



# OPEN Enrollment 2025 - 2026

Building Blocks Registration  
School Year Program  
[www.cityofsanmateo.org/preschool](http://www.cityofsanmateo.org/preschool)



Open Enrollment for the Building Blocks Preschool 2025-2026 School Year will start on **Tuesday, February 11th, 2025, at 9am** for all Building Blocks programs. Class descriptions are listed below:

## **Building Blocks Explorers: Ages 2 – 3 years**

Is your child ready for independence at school...but not yet fully toilet trained? This class offers an opportunity for your child to learn independence, participate in social activities, movement, and exploration with our trained Building Blocks teachers. A \$60.00 non-refundable registration processing fee is due at the time of registration.

### **Building Blocks Explorers**

Activity Number \_\_\_\_\_ Annual Fee \_\_\_\_\_ 10 Installments \_\_\_\_\_

#### **Beresford Recreation Center**

|           |     |                |               |        |       |
|-----------|-----|----------------|---------------|--------|-------|
| 610112-B1 | MWF | 8/18/25-6/3/26 | 9:00-11:30 am | \$3500 | \$350 |
| 610112-B3 | TTh | 8/19/25-6/2/26 | 9:00-11:30 am | \$2500 | \$250 |

#### **Lakeshore Recreation Center**

|           |     |                |               |        |       |
|-----------|-----|----------------|---------------|--------|-------|
| 610112-B5 | MWF | 8/18/25-6/3/26 | 9:00-11:30 am | \$3500 | \$350 |
| 610112-B7 | TTh | 8/19/25-6/2/26 | 9:00-11:30 am | \$2500 | \$250 |

## **Building Blocks Discovers: Age 3 – 5 years**

It's never too early to get your child excited about learning! Children in our Discoverers program will be exposed to social, cognitive, and physical activities that promote lifelong exploration and learning. Curriculum will include hands-on learning activities, early literacy and math skills, and group play opportunities. Your child will graduate from this foundational program well-adjusted and ready for Transitional Kindergarten. A \$60 non-refundable registration processing fee is due at the time of registration.

### **Building Blocks Discovers**

Activity Number \_\_\_\_\_ Annual Fee \_\_\_\_\_ 10 Installments \_\_\_\_\_

#### **Lakeshore Recreation Center**

|           |     |                |               |        |       |
|-----------|-----|----------------|---------------|--------|-------|
| 610113-C1 | MWF | 8/18/25-6/3/26 | 8:30-12:30 pm | \$5600 | \$560 |
| 610113-C2 | TTh | 8/19/25-6/2/26 | 8:30-12:30 pm | \$4000 | \$400 |

## **How to Register:**

### **Step 1: Complete registration form**

- Registration form attached to Priority Registration email
- You may enroll in one or more of the same classes to complete a full week.

### **Step 2: Submit Completed registration form**

- Online registration [www.sanmateorec.org](http://www.sanmateorec.org)
- Email Registration form to [jlira@cityofsanmateo.org](mailto:jlira@cityofsanmateo.org)

- **Drop-off** Registration form at Beresford Recreation Center to Jessica Lira, Sr. Program Assistant

### Step 3: Payment

- Fees due at time of registration
- Emailed registration forms will have a receipt sent to you with your balance amount due. You will have **7 days upon receipt** to make payment of your **\$60.00 non-refundable/non-transferable registration fee**, per registered class, to avoid withdrawal. Payments can be made over the phone, online at [www.sanmateorec.org](http://www.sanmateorec.org) or at the Beresford Recreation Center (2720 Alameda de las Pulgas).

### Important Information:

- Parent Packet will be emailed to all registered families the first week of August 2025
- First installment bill will be collected July 15<sup>th</sup>, 2025. This first installment payment is non-refundable/non-transferable.

### Installment Plan

- Installment billing allows you to make monthly tuition payments over 10 months, August 15<sup>th</sup> to May 15<sup>th</sup>.
- The 10 payments will be deducted on the **15<sup>th</sup>** calendar day of each month August-May.
- Payments will be considered **“late”** after the 15<sup>th</sup>.
- Payments received after the 20<sup>th</sup> 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 28<sup>th</sup> calendar day of each month or is not paid in full your child will be withdrawn from the registered program(s).
- We highly recommend using auto pay in the form of either an e-check (no fees) or a Credit Card (3% service fee) to avoid late fees. (Instruction for this will be sent in your welcome email before the start of the program.)

### Recreation Fee Assistance:

- Recreation Fee assistance is available in increments of 30% or 60% to City of San Mateo residents who qualify. **RFA applications must be processed PRIOR to enrolling to have the discount applied.** Please contact Sr. Program Assistant, Jessica Lira, for further information.

### Credit Card Service Fee Notice

Customers who use a credit or debit card to make payments with the City of San Mateo will be subject to service fees. Companies that process credit or debit card transactions typically charge about 2-3% of the billed amount. The fee is paid directly to the company processing the transaction and is not charged by the City. Customers can avoid these fees by paying with alternate methods such as cash, check or e-check. Instructions for set up are in the Building Blocks Parent Packet.

### Questions:

Sr. Program Assistant: **Jessica Lira**

**(650) 522 – 7447**

[jlira@cityofsanmateo.org](mailto:jlira@cityofsanmateo.org)

Office Hours: Monday – Friday from 9 am - 4:30 pm. Office located at Beresford Recreation Center.