

# Girls Place 2017-2018 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.

## 2017 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 2017-2018 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 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. 2017 Girls Place Membership (2018 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) - \$52/Week

Elementary School (2<sup>nd</sup> 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 2017	2	August 14, 2016	August 25, 2017
September 2017	5	September 1, 2016	September 29, 2017
October 2017	4	October 6, 2016	October 27, 2017
November 2017	3*	November 3, 2016	November 24, 2017
December 2017	3*	December 1, 2016	December 29, 2017
January 2018	4	January 5, 2017	January 26, 2018
February 2018	4	February 2, 2017	February 23, 2018
March 2018	4*	March 2, 2017	March 30, 2018
April 2018	4	April 6, 2017	April 27, 2018
May & June 2018	5	May 4, 2017	June 1, 2018

\*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 (1<sup>st</sup> Child) - \$79/Week (Thanksgiving, Winter Holidays, Spring Break) or \$21/day if less than 3 days

Holiday Week (2<sup>nd</sup> 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 due in cash upon arrival

## 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.

# Girls Place 2017-2018 After School Payment Policy

## **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).

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 2017	September 1, 2017	September 8, 2017
September 2017	October 6, 2017	October 13, 2017
October 2017	November 3, 2017	November 10, 2017
November 2017	December 1, 2017	December 8, 2017
December 2017	January 5, 2018	January 12, 2018
January 2018	February 2, 2018	February 9, 2018
February 2018	March 2, 2018	March 9, 2018
March 2018	April 6, 2018	April 13, 2018
April 2018	May 4, 2018	May 11, 2018
May & June 2018	June 1, 2018	June 8, 2018

## **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. Extended absences for families on ELC must complete additional documentation.

**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.**