

Girls Place 2022 Summer Day Camp Payment Policy

As of this summer, ALL families are required to enroll in Tuition Express and have a credit card or ACH account on file for automatic payments.

Summer Day Camp

Registration is available for any combination of 1 to 10 weeks of the Summer Day Camp Program. Financial Assistance may be available to those who qualify. Families who receive financial assistance are held to the payment deadlines below.

Registration

The following items are required for a complete registration for Summer Day Camp:

1. Complete registration form
2. Registration Fee (non-refundable, non-transferable)
3. 2022 Girls Place Membership (non-refundable, non-transferable)
4. First Week of Fees

Membership

An active membership is required to participate in all programs at Girls Place. The membership fee is an annual fee that is charged annually at the beginning of the calendar year. 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. Family memberships are only eligible for those siblings who reside in the same household.

Schedule of Fees

Category	Fee
Summer Camp - 1 st Child	\$85 per week
Summer Camp - 2 nd Child	\$70 per week
Individual Membership	\$20 per calendar year
Family Membership (2 or more children)	\$40 per calendar year
Registration Fee	\$25 per family
Late Pick-Up Fee (after 5:30pm)	\$1 for every 5 minutes you are late, due in cash immediately

Payment Policy

Accounts will be invoiced based on the weeks selected on registration forms. Payments are due by 6pm every Friday. To keep your account in good standing, payments must be paid in accordance with the SDC Payment Policy.

You are not automatically enrolled for any other Girls Place programs; separate registration is required.

Tuition Express

Tuition Express is a service offered through Procure that will automatically deduct your tuition charges from your savings, checking, or credit card (Discover, MasterCard, and Visa). Accounts with a balance on Friday morning 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 close of business on Thursday.** An active credit card or bank account information must still be on file with us if you pay in cash.

Non-Sufficient Fund (NSF) Policy

All NSF checks will be charged a \$25 fee. Please pay for all NSF checks with cash or money order, as they will not be deposited again. After two returned checks within one year, cash payments will be required thereafter for services plus any bank services accrued by Girls Place.

Late Payment Policy

Payments are due by 6pm every Friday. 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.

Schedule of Invoices

Week	Payment Deadline	Removal Deadline
Week 1: June 1-3	Due on Confirmation of Registration	11:59pm on Friday, May 20 th
Week 2: June 6-10	6pm on Friday, June 3 rd	11:59pm on Friday, May 27 th

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Week 3: June 13-17	6pm on Friday, June 10 th	11:59pm on Friday, June 3 rd
Week 4: June 20-24	6pm on Friday, June 17 th	11:59pm on Friday, June 10 th
Week 5: June 27-July 1	6pm on Friday, June 24 th	11:59pm on Friday, June 17 th
Week 6: July 5-8 (Closed 7/4)	6pm on Friday, July 1 st	11:59pm on Friday, June 24 th
Week 7: July 11-15	6pm on Friday, July 8 th	11:59pm on Friday, July 1 st
Week 8: July 18-23	6pm on Friday, July 15 th	11:59pm on Friday, July 8 th
Week 9: July 26-30	6pm on Friday, July 23 rd	11:59pm on Friday, July 15 th
Week 10: August 1-5	6pm on Friday, July 30 th	11:59pm on Friday, July 22 nd

Early Learning Coalition (ELC)

Girls Place is an Early Learning Coalition provider. One week of your “full time parent fees” are due by 6pm every Friday.

Invoices are calculated at the end of the month based on the number of days your daughter attends. The fees you pay each week will be applied to your invoice and any leftover credits will remain on the account as a credit for the next months invoice. At the conclusion of the summer program, families not enrolling in the After School program will be refunded any remaining credits.

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 excused absences** per month/per child. An excess of three absences in one month will require the appropriate documentation. 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.

Removals

Removal forms are required to remove your daughter from a Girls Place program, 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 can submit a temporary removal form. Removal forms must be submitted **at least one full week** prior to her absence 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 permanently 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.

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

Refunds

Weekly 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.

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.