



**Girls Place will be closed on June 19<sup>th</sup>, July 3<sup>rd</sup>, and August 7<sup>th</sup>**

**Schedule of Fees**

Category	Fee
Summer Camp Weekly Fee	\$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 at drop-off
Late Pick-up Fee (after 6:05pm)	\$1 for every 5 minutes after 6:05pm, due in cash at pick-up
Late Payment Fee	\$10 per occurrence
Standard Removal (MyProcare.com)	\$0 no fee
Late Removal (Email to Director)	\$10 administrative fee

\*Effective December 18, 2025, all billing is managed through Intuit QuickBooks Online, a secure, cloud-based financial platform.

**Payment and Removal Deadlines**

Week	Payment Deadline	Standard Removal (MyProcare.com)	Late Removal (Email to Director)	Responsible for \$130 Weekly Fee
<b>Week 1: June 8-12</b>	Due to Secure Space	Friday, May 29 at 11:59pm	Sunday, May 31 at 11:59pm	Monday, June 1 at 12:00am
<b>Week 2: June 15-18</b> *Closed June 19*	Friday, June 12 at 12:00pm	Friday, June 5 at 11:59pm	Sunday, June 7 at 11:59pm	Monday, June 8 at 12:00am
<b>Week 3: June 22-26</b>	*Thursday, June 18 at 12:00pm	Friday, June 12 at 11:59pm	Sunday, June 14 at 11:59pm	Monday, June 15 at 12:00am
<b>Week 4: June 29-July 2</b> *Closed July 3*	Friday, June 6 at 12:00pm	Friday, June 19 at 11:59pm	Sunday, June 21 at 11:59pm	Monday, June 22 at 12:00am
<b>Week 5: July 6-10</b>	*Thursday, July 2 at 12:00pm	Friday, June 26 at 11:59pm	Sunday, June 28 at 11:59pm	Monday, June 29 at 12:00am
<b>Week 6: July 13-17</b>	Friday, July 10 at 12:00pm	Friday, July 3 at 11:59pm	Sunday, July 5 at 11:59pm	Monday, July 6 at 12:00am
<b>Week 7: July 20-24</b>	Friday, July 17 at 12:00pm	Friday, July 10 at 11:59pm	Sunday, July 12 at 11:59pm	Monday, July 13 at 12:00am
<b>Week 8: July 27-July 31</b>	Friday, July 24 at 12:00pm	Friday, July 17 at 11:59pm	Sunday, July 19 at 11:59pm	Monday, July 20 at 12:00am
<b>Week 9: Aug. 3-6</b> *Closed August 7*	Friday, July 31 at 12:00pm	Friday, July 24 at 11:59pm	Sunday, July 26 at 11:59pm	Monday, July 27 at 12:00am

**Registration**

- **Separate registration is required for EACH Girls Place program (ex. After School, Athletics).**
- 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. 2026 Girls Place Membership (non-refundable, non-transferable)
  4. One Week of Fees (applied to the first week of attendance)
  5. Open Balance & Backup Payment Method on File

Girls Place, Inc.  
2026 Summer Day Camp (SDC)  
Payment Procedures



### Membership

- Membership is required to participate in all programs at Girls Place and is non-refundable and non-transferable.
- Charged annually at the beginning of the calendar year OR when a new member joins a program.
- Family memberships are only eligible for those siblings who reside in the same household.

### Payment Processing

- Invoices will be posted to accounts every Monday; payments are due by NOON every Friday.
  - Accounts are only invoiced for weeks that the child is registered to attend.
- 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 invoice link, or in person at the office prior to the payment deadline.
- Payment extensions are considered on a case-by-case basis. Please e-mail [tara@girlsplace.net](mailto:tara@girlsplace.net) for extension requests at least 48 hours before the payment deadline for consideration.
- Your daughter(s) may not be able to attend if you fail to pay the account balance by the payment deadline.

### Open Balance & Backup Payment Requirement

- All families enrolled in programming are required to have a back-up payment method on file; not having a card/account on file can impact the ability for your child to participate.
- The backup payment method will be used to charge any accounts with a balance after the payment deadline.
- **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 the payment method is returned for non-sufficient funds, you are responsible for the non-sufficient fund fee and the past due balance immediately.

### Non-Sufficient Fund Fees

- If your payment method is declined or a bank transfer (ACH) is returned for non-sufficient funds (NSF), a \$25.00 fee will be added to your balance. Additionally, accounts not settled by the Friday deadline may be subject to a separate late fee.

### Removals

- **Removal forms are required to remove your daughter from a Girls Place program.**
- Standard Removal Deadline (No Fee)
  - Complete the online removal form on [myprocare.com](http://myprocare.com) by 11:59pm on the removal deadline. No fees will be charged for removals submitted by this time.
- Late Removal Deadline (\$10 Fee)
  - Requires an e-mail to the SDC Program Director ([misty@girlsplace.net](mailto:misty@girlsplace.net)) between 12:00am on Saturday and 11:59pm on Sunday. A \$10 administrative fee will be applied to the account.
- Full Fee Responsibility (\$130 Fee)
  - Removal notifications received after 12:00am on Monday (or failure to notify) will result in responsibility for the full weekly tuition rate of \$130.

### Deposits and Refunds

- Deposits not utilized towards a week of summer day camp will be refunded by August 21<sup>st</sup>.
- Refunds are granted if a removal form is completed by the standard removal 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.

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**Financial Assistance**

Regardless of Financial Assistance status, all families are required to pay the registration fee, yearly membership fees, and one week of fees (per child).

**Early Learning Coalition (ELC)**

- Girls Place is an Early Learning Coalition provider.
- Families are charged 5 days at the Full-Time Parent Fee rate every week that they are registered to attend.
- 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 on 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 receives funding from the Children's Trust of Alachua County to help support families for the summer program. **CTAC Funding is limited and not guaranteed for all families who qualify.**
- CTAC Minimum Application Requirements:
  - Families must reside in Alachua County
  - Child must be enrolled in kindergarten through 12<sup>th</sup> grade in the 2026-2027 academic school year
  - Meet one of the following scholarship criteria:
    - Family at or below 300% of 2026 Federal Poverty Guidelines ([2026 FPL Guidelines](#))
    - Family receiving SNAP benefits
    - Child is in foster care, voluntary formal kinship care, or under case management supervision
- Families who receive assistance are required to complete the CTAC enrollment form, consent to participate AND the Girls Place financial assistance agreement.
- Families receiving financial assistance must abide by Girls Place Payment Procedures and expectations in the GP agreement.
- **Girls MUST attend at least 3 days of each week that they are registered to attend.**
  - Families will be required to pay the full weekly rate (\$130) if they fail to attend at least 3 days a week. These fees will be charged to the account and may jeopardize financial assistance eligibility.
- Families who are eligible for a refund will receive it at the end of the summer.

**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](mailto:tara@girlsplace.net) to schedule an appointment.**