Parent Handout

Tuition and Payment Procedures

**Girls entering Kindergarten – Grade 6:** This is a Drop In program. The daily rate of $12 is paid only for days the child attends the program.

**Teen Program: Grades 7 & up:** No Daily Rate (Yearly Registration Fee of $25)

Program runs Monday – Friday, 2:00 -6:00 PM

Financial assistance is available based on financial need. Daily Rates could be reduced to $9 or $6, depending on family eligibility. Application forms are available at the Front Desk.

Payment Procedures

* + A yearly, non-refundable Registration fee of $25 for girls K – Grade 6 needs to be paid before child begins.
	+ Payments can be made at the Front Desk Monday through Friday 9:30am-6:00pm
	+ Acceptable forms of payment are cash, check and/or credit card. Checks are made payable to Girls Inc. of Worcester.
	+ Accounts need to be paid at the end of each week that your child attends our program.

Past Due Accounts

* Failure to pay at the end of the week will result in your account being past due.
* Past due notices will be distributed, requiring payment to be made within a certain timeframe.
* If you are unable to pay your account in full, you will need to contact the Finance department to arrange a payment plan.
* Failure to adhere to the payment plan, may result in your child no longer being able to continue attending our program.
* Parents will not be able to register for any other programs until their account balance has been paid in full.

Bounced Checks

If a check is returned for non-sufficient funds, there will be a $25 fee incurred as a result of the returned check and posted to your account.

Late Pick-Up – (Applies to all participants regardless of age/grade)

Failure to pick up a child before closing time of 6:00pm will result in a $15 charge for every 15 minutes you are late. Late fees will post to your account.

Example: 6:01-6:15 = $15.00 6:16-6:30 = $30 6:31-6:45 = $45

**The success of our program depends on the prompt payment of tuition/fees.**