

# Kids Klub / KinderKlub - Tuition Payment Protocol



## Mt. Prospect Park District

All families enrolled in Kids Klub / KinderKlub / Preschool / Trekkers / will have a billing section set up on their household account through the Mt. Prospect Park District.

**Accounts are charged on the 14<sup>th</sup> of the month prior program service month.**

- Billing will begin August 14<sup>th</sup> for the September Tuition payment
- Payments due by September 1<sup>st</sup> or the current month must be paid upon registration.
- Payment is due by the 1<sup>st</sup> of each month
- A \$10.00 Late Fee will be applied on the 6<sup>th</sup> of each month, if not paid for on the 5<sup>th</sup>
- Unpaid payments will result in the removal from program (2 Late Notices will be sent)
- Payments can be made in person or via the Webstore

### Payment Procedures

#### Walkup Payment:

Can be made at any Mt. Prospect Park District Facility with cash, credit card or check

#### Webstore Payment:

Log on to MPPD Webstore

Click on your profile

Select Billing Account Balance

Make payment with credit card

#### Webstore Payment with Automatic Billing:

Log on to MPPD Webstore

Click on your profile

Select Auto Billing Payment Card

Add credit card information

**Payments will be charged on the 14<sup>th</sup> of each month prior to program service month.**

#### Webstore Setup:

Please come in /call any Mt. Prospect Park District Facility and provide them with your family email address.

Once email is entered an Evite will be sent with your registration code

Set up Webstore Account and follow above steps for payment

# Kids Klub/KinderKlub Monthly Tuition Payment Schedule

Month 2020-2021 School Year	Account Billed/ Automatically Charged	Payment Due \$10.00 Late Fee after the 5 <sup>th</sup> of the month
August	No Payment	XXXXX
September	August 14 <sup>th</sup>	September 1 <sup>st</sup>
October	September 14 <sup>th</sup>	October 1 <sup>st</sup>
November	October 14 <sup>th</sup>	November 1 <sup>st</sup>
December	November 14 <sup>th</sup>	December 1 <sup>st</sup>
January	December 14 <sup>th</sup>	January 1 <sup>st</sup>
February	January 14 <sup>th</sup>	February 1 <sup>st</sup>
March	February 14 <sup>th</sup>	March 1 <sup>st</sup>
April	March 14 <sup>th</sup>	April 1 <sup>st</sup>
May	April 14 <sup>th</sup>	May 1 <sup>st</sup>
June	No Payment	XXXXX

**\*Monthly Tuition Payments do not change throughout the school year.  
(Unless Late Fee/Miscellaneous Fee is accrued)**

**\*Place a Credit Card on file (either through your Webstore Account or by calling the front desks) to be automatically billed each month**

**\*Tuition is divided into 9 equal monthly payments.**

**\*No prorating / day switching for days absent.**

**\*You must have a Webstore Account to register for any Park District Programs.  
Contact the front desk to set up an account if you have not already done so.**

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