

**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

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 FOR OFFICE USE ONLY  
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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 [mikayla.roy@acsk12.us](mailto:mikayla.roy@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.