



# PRAIRIE HILL Learning Center

17705 S. 12th, Roca, NE 68430 • (402) 438-6668 • A nonprofit educational corporation  
**Nebraska's First Wind and Solar Powered School**

## FINANCIAL INFORMATION AND POLICIES

September 30, 2011

An initial, non-refundable, one-time registration fee of \$35 is due with the enrollment application. An additional \$350 tuition deposit is required once the start-date is determined (see the reverse side for more information about the deposit). In addition, an annual fee of \$150 per child is due on September 1 of each year (will be prorated for mid-year enrollment).

The tuition fee charged is a monthly amount for 1/2 days, 3/4 days, or full days. A child may also attend a *consistent* combination of different time periods (i.e.: 1/2 day for three days per week and 3/4 day for two days per week). All combinations must be approved by the classroom lead teacher(s).

The following table gives the exact fee amounts for the different programs.

**1/2 DAY** – As our minimum program, each child is expected to attend at least this amount of time M-F.

<u>Educational Program</u>	<u>Times</u>	<u>Tuition Fee</u>
Young Children (ages 1.5-3 yr.)	8:30 a.m.-12:00 noon	\$838/month
Primary (ages 3-6 yr.)	8:30 a.m.-12:00 noon	\$667/month

**3/4 DAY** - Includes family-style lunch and enrichment programs offered between 8:30 a.m. - 4 p.m.

<u>Educational Program</u>	<u>Times</u>	<u>Tuition Fee</u>
Young Children (ages 1.5-3 yr.)	8:30 a.m. - 4:00 p.m.	\$955/month
Primary (ages 3-6 yr.)	8:30 a.m. - 4:00 p.m.	\$796/month
Elementary	8:30 a.m. - 4:00 p.m.	\$583/month

**FULL DAY** - Includes breakfast, lunch and enrichment programs between 7 a.m. - 6 p.m.

<u>Educational Program</u>	<u>Times</u>	<u>Tuition Fee</u>
Young Children (ages 1.5-3 yr.)	7:00 a.m.- 6:00 p.m.	\$1048/month
Primary (ages 3-6 yr.)	7:00 a.m.- 6:00 p.m.	\$887/month
Elementary	7:00 a.m.- 6:00 p.m.	\$668/month

(over)

**TUITION DEPOSIT:** The \$350 tuition deposit is due when a starting date has been determined, and is refunded upon departure from PRAIRIE HILL when certain withdrawal criteria have been met (see withdrawal policy below).

**TUITION PAYMENTS:** Tuition is due on the 1<sup>st</sup> of each month. Families should notify the Director immediately if they cannot make their payment by the 1<sup>st</sup>. A \$25 late fee will be assessed on the 5<sup>th</sup> if there is an unpaid tuition balance, unless the Board has approved a payment plan. If there is an unpaid tuition balance remaining on the 15<sup>th</sup> of the month, an additional \$50 late fee will be assessed. In the event that a family is unable to fulfill their payment plan, or after 30 days of unpaid tuition, a child's space may be filled with another student at PRAIRIE HILL's discretion.

**UNSCHEDULED EXTRA TIME:** Extra time is permitted on a limited basis when space permits. Please call or email 24 hours in advance so that staffing may be adjusted if needed. These hours will be billed at \$10 per hour.

**SCHOOL CLOSINGS:** The entire school is closed for major holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day). For other closing information, please see the applicable calendars posted on our website at [www.prairiehill.com](http://www.prairiehill.com). The tuition rates have been adjusted to reflect these closings.

Closings during inclement weather will be determined by the decision of the Lincoln Public Schools. Late arrivals or early departures are recommended on days when driving conditions require slower speeds, but parents are ultimately responsible for determining what is in the best interests of their family.

**PLANNED ABSENCES:** The Young Children's and Primary programs are offered on a year-round basis and are billed as such. During a one-month absence (i.e. summer vacation), the tuition costs in these programs can be reduced to the current half-day rate for your child(ren)'s program(s). This benefit is limited to a single one-month absence per calendar year. Additional absences will be billed at the usual tuition rate. A 30-day written notice of any month-long absence is required.

Students in the PRAIRIE HILL Elementary program are expected to attend for the full academic year (approximately 9 ½ months) with summer camp being considered an optional extension and enhancement of the fall, winter, and spring Montessori curriculum. Elementary students may remain enrolled year-round; in this instance, the monthly tuition rate typically falls below the cost of individual camp sessions.

**UNPLANNED ABSENCES:** Tuition costs are suspended for unplanned absences due to illness only when the absence is longer than two weeks and a doctor's note is provided. However, the place for the child will not be reserved for more than two weeks if the tuition costs are suspended. To keep the child's position reserved, 90% of the tuition costs must be received until the child's return.

**WITHDRAWAL:** A 30-day written notice is required prior to withdrawal from the school. If withdrawal occurs without the full notice, tuition will be charged for the full 30-day time period.

The tuition deposit will be applied toward the final month of tuition when the following conditions have been met: 1) A 30-day notice of withdrawal is received; 2) The child has completed the 3<sup>rd</sup> year of the Primary program (the traditional Kindergarten school year) or the final year of the Adolescent program (the traditional eighth grade year). Upon enrollment in the Elementary community, the \$350 deposit is automatically transferred and will be applied to the final month of tuition upon completion of that program.

**TUITION REVIEW:** As a part of an on-going budgeting process, the Board reviews tuition fees and expenses. Tuition increases will be implemented as necessary to obtain a balanced budget and to continue to provide your family with excellent and Montessori-certified teachers as well as qualified assistants at PRAIRIE HILL.