by the 3rd of the month. Payment must be made within 5 days, or you could be dropped from the program. You will also be charged a late payment fee.

Phone: Community Swim Center 510-441.4FUN (4386) or 799-8290 pay with credit card/debit card over the phone. We would prefer you pay through webtrac.

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

- Sub-Care – subsidized “THIRD-PARTY AGENCIES” we do accept payments like Cocokids. You must be preapproved at enrollment for us to accept this payment option. The “THIRD-PARTY AGREEING TO PAY YOUR TUITION EACH BILLING CYCLE IN FULL.
- **Early Withdrawal fee OF \$80.00 PER CHILD - Mandatory if dropping early.** If dropping, you are responsible for the whole installment cycle, no pro-rating in middle of cycle. You need to drop by the withdrawal date, see the installment plan option #B form for those dates. You must complete a Program Change Form by those drop dates. No refunds after March 27, 2025.
- Community Center summer hours 8:30a – 5:00p, Monday – Thursday. You can find more information about our programs and services on the city website.

FEE DESCRIPTION	
<i>Registration fee are non-refundable fee per/child.</i>	
Registration fee for both options A & B plans	\$109.00
1 st Late Payment	\$36.00
2 nd Late Payment or more	\$41.00
Late Pick-Up fees per minute after Dismissal	\$3.00
Early Withdrawal Fee per child-Mandatory.	\$80.00
NSF fee-Insufficient funds. 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 4 th of the month. NSF - must be cleared with cash, money order or cashier’s check.	\$40.17 (or more NSF’s)



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City of Hercules Parks & Recreation Department



RAP Option #B and Holiday schedule 10 equal installment payments & dates - 2024-2025

Emergency packet forms will now be online. You will get an Invitation to fill out your forms with a deadline to complete or update your form.

Option #B installment plan based on 180 days of school. This plan has 10 equal installment payments. Cycles/Fees are based on school days only. If school Closed RAP closed. Therefore, you will not be charged for holidays/breaks. The fees are decided by the days the program runs.

The 1st payment, cycle #B-1 is due at registration and ending on May 5th,2025.Continuing family's option #B only – can register by paying a deposit only at registration and 1st payment due on 8/5/24.

Most installment payments are due on the 5th of the installment cycles with a few exceptions with a * by cycle. Payments are considered LATE on the 6th and are subject to all LATE FEES.

10 Equal Installment payments	<i>Resident Discount</i>	Rate	Due Date	@ Withdrawal dates: No refund or prorating mid-installment cycle.	Holiday days & Minimum days closed.* Every Wednesday is a Min. Day early release.
#B - 1	\$379	\$412	8/5/24	7/29/24	Aug.29.Min.day
2	\$379	\$412	9/5/24	8/29/24	Sept.2-Labor Day
3	\$379	\$412	*10/03/24	9/26/24	Oct.14- -No school -Staff training,
4	\$379	\$412	11/05/24	10/29/24	Nov.1-No school. Min.days:10.31. Min.days:11.4,11.5,11.6,11.7,11.8 Nov.11 th – Veteran's Day .Nov. 25 -29- Thanksgiving break.
5	\$379	\$412	12/05/24	11/21/24	Dec. 23 – Jan. 3 rd - Winter break.
6	\$379	\$412	* 01/06/25	12/19/24 Must email office by this date since office is closed.	Jan.6.25.-Back to school. Jan.20 th -MLK Day.
7	\$379	\$412	02/05/25	01/29/25	Feb. 17 – 21 -President's break.
8	\$379	\$412	03/05/25	02/26/25	March 28 th (F) -No school. April 7 -11 th - Spring break.
9	\$379	\$412	*04/03/25	03/27/25	April 17- Min. Day. May 23 -No school.
10	\$379	\$412	05/05/25	04/28/25	May 26 th - Memorial Day June 11 th - Last day out at 12pm.

City of Hercules Kidz Centers:

Hanna: TK: #76125 & K-5th: #76126 **Lupine:** TK:#76227 & K-5th: #76228 **Ohlone:** TK: #76326 & K-5th: #76327

@ If dropping your last day would be the last day of the installment cycle. You **must** notify us of a drop by the **withdrawal dates** below. No refunds for any payment options after 3.27.2025.

We will close the program if we have Advisory to do so, this would be due to weather, COVID and fire.