

Girls Place, Inc.  
2023-2024  
After School Payment Procedures

**Schedule of Fees**

Category	Weekly Fee
After School – Elementary - 1 <sup>st</sup> Child	\$52 per week; <b><i>\$55/week beginning in January</i></b>
After School – Elementary - 2 <sup>nd</sup> Child	\$43 per week; <b><i>\$45/week beginning in January</i></b>
After School – Middle School	\$32 per week; <b><i>\$40/week beginning in January</i></b>
School Holidays	\$25/day or \$90/week (Spring Break, Winter Break)
Late Pick-Up Fee (after 5:30pm)	\$1 for every 5 minutes you are late, due in cash immediately
Individual Membership	\$20 per calendar year
Family Membership (2 or more children)	\$40 per calendar year

**Payment Deadlines**

Month	# Of Weeks on Invoice	Invoice Date	Payment Deadline
August 2023	3	August 11, 2023	August 25, 2023
September 2023	5	September 1, 2023	September 29, 2023
October 2023	4	October 6, 2023	October 27, 2023
November 2023	3*	November 3, 2023	November 24, 2023
December 2023	3*	December 1, 2023	December 29, 2023
January 2024	4	January 5, 2024	January 26, 2024
February 2024	4	February 2, 2024	February 23, 2024
March 2024	4*	March 1, 2024	March 29, 2024
April 2024	4	April 5, 2024	April 26, 2024
May 2024	5	May 3, 2024	May 31, 2024

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

**After School**

- Registering for after school means that you are committed to attending for the entire 2023-2024 school year.
- Financial Assistance is available to those who qualify.

**Registration**

- **You are not automatically enrolled for any other Girls Place programs (ex. After School, Athletics); separate registration is required.**
- The following items are required for a complete registration for After School:
  1. Complete registration form
  2. 2023 Girls Place Membership (2024 Membership will be added to January's invoice)
  3. First Week of Fees Deposit

**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 who 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 invoiced **monthly** based on the number of **Fridays in the month**
- **Payments are due by NOON the last Friday of the month.**

# Girls Place, Inc.

2023-2024

## After School Payment Procedures

- To keep your account in good standing, payments must be paid in accordance with the After School Payment Procedures. 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, breaks, or other programs; separate registration is required.**

### 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 morning will be automatically charged via Tuition Express at noon
- 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 fee.

### Non-Sufficient Fund (NSF) Policy

- 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 case of a new credit/debit card or account.

### Removals

- Removal forms are required to remove your daughter from a Girls Place program to avoid charges for attendance, regardless of 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 must communicate with the program director at least one full week prior to her absence to avoid being charged for the week. Requesting a temporary removal less than one week from the dates of absence will result in a \$10 administrative fee being charged to your account. Extended absences for families on ELC must complete additional documentation.
- **Permanent Removals:** If you are permanently withdrawing your daughter from the After School 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 in Procure. Your daughter's space in the program will be filled once the removal is processed.

### 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 practice will be made with adequate communication and documented on the financial account.

### Refunds

- Fees will not be refunded once the week begins.
- Refunds prior to the deadline can only be obtained with the completion of the removal form, which must be submitted one week in advance.
- A \$10 administrative fee will be assessed for each refund.

### Late Payment Policy

- Payments are due by 6pm on the last Friday of the month.
- A \$10 late fee will be charged to accounts when payments are not made by the payment deadline.

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- Your daughter(s) will not be able to attend until the balance is paid in full.

**School Holidays**

- To ensure that we are adequately staffed and prepared – you must complete the sign-up for each holiday you would like your child 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 full time After School Families,
  - A full holiday week or the daily rate (\$25/week will be added to your monthly invoice and is subject to the payment deadline for the appropriate month as listed above (Spring Break, etc.). An individual day
- For “holiday only families,” fees are due by the last registration day
- Families are charged a **\$25/daily rate OR \$90 for the week** (the lesser of the fees will be charged)
- For ELC families:** You are charged the Part 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 financial assistance will be billed their weekly rate regardless of days attended

**Financial Assistance**

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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.
- You are charged the Part Time “Parent Fee” for each day your daughter attends Girls Place regardless of the length of hours in the program
- 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 (unless otherwise noted).
- Your daughter(s) will not be able to attend if you fail to pay the balance by the payment deadline.
- 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 **ten unexcused absences** per month/per child. An excess of ten 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 and we report to 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 2023	September 1, 2023	September 8, 2023
September 2023	October 6, 2023	October 13, 2023
October 2023	November 3, 2023	November 10, 2023
November 2023	December 1, 2023	December 8, 2023
December 2023	January 5, 2024	January 12, 2024
January 2024	February 2, 2024	February 9, 2024
February 2024	March 1, 2024	March 8, 2024
March 2024	April 5, 2024	April 12, 2024
April 2024	May 3, 2024	May 10, 2024
May 2024	June 7, 2024	June 14, 2024

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