



**Schedule of Fees**

Elementary School	Fees
After School (Above 400% of FPL)	\$65 per week
After School (Between 200-400% of FPL)	\$50 per week
After School (Below 200% of FPL)	\$35 per week

Middle School	Fees
After School (Above 400% of FPL)	\$50 per week
After School (Between 200-400% of FPL)	\$35 per week
After School (Below 200% of FPL)	\$20 per week

Other	Fees
Individual Membership	\$25 per calendar year
Family Membership (2 or more children)	\$50 per calendar year
School Holidays – Daily Rate	\$30/day
School Holidays – Weekly Rate	\$130/week (Spring Break, Winter Break)
School Holidays – Early Drop-off Fee (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; due in cash immediately
Late Payment Fee	\$10 per occurrence

**Registration**

- **Separate registration is required for EACH Girls Place program (ex. After School, Athletics, and School Holidays).**
- Registering for After School means that you are committed to attending for the entire 2026-2027 school year.
- The following items are required to secure space in the 2026-2027 After School Program:
  1. Complete Registration Form
  2. 2026 Girls Place Membership (non-refundable, non-transferable)
  3. One Week of Fees (applied to the first week of attendance)
  4. Open Balance & Backup Payment Method on File

**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 After School 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.**
  - **Temporary Removals:** If your daughter is removed from a program for a full week(s) but will return on a determined date, you may request a temporary removal to avoid being charged for those weeks. An e-mail must be sent Nevada Smith at [nevada@girlsplace.net](mailto:nevada@girlsplace.net) to request a temporary removal AT LEAST one full week prior to the temporary removal start date.
  - **Permanent Removals:** If you are permanently withdrawing from the After School program, a removal form via the [www.myprocare.com](http://www.myprocare.com) website is **required**. You will continue to be charged and responsible for weekly Girls Place fees until the removal form is received. Your daughter's space in the program will be filled once the permanent removal is processed.

### **Refunds**

- If a permanent removal is requested before the program's start date, an email must be received AT LEAST 10 business days before the start of the program to be eligible for a refund. **Note:** Membership fees are non-refundable.
- A \$10 administrative fee may be assessed for refund requests.

### **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.

### **School Holidays**

- **To ensure that we are adequately staffed and prepared, you must complete the registration form for each school holiday you would like your child to attend.**
- Registration dates and payment deadlines are available [on the website](#).
- Your daughter will be unable to attend if you do not complete a holiday registration form and pay by the respective deadline.
- Fees
  - For After School families, individual holidays are included in your weekly rate.
  - For Holiday Only families, fees are due by the posted payment deadline. Failure to pay by the deadline results in your daughter being removed from the registration list and associated fees being removed.



### **Financial Assistance**

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

### **Support from Girls Place and Donors**

- We are grateful to be able to support our families with a sliding scale fee structure.
- The sliding scale rate is based on Federal Poverty Line (FPL) guidelines, determined by household income and family size.
- Household income will be verified with the most recent tax return (1040), W2, or two most recent pay stubs.
  - Families are responsible for communicating significant changes to income.

### **Early Learning Coalition (ELC)**

- Girls Place is an Early Learning Coalition provider.
- Families are charged 5 days at the Part-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 all 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, \$65) 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)**

- Our After School program receives support from the Children's Trust of Alachua County.
- Families may be asked to provide information that helps us request and maintain this programmatic support.
- By sharing this information, you are helping to sustain and strengthen the quality of the After School program for all participants.

**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 [tara@girlsplace.net](mailto:tara@girlsplace.net).**