Tiny Tots and Pre-Kindergarten
2020-2021 Year
OPEN ENROLLMENT INFORMATION

To register, please email the following to Jessica Lira, jlira@cityofsanmateo.org:

- Completed registration form
- Age verification
- Proof of residency (San Mateo residents only)

Please do not include credit card information—we will contact you to collect the $50 registration fee.

ENROLLMENT INFORMATION

Enrollment for Tiny Tots and Pre-Kindergarten August 2020-June 2021 is now open. Children enrolling in Tiny Tots must be toilet trained and age 3 on or before September 1, 2020. Pre-Kindergarten children must be age 4 on or before September 1, 2020. If your child is eligible to enroll in Pre-Kindergarten, they may not enroll in Tiny Tots. No age waivers are given for Building Blocks Programs. You may only enroll in one Building Block level at a time.

AGE VERIFICATION –

Families must provide age verification with initial registration in order to enroll in Tiny Tots. If your child is currently enrolled in Tiny Tots, you do not need to verify your child’s age. Acceptable proof of age can be one of the following: birth certificate, passport, or baptismal certificate.

BUILDING BLOCKS SPANISH IMMERSION PRESCHOOL CLASS

New this year, we will be offering a Spanish Immersion Preschool class at Shoreview Center. Children will be immersed in the Spanish language and culture, while experiencing the play-based Building Blocks Curriculum in our traditional classrooms. This full immersion method allows children to learn a new language quickly and begin using functional Spanish words and phrases to express themselves the same way they do in English. This class will meet at Shoreview Recreation Center, M-Th 12:30pm-3:30pm.

PROOF OF RESIDENCY -

Please note that we are now requiring proof of residency every year upon registration of our Tiny Tots and Pre-Kindergarten programs if you wish to receive the resident rate discount. All resident registrations are processed prior to non-residents. Also note that the main contact on the registration form must match the name on the item submitted as proof. The following items are accepted as verification of your home address:

- PG&E bill
- Water bill
- Cable bill
- Phone bill
- Official letter from State or Federal Agency (i.e. social security benefit statement, Medi-cal letter)
- Car registration w/ a copy of insurance statement with address

All registered participants will receive a Parent Packet in late July. On or before June 24, 2020 you may withdraw your child from class and your $50 registration processing fee will be refunded — after June 24th your $50 registration processing fee is non-refundable/non-transferable. If you are paying in installments, your first installment will be due on July 1, 2020. The remaining 9 payments will be paid on the 15th of the month beginning September 15th and concluding in May 2021. Please review our complete withdrawal policy below. The Parent Packet will contain specific program information, child emergency form, etc.

Please list in order of preference which class you would like to be registered in. If you list only one class and it is filled, we will place your child on the waitlist, but we will not contact you to discuss other options. It would be to your benefit to list other options - 2nd, 3rd, 4th choices! You may only enroll in one class until August 1st. Please refer to the current Recreation Activity Guide for general course descriptions and details. Recreation Fee assistance (RFA) is available in increments of 30% or 60% to City of San Mateo residents who qualify. RFA applications must be processed PRIOR to enrolling in order to have discount applied.
For questions regarding registration – please contact Heather Murphy, hmurphy@cityofsanmateo.org

Program will run August 17th – June 4th
(A calendar of no school dates will be included in the Parent Packet)
The first fee listed in the Resident rate followed by the Non-Resident rate

<table>
<thead>
<tr>
<th>TINY TOTS – Age 3 years by September 1, 2020</th>
<th>Annual Fee</th>
<th>10 Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>610103-C1 MWF 8/17-6/4/21 9-11:30am Shoreview</td>
<td>$2680/2930</td>
<td>$268/293</td>
</tr>
<tr>
<td>610103-C2 TTh 8/18-6/3/21 9-11:30am Shoreview</td>
<td>$1840/2090</td>
<td>$184/209</td>
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<tr>
<td>610103-C3 MWF 8/17-6/4/21 9:15-11:45am Lakeshore</td>
<td>$2680/2930</td>
<td>$268/293</td>
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<tr>
<td>610103-C4 TTh 8/18-6/3/21 9:15-11:45am Lakeshore</td>
<td>$1840/2090</td>
<td>$184/209</td>
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<tr>
<td>610103-C5 MWF 8/17-6/4/21 9-11:30am Beresford</td>
<td>$2680/2930</td>
<td>$268/293</td>
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<tr>
<td>610103-C6 TTh 8/18-6/3/21 9-11:30am Beresford</td>
<td>$1840/2090</td>
<td>$184/209</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PRE-KINDERGARTEN – Age 4 by September 1, 2020</th>
<th>Annual Fee</th>
<th>10 Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>610104-D1 M-Th 8/17-6/3/21 8:30-11:30am Shoreview</td>
<td>$4440/$4690</td>
<td>$444/$469</td>
</tr>
<tr>
<td>*610104-D2 M-Th 8/17-6/3/21 12:30-3:30pm Shoreview</td>
<td>$4440/$4690</td>
<td>$444/$469</td>
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<tr>
<td>610104-D3 M-Th 8/17-6/3/21 8:30-11:30am Lakeshore</td>
<td>$4440/$4690</td>
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<tr>
<td>610104-D4 M-Th 8/17-6/3/21 12:30-3:30pm Lakeshore</td>
<td>$4440/$4690</td>
<td>$444/$469</td>
</tr>
</tbody>
</table>

*New Spanish Immersion Preschool Class

INSTALLMENT PLAN
If paying by installments, the first payment is due on July 1st and all additional payments are due on the 15th calendar day of each month and will be considered “late” after this due date. Payments received after the 20th calendar day of each month will be charged a $25 late payment fee per child and per class registered. If your payment is not received on or before the 28th calendar day of each month, your child will be withdrawn from the registered program(s).

WITHDRAWALS
Withdrawals must be submitted in writing to Heather Murphy at hmurphy@cityofsanmateo.org by the 5th of the month; email is an acceptable format.
Please also remember:
- Withdrawals are effective at the end of the month if you have made your request by the 5th, otherwise they will be effective at the end of the following month.
- If you are paying in installments, this is a reminder that there are NO REFUNDS once a payment has been made.
- If you have paid your annual tuition in full, you will receive a partial refund based on your withdrawal and final attendance date.
- Your $50 registration processing fee is NON-REFUNDABLE after June 24, 2020
- We will no longer accept any withdrawal requests after April 5, 2021

Installment Withdrawal EXAMPLE:
If you have made a payment on September 15th and you decide to remove your child from the program on September 30th, you will not receive a refund for either your July 1st payment or your September 15th payment. Your child will be eligible to attend the program until October 31st. In this scenario, you will NOT be required to make an October 15th payment, which would apply to November attendance.