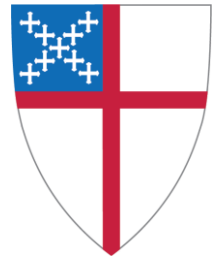


# St. Clare's Preschool

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



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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 at the preschool.
  
- Create an account at **MyProcure.com**
  - After the initial payment is processed, you will be able to create a MyProCare account for your own reference. (Please note: It may take 24-48 hours for MyProCare to allow creation of your account.)
  - 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 4<sup>th</sup> of the month (or the last school day before the 5<sup>th</sup>).
      - *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 5<sup>th</sup> of every month.

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 4<sup>th</sup> of the month. (If the 5<sup>th</sup> falls on a Sunday or a holiday, requests must be received by 1:00 PM on the last school day before the 5<sup>th</sup>).

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

Sincerely,

*Karen Berry*

director@stclarespreschool.org

