

Girls Place 2018-2019 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.

2018 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 2018-2019 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. 2018 Girls Place Membership (2019 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 2018	3	August 13, 2018	August 31, 2018
September 2018	4	September 7, 2018	September 28, 2018
October 2018	4	October 5, 2018	October 26, 2018
November 2018	4*	November 2, 2018	November 30, 2018
December 2018	2*	December 7, 2018	December 28, 2018
January 2019	3*	January 4, 2019	January 25, 2019
February 2019	4	February 1, 2019	February 22, 2019
March 2019	5	March 1, 2019	March 29, 2019
April 2019	3*	April 5, 2019	April 26, 2019
May 2019	5	May 3, 2019	May 31, 2019

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) or \$21/day if less than 3 days

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 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.

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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 2018	September 7, 2018	September 14, 2018
September 2018	October 5, 2018	October 12, 2018
October 2018	November 2, 2018	November 9, 2018
November 2018	December 7, 2018	December 14, 2018
December 2018	January 4, 2019	January 11, 2019
January 2019	February 1, 2019	February 8, 2019
February 2019	March 1, 2019	March 8, 2019
March 2019	April 5, 2019	April 12, 2019
April 2019	May 3, 2019	May 10, 2019
May 2019	June 7, 2019	June 14, 2019

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.