



Presentation  
Early Childhood Center  
Tuition Payment Policy  
*Part-time Program*

Our Lady of the Presentation is a nonprofit organization, which operates solely through the tuition fees collected from each family. Therefore it is essential tuition fees are paid in full and on time. Tuition fees will not be pro-rated for absences due to sickness, holidays, or vacations.

Presentation ECC's part-time program is primarily a school year program. The fall session begins mid-August and runs through the end of May (exact dates to be determined yearly by the Director). Families who enroll their child in the part-time program are considered a school year student and tuition will be billed based on the schedule selected. Families do have the option for their student to attend during the summer session, however they will need to notify OLP ECC by the end of April in order to ensure their child is added to the summer rosters. Families will be responsible for fulfilling their tuition obligation for the entire fall or summer session based on their student's schedule regardless of the date they decide to stop attendance. We employ our teaching staff year round and hire part-time/seasonal staff based on enrollment for each session.

In the instance a family is withdrawing from the program for any reason (moving, financial limitations etc.) a two week written notice must be given. If no written notice is given families will be responsible for all tuition until the end of the session. Thank you for your cooperation.

Catherine M. Koob  
Director