

Girls Place, Inc.
2024 Summer Day Camp (SDC)
Payment Procedures



Schedule of Fees

Category	Fee
Summer Camp - 1 st Child	\$90 per week
Summer Camp - 2 nd Child	\$75 per week
Individual Membership	\$25 per calendar year
Family Membership (2 or more children)	\$50 per calendar year
Registration Fee	\$25 per family
Early Drop off Fee (Between 7:00 and 7:29am)	\$1/day; due in cash immediately
Late Pick-Up Fee (after 6:00 pm)	\$1 for every 5 minutes you are late, due in cash immediately

Payment Deadlines and Late Removal Fees

Week	Payment Deadline	Removal Deadline	\$10 Late Removal Fee Incurred on	\$90 Late Removal Fee Incurred as of
Week 1: June 3-7	Due on Confirmation of Registration	11:59pm on Friday, May 24	May 25 and 26	May 27
Week 2: June 10-14	NOON Friday, June 7	11:59pm on Friday, May 31	June 1 and 2	June 3
Week 3: June 17-21 (Closed 6/19)	NOON Friday, June 14	11:59pm on Friday, June 7	June 8 and 9	June 10
Week 4: June 24-28	NOON Friday, June 21	11:59pm on Friday, June 14	June 15 and 16	June 17
Week 5: July 1-5 (Closed 7/4)	NOON Friday, June 28	11:59pm on Friday, June 21	June 22 and 23	June 24
Week 6: July 8-12	NOON Friday, July 5	11:59pm on Friday, June 28	June 29 and 30	July 1
Week 7: July 15-19	NOON Friday, July 12	11:59pm on Friday, July 5	July 6 and 7	July 8
Week 8: July 22-26	NOON Friday, July 19	11:59pm on Friday, July 12	July 13 and 14	July 15
Week 9: July 29-August 2	NOON Friday, July 26	11:59pm on Friday, July 19	July 20 and 21	July 22
Week 10: August 5-9	NOON Friday, August 2	11:59pm on Friday, July 26	July 27 and 28	July 29

Registration

- You are not automatically enrolled for any other Girls Place programs (ex. After School, Athletics); separate registration is required.
- Registration is available for any combination of 1 to 10 weeks of the Summer Day Camp Program.
- The following items are required to secure space in Summer Day Camp:
 1. Complete registration form
 2. Registration Fee (non-refundable, non-transferable)
 3. 2024 Girls Place Membership (non-refundable, non-transferable)
 4. One Week of Fees
 5. Complete Tuition Express form

Membership

- Membership is required to participate in all programs at Girls Place.
- Charged annually at the beginning of the calendar year OR when a new member joins a program.
- Membership and registration fees are non-refundable and non-transferable.
- Family memberships are only eligible for those siblings who reside in the same household.



Payment Processing

- Accounts are only invoiced for weeks that the child is registered to attend.
- Invoices will be posted to accounts the Monday before each registered week.
- **Payments are due by NOON every Friday.**
- To keep your account in good standing, payments must be paid in accordance with the SDC Payment Procedures.

Tuition Express

- Service offered through Procure; automatically deducts fees from your savings, checking, or credit card (Discover, MasterCard, and Visa).
- Required for **all families** enrolled in programming; not having a card/account on file can impact the ability for your child to participate.
- Accounts with a balance on Friday at noon will be automatically charged via Tuition Express.
- If you prefer to make payments with cash, check or money order, we must receive your **payment before noon on Friday**. An active credit card or bank account information must still be on file.
- **If your card or account is compromised, it is your responsibility to update us with your new information.** If you fail to notify us and Tuition Express is run, you are responsible for the non-sufficient fund fee.

Non-Sufficient Fund (NSF)

- All NSF checks or declined Tuition Express will be charged a \$25 fee.
- If Tuition Express cannot process, please pay your overdue balance as soon as possible and update your payment form on file in the event you receive a new credit/debit card or account number.

Removals

Removal forms are required to remove your daughter from a Girls Place program, regardless of it being a temporary or permanent removal.

- To remove for 1 week, submit a removal form on your Procure account.
- Must be submitted by the due date listed on page 1; the removal date gives us the opportunity to fill your child's place in the program.
- **The Removal Form is no longer on Procure after the deadline listed above.**
 - If you need to remove your child after the deadline, email the SDC Program Director as soon as possible.
 - A \$10 administrative fee is charged if the email is received on Saturday or Sunday after fees were due
 - A full week of fees is charged if the email is received the Monday after fees were due
- Permanent Removals: If you are permanently removing your child, complete the removal form for the remaining weeks.

Refunds

Refunds are granted if the removal form is completed by the deadline.

Account Credits

Any credit remaining on a family's account at the end of the calendar year will be non-refundable and absorbed into the Girls Place organization as an individual donation. An intentional effort will be made by GP to communicate with families who have a credit remaining on their account. Exceptions to this process will be made with adequate communication and documented on the financial account.

Financial Assistance

Regardless of Financial Assistance support, all families are required to pay the registration fee, yearly membership fees, one week of fees, and the Tuition Express form to secure space in the program.

Early Learning Coalition (ELC)

- Girls Place is an Early Learning Coalition provider.
- Invoices are calculated at the end of the month based on the number of days your daughter attends.

Girls Place, Inc.
2024 Summer Day Camp (SDC)
Payment Procedures



- Invoices must be paid in full within one week of receipt.
- One week of full-time parent fees will remain on the account and be applied to the last week of attendance.
- 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.
- Per ELC guidelines, you are only allowed **three unexcused absences** per month/per child. An excess of three absences in one month will require the appropriate documentation. Families are asked to report the reason for absences in advance.
 - Families with a Riyla Wilson designation are REQUIRED to report absences and the reason for that absence immediately so we can report it to ELC.
- Families on ELC will be responsible for the full (non-ELC rate, \$90) fees if they fail to attend the program or if they fail to comply with ELC terms and policies.

Children’s Trust of Alachua County (CTAC) Financial Assistance

- CTAC provides financial assistance based on income, SNAP benefits, or being in the foster care system.
- Families who qualify are required to complete the CTAC enrollment form, consent to participate AND the GP agreement.
- Families on financial assistance must abide by Girls Place Payment Procedures and expectations in the GP agreement.
- Families are expected to attend at least 3 days of each week that they registered to attend.
 - Failure to attend may jeopardize financial assistance eligibility.
- Late removal fees will be assessed in accordance with deadlines posted in the “Payment Deadlines and Late Removal Fees” schedule on page 1.
- Families eligible for a refund will receive it by the end of the summer.

We are here to help! If you have any questions or concerns regarding billing, the payment process, or your account at Girls Place please tara@girlsplace.net to schedule an appointment.