

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

218 Ohio Street Bangor, Maine 04401

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



Tuition Rates

Effective November 6, 2023

Schedule	Toddlers/Jr. Preschool Rooms 1, 2, 6, 7	Preschool/PreK Rooms 3, 4, 5, & Red Building
Full Time	\$285.00	\$255.00
P/T 3 Days	\$265.00	\$230.00
P/T 2 Days	\$175.00	\$155.00

Financial Policies

Tuition Rate, Payments, and Schedule:

- A \$35.00, non-refundable registration fee per family is due at the time of enrollment.
- 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.
- 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.
- Part-time schedules are based upon availability and limited. Part time schedules must be set days. (M, W, F or T, TH)
- 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 up 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 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 enroll 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 paying by check, you may drop your payment in the payment box located just inside the front door. We will apply it to your account. 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 per transaction that will be added to the cost of tuition.
- If paying by Credit Card, there is a 2.8% fee per transaction that will be added to the cost of tuition.
- If the payment method is switched without prior notification to administration, families will be responsible for any fees incurred from the time they switch to that method of payment.
- 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.

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 1st 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 (Mon-Fri).
 - 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 subsidy payments for those that qualify, however, subsidy slots are limited in our center so families must check with administration to see if there is a subsidy slot available prior to enrolling in the program. We reserve the right not to accept subsidy if all available slots are full. For families that are enrolled in a subsidy 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 you are enrolled in the childcare subsidy program and approved for part time but want to enroll full time, you will be responsible for paying the difference between what subsidy will pay and the full-time rate.
- 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 you would like information about either the DHHS Subsidy or the Aspire program, please see the Executive Director.

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