

# Girls Place Payment Policy

## Membership

An active membership is required to participate in all programs at Girls Place. The membership fee is an annual fee that is charged at the beginning of the calendar year for existing attending members. New members who join Girls Place programs during the year are charged the membership fee at the time of registration. Membership and registration fees are non-refundable and non-transferable.

## 2015 Membership Rates

Individual Membership - \$20

Family Membership - \$40 (2 or more children)

\*Family memberships are only eligible for those who reside in the same household\*

## After School

Registering for after school means that you are committed to attending for the entire 2015-2016 school year. Families will be automatically invoiced on a monthly basis based on the number of Fridays in the month as listed below. Invoices will be attached to your daughter's check out sheet on the 1<sup>st</sup> Friday of each month. In order to keep your account in good standing, you will need to pay the balance of your daughter(s) account by the last Friday of each month. Your daughter(s) will not be able to attend if you fail to pay the balance by the payment deadline. You are not automatically enrolled for school holidays or breaks, separate registration is required.

The following items are required for a complete registration for After School:

1. Complete registration form
2. 2015 Girls Place Membership (2016 Membership will be added to January's invoice)
3. First Week of After School Fees

## After School Fees

Elementary School (1<sup>st</sup> Child) - \$49/Week

Elementary School (2<sup>nd</sup> Child) - \$41/Week

Middle and High School - \$30/Week

Late Pick-Up (after 6pm) - \$1 for every 5 minutes you are late

Financial Assistance is available to those who qualify. Families who receive financial assistance are held to the same payment deadlines.

| Month          | # of Weeks on Invoice | Invoice Date        | Payment Deadline    |
|----------------|-----------------------|---------------------|---------------------|
| August 2015    | 1                     | Due at Registration | Due at Registration |
| September 2015 | 4                     | September 4, 2015   | September 25, 2015  |
| October 2015   | 5                     | October 2, 2015     | October 30, 2015    |
| November 2015  | 3*                    | November 6, 2015    | November 30, 2015   |
| December 2015  | 2*                    | December 4, 2015    | December 30, 2015   |
| January 2016   | 5                     | January 8, 2016     | January 29, 2016    |
| February 2016  | 4                     | February 5, 2016    | February 26, 2016   |
| March 2016     | 3*                    | March 4, 2016       | March 25, 2016      |
| April 2016     | 5                     | April 1, 2016       | April 29, 2016      |
| May 2016       | 4                     | May 6, 2016         | May 27, 2016        |
| June 2016      | 2                     | June 3, 2016        | June 10, 2016       |

\*Weeks only include dates Alachua County schools are in session. Separate registration is required for Holidays.\*

## Holidays

Registration for holidays is required. In order to ensure that we are adequately staffed and prepared – you must sign-up for each holiday you would like for your daughter to attend. Registration dates and deadlines are available on the website. Your daughter will be unable to participate if you do not complete a holiday registration form by the respective deadline for each holiday period. Payment for holidays is required at time of registration. Your space for holidays is not confirmed until you have completed the registration and made your payment.

## Holiday Fees – Holiday Only Participants

Individual Holidays - \$20/Day (Veteran's Day, Teacher Workday, President's Day, etc.)

Holiday Week (1<sup>st</sup> Child) - \$75/Week (Thanksgiving, Winter Holidays, Spring Break)

Holiday Week (2<sup>nd</sup> Child) - \$65/Week

Late Pick-Up (after 6pm) - \$1 for every 5 minutes you are late

Early Drop-Off (between 7:00am-7:30am) - \$1/day

## Holiday Fees – Regular After School Participants

Individual Holidays - No additional fees to participate but you **MUST** sign-up! (Veteran's Day, Teacher Workday, President's Day, etc.)

Holiday (Full Week) - Regular after school weekly rates apply. The holiday week will be added to your monthly invoice and is subject to the payment deadline for the appropriate month as listed above.

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## Summer Day Camp

Registration for Summer Day Camp will open on April 1, 2016. Space is limited and subject to availability. The first 140 girls who complete the registration process are given a spot in our summer day camp program.

The following items are required for a complete registration for Summer Day Camp:

1. Complete registration form
2. 2016 Girls Place Membership
3. Summer Day Camp Registration Fee (\$25 – nonrefundable)
4. First Week of Summer Day Camp Fees

## Summer Fees

Summer Day Camp (1<sup>st</sup> Child) - \$75/Week

Summer Day Camp (2<sup>nd</sup> Child) - \$65/Week

Late Pick-Up (after 6pm) - \$1 for every 5 minutes you are late

Early Drop-Off (between 7:00am-7:30am) - \$1/day

Financial Assistance is available to those who qualify. Families who receive financial assistance are held to the same payment deadlines.

## Early Learning Coalition (ELC)

Girls Place is an Early Learning Coalition provider. ELC families are billed at the end of each month based on the number of days attended. Invoices will be attached to your daughter's check out sheet on the 1<sup>st</sup> Friday of each month. In order to keep your account in good standing, you will need to pay the balance of your daughter(s) account by the 2<sup>nd</sup> Friday of each month. Your daughter(s) will not be able to attend if you fail to pay the balance by the payment deadline.

Invoices are calculated based on the number of days your daughter attends. You are charged the Part Time "Parent Fee" for each day your daughter attends Girls Place when we offer programs for half of the day (i.e. after school program). You are charged the Full Time "Parent Fee" for each day your daughter attends Girls Place when we offer programs for the full day (i.e. school holidays, summer day camp, etc).

Families on ELC must abide by both Girls Place and ELC guidelines. Failure to do so can result in dismissal from Girls Place or loss in funding from ELC. Families on ELC will be responsible for the full (non-ELC rate) fees if they fail to attend the program or if they fail to comply with ELC terms and policies.

| Month          | Invoice Date        | Payment Deadline    |
|----------------|---------------------|---------------------|
| August 2015    | Due at Registration | Due at Registration |
| September 2015 | October 2, 2015     | October 9, 2015     |
| October 2015   | November 6, 2015    | November 13, 2015   |
| November 2015  | December 4, 2015    | December 11, 2015   |
| December 2015  | January 8, 2016     | January 15, 2016    |
| January 2016   | February 5, 2016    | February 12, 2016   |
| February 2016  | March 4, 2016       | March 11, 2016      |
| March 2016     | April 1, 2016       | April 8, 2016       |
| April 2016     | May 6, 2016         | May 13, 2016        |
| May 2016       | June 3, 2016        | June 10, 2016       |
| June 2016      | June 9, 2016        | June 17, 2016       |

## Removals

Removal forms are required for removing your daughter from a Girls Place program, regardless if it is a temporary or permanent removal.

Temporary Removals: If your daughter will be removed from a program for a full week(s) but will return on a determined date, you can submit a temporary removal form. Removal forms must be submitted at least one full week prior to her absence in order to avoid being charged for the week. Submitting a removal form less than one week from the dates of absence will result in a \$10 administrative fee being charged to your account.

Permanent Removals: If you are withdrawing your daughter from a program a removal form is required. You will continue to be charged and responsible for your Girls Place account until the removal form is received. Your daughter's space in the program will be filled once the removal is processed.

**We are here to help! If you have any questions or concerns regarding billing, the payment policy or your account at Girls Place please contact us via email to schedule an appointment.**