



Payments are due on the 1st School Day Every Month

Tuesday, September 4th

Monday, October 1st

Thursday, November 1st

Monday, December 3rd

Wednesday, January 2nd

Friday, February 1st

Friday, March 1st

Monday, April 1st

Wednesday, May 1st

Monday, June 3rd

Late payments will take effect on 2nd School Day Every Month

Tuesday, October 2nd

Friday, November 2nd

Tuesday, December 4th

Thursday, January 3rd

Monday, February 4th

Monday, March 4th

Tuesday, April 2nd

Thursday, May 2nd

Tuesday, June 4th

- ❖ Late payments are \$15.00 **PER** child.
- ❖ We encourage you to pay early. You can make a payment at any time during the current month for the future months.
- ❖ This applies to All participant's accounts including Prorated Accounts such as Scholarship or Purchase of Care (POC). Scholarship and POC payments must be made at the Civic Center Box Office.
- ❖ ****Even if the child does not attend on the due dates, this still applies****
- ❖ If a payment hasn't been made by the **5th CALENDAR** day of every month, your child(ren) will not be allowed to attend Kids Klub until a payment has been made.
- ❖ Payments can be made online or at the Civic Center Box Office
- ❖ There is a service fee when paying online, this fee can be avoided by paying at the Civic Center Box Office
- ❖ Space is limited in our program. Your child may lose their spot if you pay late!
- ❖ Payments are not accepted over the phone

Thank You!



Login Name:

Password:

Online Payment Instructions

New User

1. Go to <https://www.wicomicorecandparks.org/>
2. Scroll down to the bottom of the page and click the green button that says, “**Register Today**”
3. In the top right corner click on “**Create An Account**”
 - a. Fill in your information
 - b. Once you have set a username and password, select the blue button, “**Create Account and Add Family Member**”
 - c. You will need to click the green button “**Create Account**” or the blue button, “**Create Account and Add Family Member**”
4. Once you have a username and login password you now can pay online for Kids Klub, follow steps 4-15 under the “Returning User” section

Returning User

1. Go to <https://www.wicomicorecandparks.org/>
2. Scroll down to the bottom of the page and click the green button that says, “**Register Today**”
3. At the top right Click on “**Sign In** and sign in using your login in information
4. In the top left, hover your cursor over the, “Activities” tab
5. Select, “**After-School Programs**”
6. Next, under the “Fee and Action Tab” select, the blue button, “**More**”
7. Then scroll down to the site your child is registered for, select the blue button, “**More**” that corresponds to the site
8. Next you will need to scroll down and find the month you are enrolling your child in, click the green, “**Add to Cart**” button
9. Form the drop down box select the name of the child participating in the program
 - a. Note: if you do not see the child’s name, you may click, “Create a Family Member” and make a profile for the child at this time
10. Click, the green “**Next**” button
11. Answer the question, “Does the registrant have any medical issues of which we need to be aware?”
12. Click, the green “**Next**” button
13. Review what you are enrolling in, click the, “**Proceed to Shopping Cart**” to finish payment or “Register another participant for this Activity” to enroll another child or to “Add to Cart and Continue Shopping” to pay for additional months with one transaction. North Salisbury Magnet Families need to add the additional \$10.00 (This only applies to children in the Magnet Program because of the earlier dismissal time)
14. Check the Waiver box
15. Then green, “Check Out” button and follow the prompts for payment

Forgot Login Name or Password

1. Go to <https://www.wicomicorecandparks.org/>
2. Scroll down to the bottom of the page and click the green button that says, “**Register Today**”
3. At the top right Click on “**Sign In**”
4. Select “Forgot your login name?” or “Forgot password?” and follow the prompts

***Please Note: There is a 7.75% processing fee when paying online
* You may pay at the Civic Center Box Office to avoid this processing fee**