



Presentation Early Childhood Center
Tuition Payment Policy
Full-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 full-time program is open year round and provides two complete sessions each year. The fall session begins mid-August until the end of May and the summer session begins in June until mid-August (exact dates for both sessions to be determined yearly by the Director). Families who enroll their child full-time are considered a year round student and tuition will be billed based on the schedule selected each year. Families do have an option to waive attendance during the summer session, however they will pay a holding fee to keep their student's enrollment active. 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. Families who have students enrolled full-time may pay a change of schedule fee if they would like to alter their student's schedule during the year or for the summer session. 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