



# 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, 2022

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 \$275 per child is due on May 1 of each year with a maximum amount of \$550 per family. This fee is prorated for mid-year enrollment.

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

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

**HALF 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<br>(ages 1.5-3 yr.) | 8:30 a.m. - 12:00 noon | \$1,044/month      |
| Primary<br>(ages 3-6 yr.)          | 8:30 a.m. - 12:00 noon | \$863/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<br>(ages 1.5-3 yr.) | 8:30 a.m. - 4:00 p.m. | \$1,249/month      |
| Primary<br>(ages 3-6 yr.)          | 8:30 a.m. - 4:00 p.m. | \$1,055/month      |
| Elementary / Adolescent            | 8:30 a.m. - 4:00 p.m. | \$792/month        |

**FULL DAY** - Includes breakfast, lunch and enrichment programs between 7 a.m. – 5:30 p.m.

| <u>Educational Program</u> | <u>Times</u>          | <u>Tuition Fee</u> |
|----------------------------|-----------------------|--------------------|
| Primary<br>(ages 3-6 yr.)  | 7:00 a.m. - 5:30 p.m. | \$1,206/month      |
| Elementary / Adolescent    | 7:00 a.m. - 5:30 p.m. | \$969/month        |

(over)

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

**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 6<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. Please see the PH Parent Handbook for additional information regarding past due accounts.

**IMMUNIZATION POLICY:** Immunization records or waiver must be received prior to enrollment. In the event of an outbreak of a communicable disease, unimmunized students may be excluded from school. No tuition adjustment will be made for these absences.

**UNSCHEDULED EXTRA TIME:** Extra time is permitted on a limited basis when space permits. Please call or email 48 hours in advance with your request so that staffing may be adjusted if needed. These hours are 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](http://www.prairiehill.com). Tuition has 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 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 9½ 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. 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:** For YCC/Primary, 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. For Elementary / Adolescents, if the school receives written notice of withdrawal for the subsequent academic year by May 1, the school will waive the parents' obligation to pay the balance of tuition for the subsequent year, but will not refund or waive the tuition obligation for the current academic year, the Annual Fee, or Tuition Deposits if applicable.

The tuition deposit is eligible to be refunded by request 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 confirmation of enrollment in the Elementary community from the Primary Community, the tuition deposit is automatically transferred and will be considered refundable upon completion of the Earth House 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 their academic year (typically mid-August).