



OPEN Enrollment 2025 - 2026

Beresford Kids Club Registration
School Year Program
License # 414000455
www.cityofsanmateo.org

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:

Beresford Kinder Kids and Kids Club: Grades TK – 5th

This is a licensed program. Daily, our trained staff pick up children from **Beresford & Meadow Heights Elementary Schools** and bring them to Beresford Recreation Center. There, they will engage in arts and crafts, games, and outdoor activities along with homework help. A \$60 non-refundable registration processing fee is due at the time of registration.

Activity Number			Annual Fee	10 Installments
Kinder Kids- Grades TK & Kinder				
610211-A2	M-F	8/18/25-6/3/26	12:30-6:00 pm	\$7,640
School Age- Grades 1st-5th				
610201-B1	M-F	8/18/25-6/3/26	2:30-6:00 pm	\$5,780

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
- **Email** Registration form to 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 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 15th, 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 15th to May 15th.

- The 10 payments will be deducted on the 15th calendar day of each month August-May.
- Payments will be considered “**late**” after the 15th.
- 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 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

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