



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

as of September 1, 2014

A non-refundable one-time registration fee of \$35 is due with the enrollment application following a PRAIRIE HILL tour. A \$350 Tuition Deposit is required once the start-date is determined (see the reverse side for more information about the deposit), and an annual fee of \$250 per child is due on August 1 of each year with a maximum of \$500 per family. This fee is prorated for mid-year enrollment.

The tuition fee is charged as 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	\$920/month
Primary (ages 3-6 yr.)	8:30 a.m.-12:00 noon	\$778/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.	\$1,048/month
Primary (ages 3-6 yr.)	8:30 a.m. - 4:00 p.m.	\$919/month
Elementary	8:30 a.m. - 4:00 p.m.	\$679/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.	\$1,199/month
Primary (ages 3-6 yr.)	7:00 a.m.- 6:00 p.m.	\$1,059/month
Elementary	7:00 a.m.- 6:00 p.m.	\$799/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 (see below) have been met.

TUITION PAYMENTS: Tuition is due on the 1st of each month. Families should notify the Director immediately if they cannot make their payment by the 1st. A \$25 late fee will be assessed on the 6th 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 15th 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 48 hours in advance so that staffing may be adjusted if needed. These hours will be billed at \$10/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 on our website at 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, with PRAIRIE HILL reserving the right to close at other times if needed. 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's safety.

PLANNED ABSENCES: The Young Children's and Primary programs are offered on a year-round basis and are billed as such. During a single one-month absence (i.e. summer vacation), the tuition costs in these programs can be reduced to the current half-day rate. 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.

SABBATICAL LEAVE: A request for Sabbatical Leave and subsequent return to PRAIRIE HILL may be utilized for proposed absences of four months or longer. Requests must be received by the director by April 15 of the year prior to the fiscal year (September 1 – August 31) impacted by the absence. Exact dates of withdrawal and desired entry back must be in writing. The family will be notified of the decision by the Board of Directors of the exact terms of the requested sabbatical by June 15 of the prior fiscal year. This may include fees or a deposit to hold a space for the child/children during the Sabbatical Leave. Please see the Parent Handbook for more information regarding this process.

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 3rd 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 families with excellent Montessori-certified teachers as well as qualified assistants at PRAIRIE HILL. Elementary tuition increases go into effect at the start of the academic year (typically mid-August).