

Presbyterian Day School

1201 Fifth Avenue
Coraopolis, PA 15108
Mary Merryman, Director
412.264.0470 ext. 16

Tuition Guidelines

All payments are due on the 1st of the month.

All tuition is billed for the month ahead. If your child is absent for any of those days, the monthly payment remains the same. Those days are already paid for and staff is scheduled to be here for your child. Only in certain circumstances such as surgery or serious illness for your child will we make exceptions. You must speak to the director about such circumstances.

You can shift your unused days **only** if the schedule for that room allows and **only** temporarily. We must keep our child to staff ratio. You must speak to the director about changing any days.

We do not participate in drop in care or 1 day a week service. If your child only attends one day a week you will be paying the 2 days a week rate.

All families must have an agreement on file. This is what we are using to bill families. Any changes to schedule will require a new agreement to be written. Any changes must be agreed upon by the director and family.

All families get 1-week vacation credit per calendar year.

The day school is closed for the week between Christmas and New Year. This is credited on your December bill.

If your child does not attend all 5 days, please understand that you are only holding a spot on those days scheduled and paid. Other days are not guaranteed. We fill those empty spots with other children. For example, if your child attends 4 days a week and you want to go down to 2 days a week, but then a few months later need 4 days a week again, that is not guaranteed. If you want to hold the spot for 4 days, you must pay for the 4 days to keep holding the spot for all those days. (Over)

If a family is late they will be reminded in the 2nd week of the month. If a family falls a month behind your child will not be able to attend the day school until the account is brought current.

Special Tuition Situations

Registration Fee: \$45

This is for starting any of our programs and it is non-refundable.

Spots being held:

If you currently have a child attending and you would like to remove them from care for the summer but retain the spot for the fall the fee is \$50 per month, due on the first of the month. Child must begin again in August or September or the spot is forfeited.

If you are on the waiting list and your spot becomes available, you must pay the registration fee to accept the spot. This will hold for up to 30 days. At that time if you are not ready to start care but wish to hold the spot, 1/3 of the monthly tuition is due every month until you begin care.

If any of this needs clarified please contact Mary.