



**Schedule of Fees**

Category	Weekly Fee
After School – Elementary - 1 <sup>st</sup> Child	\$55 per week
After School – Elementary - 2 <sup>nd</sup> Child	\$45 per week
After School – Middle School	\$40 per week
School Holidays	\$25/day or \$90/week (Spring Break, Winter Break)
Late Pick-Up Fee (after 6:00pm)	\$1 for every 5 minutes you are late, due in cash immediately
Individual Membership	\$25 per calendar year
Family Membership (2 or more children)	\$50 per calendar year

**Payment Deadlines**

Month	# Of Weeks on Invoice	Invoice Date	Payment Deadline
August 2024	3	August 16, 2024	August 30, 2024
September 2024	4	September 6, 2024	September 27, 2024
October 2024	4	October 4, 2024	October 25, 2024
November 2024	4*	November 1, 2024	November 29, 2024
December 2024	3*	December 6, 2024	December 27, 2024
January 2025	5	January 3, 2025	January 31, 2025
February 2025	4	February 7, 2025	February 28, 2025
March 2025	3*	March 7, 2025	March 28, 2025
April 2025	4	April 4, 2025	April 25, 2025
May 2025	5	May 2, 2025	May 30, 2025

\*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/ School Holidays, Summer Day Camp, or 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 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.**



- 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. Families on ELC with excessive absences 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**

- If families choose to remove from the program before it begins, a removal form must be submitted AT LEAST 10 business days in advance to receive a refund. **(updated 08/25/2023)**
- 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 NOON 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.
- 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.
- Fees
  - For full-time After School Families, individual holidays are included in your weekly rate. For a full week, you are charged your weekly rate or \$25/day (the lesser of the fees will be charged)
  - For “holiday only families,” fees are due by the last registration day for that holiday.
  - 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 at their weekly rate regardless of days attended.

### Financial Assistance

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#### Support from Girls Place and donors (updated 08/25/2023)

- We are grateful to be able to support our families through financial assistance
- Assistance is given based on the available funding at the start of the school year and is predominately based on income level and the amount of people in the household; income is verified through tax returns, W2, or pay stubs
- Financial assistance is partial; no full scholarships are granted
- Families who qualify are required to complete the GP agreement, which includes:
  - Families on assistance must abide by Girls Place Payment Procedures
  - Families are expected to attend at least 3 days of each week of the school year to maintain assistance
  - Failure to adhere to these practices jeopardizes support in future programs

#### 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 your daughter 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 **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.

Girls Place, Inc.  
 2024-2025  
 After School Payment Procedures



Month	Invoice Date	Payment Deadline
August 2024	September 6, 2024	September 13, 2024
September 2024	October 4, 2024	October 11, 2024
October 2024	November 1, 2024	November 8, 2024
November 2024	December 6, 2024	December 13, 2024
December 2024	January 3, 2025	January 10, 2025
January 2025	February 7, 2025	February 14, 2025
February 2025	March 7, 2025	March 14, 2025
March 2025	April 4, 2025	April 11, 2025
April 2025	May 2, 2025	May 9, 2025
<b>*May 2025</b>	<b>*May 30, 2025</b>	<b>*June 6, 2025</b>

**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](mailto:tara@girlsplace.net) to schedule an appointment.**