

Girls Place 2016-2017 After School 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.

2016 Membership Rates

Individual Membership - \$20

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

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

After School

Registering for after school means that you are committed to attending for the entire 201-2017 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 distributed on the 1st 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. 2016 Girls Place Membership (2017 Membership will be added to January's invoice)
3. First Week of After School Fees

After School Fees

Elementary School (1st Child) - \$52/Week

Elementary School (2nd Child) - \$43/Week

Middle and High School - \$32/Week

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

The First Week of Fees is due at registration to secure your daughter's space and will be applied according to your registration form

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 2016	2	August 15, 2016	August 26, 2016
September 2016	5	September 2, 2016	September 30, 2016
October 2016	4	October 7, 2016	October 28, 2016
November 2016	3*	November 4, 2016	November 30, 2016
December 2016	3*	December 2, 2016	December 30, 2016
January 2017	4	January 6, 2017	January 27, 2017
February 2017	4	February 3, 2017	February 24, 2017
March 2017	4*	March 3, 2017	March 31, 2017
April 2017	4	April 7, 2017	April 28, 2017
May & June 2017	5	May 5, 2017	June 2, 2017

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

School 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 - \$21/Day (Veteran's Day, Teacher Workday, President's Day, etc.)

Holiday Week (1st Child) - \$79/Week (Thanksgiving, Winter Holidays, Spring Break)

Holiday Week (2nd Child) - \$68/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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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 1st 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 2nd 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).

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 2016	September 2, 2016	September 9, 2016
September 2016	October 7, 2016	October 14, 2016
October 2016	November 4, 2016	November 11, 2016
November 2016	December 2, 2016	December 9, 2016
December 2016	January 6, 2017	January 13, 2017
January 2017	February 3, 2017	February 10, 2017
February 2017	March 3, 2017	March 10, 2017
March 2017	April 7, 2017	April 14, 2017
April 2017	May 5, 2017	May 12, 2017
May & June 2017	May 26, 2017	June 2, 2017

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.