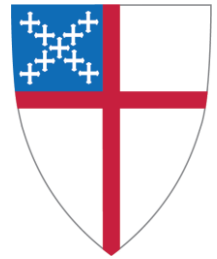


St. Clare's Preschool

3350 Hopyard Road
Pleasanton, CA 94588
(925) 462-0938
Community Care Licensing Facility #010212344
www.stclarespreschool.org



June 12, 2020

Dear Families of St. Clare's Preschool,

We offer electronic tuition payment through **Tuition Express**. You will be able to make automatic electronic tuition payments from your checking or savings account, or by credit card.

MyProcure is a free online portal for you to access your account information and verify payments made through **Tuition Express**. **MyProcure** is safe, secure, and created with your convenience in mind. here is a list of [Tuition Express FAQs](#).

What should I do next?

- ✓ Complete the [Electronic Funds Transfer Authorization](#) form.
 - Be sure to include a voided check.
 - Return both to St. Clare's by email, fax, or by dropping it off in the church mailbox at the front door.
 - **Forms must be received by St. Clare's by July 29, 2020**

- ✓ Create an account at **MyProcure.com**
 - Go to [MyProcure.com](#)
 - Enter your email address (the email you have on file with St. Clare's Christian Preschool) and choose **Secure Login**.
 - Enter the confirmation code sent to your email, create a password, and **Submit**.
 - You will be able to:
 - View your child's account.
 - View payments made through **Tuition Express**.
 - Print receipts for Flexible Spending Accounts or tax purposes.
 - Use the **Pay** button to make a payment using a credit card.
 - If you choose to pay by credit card, payment must be made before 1:00 PM on the 4th of the month (or the last school day before the 5th).
 - ***Please remember, a 2.75% processing fee will be automatically added to all credit card transactions.***

When will you charge my tuition?

St. Clare's Preschool will process tuition payments through **Tuition Express** on the 5th of every month, beginning on August 5, 2020.

Any changes to your payment method must be submitted in writing or by email to St. Clare's by 1:00 PM pacific time on the 4th of the month. (If the 5th falls on a Sunday or a holiday, requests must be received by 1:00 PM on the last school day before the 5th).

We hope this will make tuition payment convenient and easy for everyone!

Sincerely,

Karen Berry

director@stclarespreschool.org

