

Girls Place, Inc.
 2025 Summer Day Camp (SDC)
 Payment Procedures



Schedule of Fees

Category	Fee
Summer Camp - 1 st Child	\$130 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 6:00pm)	\$1 for every 5 minutes you are late, due in cash immediately

Payment Deadlines and Late Removal Fees

Week	Payment Deadline at 12:00pm on	Removal Deadline at 11:59pm on	\$10 Late Removal Fee Incurred on	\$130 Late Removal Fee Incurred as of
Week 1: June 9-13	Due Upon Registering	Friday, May 30	Saturday, May 31	Monday, June 2
Week 2: June 16-20 *Closed June 19*	Friday, June 13	Friday, June 6	Saturday, June 7	Monday, June 9
Week 3: June 23-27	Friday, June 20	Friday, June 13	Saturday, June 14	Monday, June 16
Week 4: June 30-July 3 *Closed July 4*	Friday, June 27	Friday, June 20	Saturday, June 21	Monday, June 23
Week 5: July 7-11	Thursday, July 3*	Friday, June 27	Saturday, June 28	Monday, June 30
Week 6: July 14-18	Friday, July 11	Friday, July 4	Saturday, July 5	Monday, July 7
Week 7: July 21-25	Friday, July 18	Friday, July 11	Saturday, July 12	Monday, July 14
Week 8: July 28-Aug. 1	Friday, July 25	Friday, July 18	Saturday, July 19	Monday, July 21
Week 9: Aug. 4-8	Friday, August 1	Friday, July 25	Saturday, July 26	Monday, July 28

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 Form
 2. Registration Fee (non-refundable, non-transferable)
 3. 2025 Girls Place Membership (non-refundable, non-transferable)
 4. One Week of Fees
 5. Complete Tuition Express Form

Membership

- Membership is required to participate in all programs at Girls Place.
- Membership is charged annually at the beginning of the calendar year OR upon program registration.
- Family memberships are only eligible for those siblings who reside in the same household.
- Membership and registration fees are non-refundable and non-transferable.
- Membership fees cover the cost of secondary insurance for participants.



Payment Processing

- Invoices for the following week are posted to accounts on Monday.
 - Accounts are only invoiced for weeks that the child is registered to attend.
- **Payments are due by NOON on the payment deadline.**
- To keep your account in good standing, payments must be paid in accordance with the SDC Payment Procedures.
- Payments can be made at any time through the website/app, or in person at the office prior to the payment deadline.
- Payment extensions are considered on a case-by-case basis. Families requesting an extension must communicate well before the payment deadline. **Please e-mail tara@girlsplace.net for extension requests.**
- Your daughter(s) may not be able to attend if you fail to pay the account balance by the payment deadline.

Tuition Express

- Tuition Express is a service offered through Procure that automatically deducts fees from the savings, checking, or credit card (Discover, MasterCard, and Visa) account you put on file.
- **All families enrolled in programming are required to have a payment method on file;** not having a card/account on file can impact the ability for your child to participate.
- Accounts with a balance at 12pm on the payment deadline will be automatically charged using the account on file via Tuition Express.
- **If your card or account is compromised, it is your responsibility to update us with your new information.** A secure link can be sent as an email or text message, or you may request a paper form to update your account information. If you fail to notify us and Tuition Express is processed, you are responsible for the non-sufficient fund fee.

Non-Sufficient Fund (NSF) Fee

- All NSF checks or declined Tuition Express will be charged a \$25 fee.
- If Tuition Express is declined, you are expected to pay your overdue balance immediately. You must also contact us to update your payment method on file.

Removals

- Removal forms are required to remove your daughter from a Girls Place program to avoid charges for attendance, regardless of the type of removal.
- Removal forms will be available in Procure on Monday, April 14th.
- **The Removal Form is no longer available on Procure after the deadline listed above.**
 - If you need to remove your child after the deadline, email the SDC Program Director as soon as possible.
 - A \$10 fee is charged if the email is received on Saturday or Sunday after the payment deadline.
 - A full week of fees is charged if the email is received the Monday after the payment deadline.

Refunds

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

Account Credits

- Any credit remaining in a family's account at the end of the calendar year is non-refundable and absorbed into the Girls Place organization as an individual donation.
- An intentional effort will be made by Girls Place staff to communicate with families who have credit remaining on their account.
- Exceptions to this practice will be made with adequate communication and documented on the financial account.

Late Payment Procedure

- Payments are due by NOON every Friday, unless otherwise noted.
- A \$10 late fee may be charged to accounts when payments are not made by the payment deadline.
- Your daughter(s) may not be able to attend until the balance is paid in full.



Financial Assistance

At this time, we have not secured funding for SDC Financial Assistance. Even if you have applied for financial assistance, all fees must be paid to secure space in the program.

Early Learning Coalition (ELC)

- Girls Place is an Early Learning Coalition provider. Visit www.elcalachua.org for more information.
- Accounts will be charged weekly for the number of days the facility is scheduled to be open.
- At the end of the month, your account will be adjusted to reflect the number of days attended and your account credited accordingly.
- 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 unexcused absences** per month/per child. An excess of three 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 immediately so we can report it to ELC.
- Families receiving ELC will be responsible for the full (non-ELC rate, \$130) fees if they fail to attend based on registration forms or if they fail to comply with ELC terms and policies.

Children's Trust of Alachua County (CTAC) Financial Assistance

- Girls Place is applying for funding from the Children's Trust of Alachua County to help support families for the summer program. We will have more information regarding available funding after April 7th.
- Financial Assistance is limited and NOT guaranteed for all families who apply.
- **Documentation verifying income and household size must be submitted by March 31st.**
 - CTAC Financial Assistance Qualifying Criteria:
 - Reside in Alachua County
 - Children from families at or below 300% FPL - [2024 FPL Guidelines](#)
 - Children in foster care
 - Children in voluntary and formal kinship care
 - Children under in-home case management supervision
 - Children from families receiving SNAP benefits
 - Accepted Documentation for CTAC Eligibility
 - 2024 IRS 1040 (first page only with all social security numbers blacked out) OR
 - 2024 W-2's for all financially responsible adults in the household OR
 - Foster care or kinship placement letter OR
 - Proof of SNAP enrollment

We are here to help! If you have any questions or concerns regarding billing, the payment process, or your account at Girls Place please e-mail tara@girlsplace.net