

Girls Place 2022-2023 After School Payment Policy

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

After School

Registering for after school means that you are committed to attending for the entire 2022-2023 school year. Financial Assistance is 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 After School:

1. Complete registration form
2. 2022 Girls Place Membership (2023 Membership will be added to January's invoice)
3. First Week of Fees Deposit

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. 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	Weekly Fee
After School – Elementary - 1 st Child	\$52 per week
After School – Elementary - 2 nd Child	\$43 per week
After School – Middle School	\$32 per week
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 Policy

Families will be automatically **invoiced monthly based on the number of Fridays in the month** as listed below. Invoices will be distributed on the 1st Friday of each month. 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.**

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 at 6pm on the payment deadline 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 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.

Girls Place 2022-2023 After School Payment Policy

Schedule of Invoices

Month	# Of Weeks on Invoice	Invoice Date	Payment Deadline
August 2022	3	August 12, 2022	August 26, 2022
September 2022	5	September 2, 2022	September 30, 2022
October 2022	4	October 7, 2022	October 28, 2022
November 2022	3*	November 4, 2022	November 25, 2022
December 2022	3*	December 2, 2022	December 30, 2022
January 2023	4	January 6, 2023	January 27, 2023
February 2023	4	February 3, 2023	February 24, 2023
March 2023	4*	March 3, 2023	March 31, 2023
April 2023	4	April 7, 2023	April 28, 2023
May 2023	4.5	May 5, 2023	May 26, 2023

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

School Holidays

To ensure that we are adequately staffed and prepared – you must complete the 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.

Holiday Fees

Individual Holidays - No additional fees to participate but you **MUST** sign-up! (Veteran’s Day, Teacher Workday, President’s Day, etc.)

Thanksgiving (November 22-24) – \$21/daily rate

Holiday (Full Week) - \$85/week. The holiday 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.)

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. 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 (unless otherwise noted). 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. 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.

Month	Invoice Date	Payment Deadline
August 2022	September 2, 2022	September 9, 2022
September 2022	October 7, 2022	October 14, 2022
October 2022	November 4, 2022	November 11, 2022
November 2022	December 2, 2022	December 9, 2022
December 2022	January 6, 2022	January 13, 2023
January 2023	February 3, 2023	February 10, 2023
February 2023	March 3, 2023	March 10, 2023
March 2023	April 7, 2023	April 14, 2023
April 2023	May 5, 2023	May 12, 2023
May 2023	June 2, 2023	June 9, 2023

Girls Place 2022-2023 After School Payment Policy

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 policy 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.

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.