

# The P.A.L. Program



## Financial Assistance Program Information Packet

For questions or concerns please call:

Laura Gilchrest  
Co-Director  
207-363-3148

*(Please note this is a home-office number, kindly  
limit calls to the hours of 9-4pm, thank you!)*

[lauragilchrest.pal@gmail.com](mailto:lauragilchrest.pal@gmail.com)

PAL Program  
PO Box 148  
York, ME 03909

# Maine’s Child Care Affordability Program (CCAP) and the PAL Program Financial Assistance Program Guidelines

No child is denied enrollment due to inability to pay full tuition.  
We will work with you to provide quality childcare at a reasonable cost.

## You must first apply to Maine’s Childcare Affordability Program (CCAP)

*\*Formally known as Child Care Subsidy Program CCSP*

- **Information on Maine’s Child Care Affordability Program:**  
[Paying for Child Care | Department of Health and Human Services \(maine.gov\)](#)  
*(Information and application are offered in additional languages through this link)*
- **Direct link to the CCAP Application:**  
[English Application.pdf \(maine.gov\)](#)

**Fill out the form and mail it to the address provided on the application. You must also send Laura a copy of the application and any supporting documents you send to the state.**

Once you receive an approval or denial letter from the state of Maine, please provide a copy to Laura via email or mail immediately.

If you receive a denial letter, she will work with you to provide financial assistance through the PAL program. Temporary 3-week assistance may be available, on a case-by-case basis, while you await your determination from the State of Maine. Please contact Laura for more information.

*All financial assistance given depends upon the amount of funding we receive from donors and fundraising events and cannot be guaranteed for the entire school year. We reserve the right to terminate financial assistance for any reason. Families receiving financial assistance must keep their accounts in good standing, or risk losing funding.*



# Policies and Procedures

## FUNDRAISING

Being approved for CCAP or financial assistance does not waive your responsibility to contribute to our fundraising efforts. We design our fundraisers specifically to have little to no financial impact on our P.A.L. families. The yearly per family fundraising amount is not subject to your financial assistance discount; you must either raise \$100.00 per school year or will need to pay it out of pocket.

## LATE FEES / NO CALL FEES / NON-SUFFICIENT FUNDS FEES

Late fees, no call fees, and Non-Sufficient Funds Fees are not subject to CCAP or financial assistance. If you accrue any of these fees, they will be billed to you at their full rate.

## TIMELY PAYMENTS

Weekly tuition payments will be **automatically** charged to your account on file for the following week. If your payment is rejected due to your card being compromised, being over the limit, or if the card expiration date passes, you are responsible to update your account prior to the withdrawal of next week's funds - otherwise your service for the next week may be suspended until your account is updated and a new Tuition Express Form is filled out and sent to Laura. Parents/Guardians will be responsible for the \$45 Non-Sufficient Funds fee. If we have made several attempts to contact you regarding your account and have had no response, you will lose your financial assistance and your spot in the program. If you are having trouble making payments as scheduled, please speak with Laura, a 10-minute conversation can make all the difference! We are willing to work with you, but you need to let us know.

## SPECIAL EVENTS

Special events, classes and any other events at P.A.L. where a fee, separate from tuition, is charged are not subject to CCAP or financial assistance discounts. Accounts must be in good standing (no outstanding balances) to participate in special events that have additional fees.

## CONSENT

To receive funds from outside sources we are often asked to provide basic information with these organizations, such as names of yourself, your spouse (if any) and your children, household size, also the ages and grade of the children using our program. You do not have to give consent for us to share this information, however not giving consent will affect the amount of funding you receive.

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## Community Resources

**MaineCare:** Provides health programs and food stamps. Call 1-800-482-0790 or visit the State of Maine website at <http://maine.gov/dhhs/OIAS/public-assistance/index.html>

**211:** Dial 211 or go to [www.211maine.org](http://www.211maine.org) to connect to resources in your area.

**York Community Action:** Provides information and referrals for advocates and emergency assistance for shelter, utilities, heat or food. Call 207-439-2699, <https://www.yccac.org/>

**York Community Service Association:** Help for people who live in York with emergency situations/needs such as rent, medication, heat, food, etc. Please call 207-363-5504, <http://ycsame.org>