

# Girls Place 2020-2021 ACHIEVE & After School Payment Policy

## ACHIEVE

Registering for ACHIEVE means that you are committed to attending at least the first nine weeks of the 2020-2021 school year. Financial Assistance is available to those who qualify. Families who receive financial assistance are held to the payment deadlines below.

## After School

Registering for after school means that you are committed to attending for the entire 2020-2021 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 ACHIEVE & After School:

1. Complete registration form
2. 2020 Girls Place Membership (2021 Membership will be added to January's invoice)
3. First Week of Fees

## Membership

An active membership is required to participate in all programs at Girls Place. The membership fee is an annual fee that is charged annually 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
ACHIEVE – Any Grade - 1 <sup>st</sup> Child	\$85 per week
ACHIEVE – Any Grade – 2 <sup>nd</sup> Child	\$70 per week
After School – Elementary - 1 <sup>st</sup> Child	\$52 per week
After School – Elementary - 2 <sup>nd</sup> 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 on a monthly basis based on the number of Fridays in the month** as listed below. Invoices will be distributed on the 1<sup>st</sup> Friday of each month. In order 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.**

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.

## Schedule of Invoices

Month	# of Weeks on Invoice	Invoice Date	Payment Deadline
September 2020	4	September 4, 2020	September 25, 2020
October 2020	5	October 2, 2020	October 30, 2020
November 2020	3*	November 6, 2020	November 27, 2020
December 2020	3*	December 4, 2020	December 25, 2020
January 2021	5*	January 1, 2021	January 29, 2021
February 2021	4	February 5, 2021	February 26, 2021
March 2021	3*	March 5, 2021	March 26, 2021
April 2021	5	April 2, 2021	April 30, 2021
May 2021	4	May 7, 2021	May 28, 2021

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

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## School Holidays

In order 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.

**DUE TO COVID RESTRICTIONS, ONLY CHILDREN CURRENTLY ENROLLED IN ACHIEVE OR AFTER SCHOOL WILL BE ALLOWED TO REGISTER FOR SCHOOL HOLIDAYS.**

## Holiday Fees – ACHIEVE & After School Participants

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

Thanksgiving (November 23 & 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.

## 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 1<sup>st</sup> Friday of each month. In order to keep your account in good standing, you will need to pay the balance of your daughter(s) account by the 2<sup>nd</sup> 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. ACHIEVE, 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 2020	September 4, 2020	September 11, 2020
September 2020	October 2, 2020	October 9, 2020
October 2020	November 6, 2020	November 13, 2020
November 2020	December 4, 2020	December 11, 2020
December 2020	January 8, 2021	January 15, 2021
January 2021	February 5, 2021	February 12, 2021
February 2021	March 5, 2021	March 12, 2021
March 2021	April 9, 2021	April 16, 2021
April 2021	May 7, 2021	May 14, 2021
May 2021	June 4, 2021	June 11, 2021

## Removals

Removal forms are required to remove your daughter from a Girls Place program, regardless 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 can submit a temporary removal form. Removal forms must be submitted at least one full week prior to her absence in order to avoid being charged for the week. Submitting a removal form 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 a 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. Your daughter’s space in the program will be filled once the removal is processed.

## Refunds

Weekly fees will not be refunded once the week begins. Refunds prior to the deadline can only be obtained with the completion of the withdrawal 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.**