Pointe Tremble Early Childhood Center
9541 Phelps Road
Clay Township, MI 48001
(810) 794-3022 xt 1621
PTE Latchkey Room xt 1608
MILLSIDE Latchkey xt 1718
Please use individual tuition forms for each child.

Child's Name: _____

Center: **MILL / PTE** (circle one) Week of: _____

Tuition payments and schedules are due by 6pm on Thursdays. Any late schedules/tuition will be assessed a $20 per child fee. Payment by check, credit/debit card, or money order. NO cash, please. Tuition is non-refundable. Overtime fees: $5 per every 15 minutes that you are late, per child. After hours fees paid directly to the caregiver present. Schedules may not be changed after 6pm on Thursday.

AM	TIME IN	Total Hours	PM	TIME OUT	Total Hours
MON			MON		
TUES			TUES		
WEDS			WEDS		
THURS			THURS		
FRI			FRI		
Hourly Rate x Hours Scheduled= Tuition Total					

The tuition breakdown based on the **$3.75** per hour rate is as follows:
½ hour $1.88 1 hour $3.75 1 ½ hours $5.63
2 hours $7.50 2 ½ hours $9.38
Half Days $17 Full Days $28 **(snow days, half days,vacations)**

Second Child discount of **10%** applies to the oldest child. (Multiply total amount for one child by **.90** for total tuition due for discounted child.)

TOTAL HOURS: _____ Tuition Total: _____

_____ _____
Parent / Guardian Signature Date

FOR OFFICE USE ONLY

Past Due Amount: _____ Credit Amount: _____ Late Fee: _____ Overtime Fee: _____ Registration Fee: _____

_____ _____ _____ _____
Received by Amount Received Check or Trans. # Date Received

For your convenience, you may return this via email to caroline.stclair@acsk12.us, or print and bring in to the Center. Please note that tuition payment is still due by 6pm Thursday, otherwise a $20 late fee will be added to your childcare account.