

Girls Place, Inc.
 2023 Summer Day Camp
 Payment Procedures

Schedule of Fees

Category	Fee
Summer Camp - 1 st Child	\$90 per week
Summer Camp - 2 nd Child	\$75 per week
Individual Membership	\$25 per calendar year
Family Membership (2 or more children)	\$50 per calendar year
Registration Fee	\$25 per family
Early Drop off Fee (Between 7:00 and 7:29am)	\$1/day; due in cash immediately
Late Pick-Up Fee (after 6:00 pm)	\$1 for every 5 minutes you are late, due in cash immediately

Payment deadlines and late removal fees

Week	Payment Deadline	Removal Deadline	\$10 Late Removal Fee Incurred on	\$90 Late Removal Fee Incurred as of
Week 1: June 5-9	Due on Confirmation of Registration	11:59pm on Friday, May 26	May 27 and 28	May 29
Week 2: June 12-16	NOON Friday, June 9	11:59pm on Friday, June 2	June 3 and 4	June 5
Week 3: June 19-23 (Closed 6/19)	NOON Friday, June 16	11:59pm on Friday, June 9	June 10 and 11	June 12
Week 4: June 26-30	NOON Friday, June 23	11:59pm on Friday, June 16	June 17 and 18	June 19
Week 5: July 3-7 (Closed 7/4)	NOON Friday, June 30	11:59pm on Friday, June 23	June 24 and 25	June 26
Week 6: July 10-14	NOON Friday, July 7	11:59pm on Friday, June 30	July 1 and 2	July 3
Week 7: July 17-21	NOON Friday, July 14	11:59pm on Friday, July 7	July 8 and 9	July 10
Week 8: July 24-28	NOON Friday, July 21	11:59pm on Friday, July 14	July 15 and 22	July 17
Week 9: July 31- August 4	NOON Friday, July 28	11:59pm on Friday, July 21	July 29 and 30	July 24

Registration

- You are not automatically enrolled for any other Girls Place programs (ex. After School, Athletics); separate registration is required.
- Registration is available for any combination of 1 to 9 weeks of the Summer Day Camp Program.
- The following items are required to secure space in Summer Day Camp:
 1. Complete registration forms
 2. Registration Fee (non-refundable, non-transferable)
 3. 2023 Girls Place Membership (non-refundable, non-transferable)
 4. First Week of Fees

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 who 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 based on the number of weeks selected on registration forms (ex. Registered for Weeks 1, 3, 4, and 5; billed 4 weeks total)
- **Payments are due by NOON every Friday.**

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- To keep your account in good standing, payments must be paid in accordance with the SDC Payment Procedures.

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)

- 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, regardless of if it is a temporary or permanent removal.

- To remove for 1 week, submit a removal form on your Procure account.
- Must be submitted by the due date listed above; the removal date gives us the opportunity to fill your child's place in the program
- The Removal Form is no longer on Procure after the deadline. If you need to remove after the deadline, a \$10 administrative fee is charged on the dates indicated. The full week of fees is charged to your account as of the date indicated above.
- Families receiving CTAC assistance, may be responsible for a full week of fees (\$90) if a removal is not completed by the deadline
- Extended absences for families on ELC must complete additional documentation.
- **Permanent Removals:** If you are permanently removing your child, complete the removal form for the remaining weeks.

Refunds

Refunds are granted if the removal form is completed by the deadline.

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

Financial Assistance

Early Learning Coalition (ELC)

- Girls Place is an Early Learning Coalition provider.
- One week of your "full time parent fees" are due by NOON 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 next month's invoice.
- At the conclusion of the summer program, families not enrolling in the After School program will be refunded any remaining credits.

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- 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 **ten unexcused absences** per month/per child. An excess of ten 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 and we report to 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.

Children's Trust of Alachua County (CTAC) scholarships

- We are grateful to CTAC for their commitment to our girls
- CTAC is funding full and partial scholarships based on income, IEP/504, SNAP benefits, or being in the foster care system
- Families who qualify are required to complete the CTAC enrollment form AND the GP agreement
- Families on scholarship must abide by Girls Place Payment Procedures and expectations for those on assistance
- Families are expected to attend at least 3 days of each week that they registered to attend

We are here to help! If you have any questions or concerns regarding billing, the payment process, or your account at Girls Place please contact us via email to schedule an appointment.