

# Bangor Children's Home d.b.a. Hilltop School

218 Ohio Street Bangor, Maine 04401

Phone: (207) 945-3705 Fax: (207-945-3690

## Weekly Tuition Rates

Effective November 6, 2023

	Toddler/Jr. Preschool Rooms 1, 2, 6, 7				Preschool/Pre-K Rooms 3, 4, 5, and Red Building		
	Check	Credit/Debit	ACH		Check	Credit/Debit	ACH
Full Time Weekly Rate	\$285.00	\$292.98	\$286.00		\$255.00	\$262.14	\$256.00
Part Time (M,W,F)- 3 Days Weekly Rate	\$265.00	\$272.42	\$266.00		\$230.00	\$236.44	\$231.00
Part Time (T, TH)-2 Days Weekly Rate	\$175.00	\$179.90	\$176.00		\$155.00	\$159.34	\$156.00

The above rates are based on payment method.

Upon enrollment, families will select their desired payment method.

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## Financial Policies

### Tuition Rate, Payments, and Schedule:

- A \$35.00, non-refundable registration fee per family is due to confirm your child's spot on the waiting list. If we have openings in an age group and a child by-passes the waiting list and is offered enrollment, the registration fee will be due along with the first invoice.
- Enrollment in Hilltop School's program is continuous and year-round. Tuition payments per this schedule are required to maintain your child's enrollment.
- Open slots will not be held or guaranteed at any time. (Exception: slots may be held for outside families entering the Pre-K program with a required deposit.)
- Tuition is due each Friday for the upcoming week.
- Families wishing to pay on a schedule other than weekly must make advance arrangements with the Executive Director, but payments will still be due for the upcoming week(s).
- Schedule changes (full-time / part-time) or termination of enrollment requires a written request at least 2 weeks in advance. Schedule changes are based on availability and schedule changes are permanent.
- Temporary short-term modifications to schedules will not be permitted. For example, we do not allow families to switch to part-time for 2 months but then be guaranteed to go back to full-time as we do not hold slots. All schedule

changes are permanent. Please note that we have two part-time slots available per classroom so a request to switch scheduled will only be permitted if there is an opening to do so and is not guaranteed. In this case, we can add you to a waiting list for the desired schedule.

- A prorated week due to enrollment start or end date will be charged at the applicable rate. \*We do not have a 1-day rate. If a child attends for only one day in a given week at the end of enrollment, the two-day fee will still be charged.
- Part-time schedules are based upon availability and limited. Part time schedules must be set days. (M, W, F or T, TH) Part time schedules are set and we do not allow switching of days on weeks when there is a closure or holiday.
- Children moving to a new classroom will receive a rate change effective on the date of the official move.
  - Moves will be based on classroom availability and the developmental needs of the child (moves may not occur on the child's birthday).
  - There may be instances where there is an inability to transition a child to the next room due to the state licensed ratio requirements. In these cases, the current tuition rate for the child's current room will remain in effect until they are able to move, and the program will adjust the environmental and curricular experiences for children to ensure the room continues to be a developmentally appropriate match for the child until a slot opens in the next room.
- Changes in tuition rates for the program will be provided with a minimum of a 30-day notice to all families.
- Morning and afternoon snacks are provided by the school and included in the cost of tuition.
- There is no reduction in fees when your child is absent from the program for any reason, except as noted in the discounted rates section. (1x annual half rate vacation). If a family chooses to take an extended absence, tuition must be continued to be paid at the regular rate to keep their enrolled slot.
- There is no reduction in fees for closures on days listed on our planned closure schedule, due to inclement weather, power outages, loss of heat, or other extenuating circumstances.

### **Methods of Payment and Fees:**

- Tuition may be paid by check, credit card, debit card, or ACH. For ACH or debit/credit card payments families must be enrolled in autopay.
- Families must let administration know which method of payment they will use upon enrollment. This will ensure that invoices are set up correctly. If you wish to switch your payment method, you must request to do so in writing to the executive director so invoices can be set up correctly. If paying weekly, a one-week notice is required, if paying biweekly, a two week notice is required.
- If paying by check, please drop your payment in the payment box located just inside the front door. We will apply it to your account, and you will be able to view invoices and payments through the app. There are no additional fees when paying by check.
- If paying by ACH on the ProCare App, there is a \$1.00 fee per transaction that will be added to the cost of tuition.

- If paying by Debit Card, there is a 2.8% fee that is factored into our tuition rates.
- If paying by Credit Card, there is a 2.8% fee that is factored into our tuition rates.
- If the payment method is switched without prior notification to administration, families will be responsible for any difference in tuition based on the the current payment method and the previous payment method from the date of when it was switched.
- There will be a \$25.00 return fee charged for tuition payments that are returned by the bank. The family will need to pay this fee and any balance on their account immediately. If there are repeated instances of this happening, Hilltop School reserves the right to require a certified check as the method of payment or terminate enrollment.

#### Late Pick Up Fee:

- A late pick-up fee of \$15.00 will be charged for children picked up between 5:30-5:45. An additional \$10.00 will be charged for every 15-minute period after. We reserve the right to withdraw your child from the program for repeated instances of late pick up.
- Tuition not received on the due date will have an additional \$10.00 late fee added for the first week. A late fee of \$20 per week will be added for subsequent weeks.
- **\*Please note that we close at 5:30 p.m. so all families will need to arrive in time to pick up their child and exit the building by 5:30 p.m. If you are exiting the building after 5:30 p.m. it is considered a late pick up.**

#### Late Tuition Payments:

- Tuition not received by the due date on your invoice will have an additional \$10.00 late fee added for the first week. A late fee of \$20 per week will be added for subsequent weeks.
- Timely payments are essential for continued enrollment at Hilltop School. Repeated instances of late tuition payments could result in termination from the program.

#### Discounted Rates:

- There will be a 5% discount for two or more enrolled children from the same family/household. The discount will always be taken off the lowest rate. For example: Full tuition is always charged for the 1<sup>st</sup> child with the 5% being taken off from the lower rates for any additional children in the same family/household.
- Each family is allowed one vacation week at half the cost of their regular tuition amount per fiscal year (Sept 1-Aug. 31), if the child is absent for the entire week (Monday through Friday).
  - Whenever possible, a two-week notice to the Executive Director is required to utilize this discount. You must email the request to hilltopschooled@gmail.com or stop by in person to request the discount. Please do not message on the communication app about this.

#### **Financial Resources:**

- Hilltop School works with the Dept. of Health and Human Services to accept childcare affordability program payments for those that qualify, however, childcare

affordability slots are limited in our center so families must check with administration while enquiring about enrollment to see if there is a Childcare Affordability Program slot available prior to accepting enrollment in the program. We reserve the right not to accept Childcare Affordability Program enrollments if all available slots are full. For families that are enrolled in a Childcare Affordability Program slot, we must always have documentation of the current award on file and parent fees must be paid in accordance with our tuition policies. If no documentation is on file, you would be responsible for all tuition and fees until we receive documentation, at that time, if they will be making payments for weeks already paid for, we would reimburse.

- If you are enrolled in the childcare affordability program and approved for part time but want to enroll full time, you will be responsible for paying the difference between the childcare affordability part time rate and the full-time rates in addition to the parent fee set by the Childcare Affordability Program.
- Hilltop School works with the Dept. of Health and Human Services to accept childcare payments through the ASPIRE program. Documentation of eligibility for the program is required before a child enrolls. If payments from the ASPIRE program do not cover the full cost of your child's weekly tuition, you would be responsible for the difference in the two rates. For example: If your child is enrolled full time in our Preschool program which is \$255 per week but the program only pays \$205 per week, you would be responsible for paying the \$50.00 difference each week for your child's slot.
- If you would like information about either the DHHS Childcare Affordability Program or the Aspire program, please see the Executive Director.
- As of this time, we do not accept any other subsidy or assistance programs. If at any time we are able to accept additional programs, we will send notice out to families. If you do get reimbursement through work, you can print off your tuition statements via the ProCare app to turn into your employer. If you need a written statement confirming enrollment, please see the executive director and we would be happy to provide that.

\*Hilltop School and the Board of Managers reserves the right to make changes to these policies at any time with written notice to families.

Updated 8/1/24