



# CHIPPEWA VALLEY SCHOOLS

## Little Turtle Preschool

50375 Card Rd., Macomb MI 48044

586-723-6950 Fax # 586-723-6951

"Chippewa Valley Schools...preparing students today for the challenges of tomorrow"

**Nicolette M. Gawlowski**  
Preschool Supervisor

Dear Parents,

Welcome to a New School year! Little Turtle Early Childhood Center offers a quality program for your child with exceptional teachers. It is the goal of Chippewa Valley schools that preschool children will gain self-confidence, develop thinking and learning skills, participate in creative and physical activities, develop emotionally and cognitively, as well as enhancing socialization skills. The preschool staff is looking forward to an exciting and developmental 2022/2023 school year with your child. Little Turtle Early Childhood Center thanks you for choosing our organization to academically prepare your child for school.

The following payment methods will be accepted: Visa, MasterCard, American Express, Discover, MasterCard, ACH (checking/savings withdrawal). There are four ways to make payments:

**1.) AUTOPAY**



Please note, if you saved your payment information when you registered, your account will be automatically charged. If you would like to opt out of this option, you must log into your account and delete the payment information.

Payment information must be entered for each program you enroll in to ensure auto pay is active. (Example: summer program and fall program). If you would like to sign up for auto payment, you will need to log into your account, enter and save your payment information.

To log into your account please visit <https://chippewavalleyschools.ce.eleyo.com/>

**2.) ONLINE**

You can pay online by logging into your account at <https://chippewavalleyschools.ce.eleyo.com/>

**3.) MAIL-IN**

Little Turtle Early Childhood Center, 50375 Card Rd., Macomb MI 48044

**4.) WALK-IN**

Make payments in person at Little Turtle, Monday through Friday between the hours of 8:00 am and 4:00 pm. There is also a drop box located in the office near the entrance door where you can drop your payment.

Tuition is due on the first of the month. All payments must be made within 9 calendar days for your child to continue attending school at Little Turtle.

Payments for 2 ½ hour preschool, Mohawk 4's and Young Fives are due on the following dates: **October 1, November 1, December 1, Jan 1, February 1, March 1, April 1, and May 1.**

LITTLE TURTLE EXTENDED DAY PROGRAM  
2022-2023 PAYMENT SCHEDULE

*2022/2023 Extended Day Billing Schedule*

<b>BILLING PERIOD</b>	<b>INVOICE EMAILED</b>	<b>EFT WITHDRAWAL DATE</b>
08/29/22 - 09/09/22	09/12/22	09/19/22
09/12/22 - 09/23/22	09/26/22	10/03/22
09/26/22 - 10/07/22	10/10/22	10/17/22
10/10/22 - 10/21/22	10/24/22	10/31/22
10/24/22 - 11/04/22	11/07/22	11/14/22
11/07/22 - 11/18/22	11/21/22	11/28/22
11/21/22 - 12/02/22	12/05/22	12/12/22
12/05/22 - 12/16/22	12/19/22	12/26/22
12/19/22 - 12/23/22	01/03/23	01/10/23
01/02/23 - 01/13/23	01/16/23	01/23/23
01/16/23 - 01/27/23	01/30/23	02/06/23
01/30/23 - 02/10/23	02/13/23	02/20/23
02/13/23 - 02/24/23	02/27/23	03/06/23
02/27/23 - 03/10/23	03/13/23	03/20/23
03/13/23 - 03/24/23	03/27/23	04/03/23
03/27/23 - 04/07/23	04/10/23	04/17/23
04/10/23 - 04/21/23	04/24/23	05/01/23
04/24/23 - 05/05/23	05/08/23	05/15/23
05/08/23 - 05/19/23	05/22/23	05/29/23
05/22/23 - 06/02/23	06/05/23	06/12/23
06/05/23 - 06/16/23	06/19/23	06/26/23

**\*\*Billing dates subject to change due to closures or holidays\*\***

## Managing your Little Turtle Account Online

Chippewa Valley schools/Little Turtle online tool can be used to register and manage your account. You can view/pay/print invoices, edit contact information, print tax statements, request contract changes, and register for classes. *Please also notify your child's teacher of any changes to emergency contact/pickup information.* Below are some tips for managing your account.

### Log In

- Browse to <https://chippewavalleyschools.ce.eleyo.com/> and login with your email address and password by selecting the **Sign In** button.  
**NOTE:** If you forgot your password, use the Forgot Password link to initiate a reset-password email. **Please do not create a new account.**
- You may register/view classes by accessing your Dashboard by selecting “**Explore all Programs**” at the top, right side of the screen and selecting a program of your choice.

### Add Family Members and Emergency Contacts

- Log into your account with your email address and password.
- Select your name in the top right, corner of the screen then select “**Your Account/Relationships**” to view your profile.
- Use the “**Add a Relationships**” button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).
- Select the **Create Person** button.
- After you have finished setting up the people associated with your profile, select **your name at the top of the page**, “**Explore**”, then “**Explore All Programs**” then “**Your Dashboard**”.
- On the left, under the **Manage Family Members** section, use the “**Add Emergency Contacts**” button to add new emergency contacts. Use the “**Edit Emergency Contacts**” button to update that information. To prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

### Enrolling in Auto Pay

- To enroll in Auto Pay, log into your Eleyo account.
- Scroll to the bottom of the screen and click “**Saved Payment Methods**”
- Add your payment method and save.
- You will need to add payment information for each program you enroll in. (Ex. Summer and Fall/winter program). Payment information does not roll over from program to program.
- Please update your saved payment information as needed throughout the year.

**NOTE:** If you saved your payment information at registration you are automatically enrolled in auto pay and your account will be charged on the billing dates.  
*To opt- out of auto pay, you must delete your saved payment information from your account.*



## Managing your Little Turtle Account Online (cont.)

### Requesting a contract schedule change for Extended Day

- Log into your Eleyo account, choose “**Explore Programs**” located in the top right-hand side of the page.
- The page show programs you are enrolled in, click on the class you wish to change.
- The next screen will show the class again, Click on the class.
- Click “**Change schedule**” located on the far left of the screen.
- Choose or deselect the new days you wish to add or delete.
- Once approved, you will receive an email confirmation.

### Printing Tax Statements (Available each year after Jan 1)

- Once logged into your account, you should be brought to the dashboard screen, if not click on “**Explore All Programs**” Select “**View your dashboard**” and select the account you desire to print your statement for.
- Use the “**Download Tax Information**” button located on the left-hand side under “**Account Management**” to obtain a copy of the tax statement. You may then download and print the statement.

### Printing Payment Receipts

- Once logged into your account, you should be brought to the dashboard screen, if not click on “**Explore All Programs**” Select “**View your dashboard.**”
- View your Recent Activity located towards the bottom of the screen.
- Click on “All Activity”
- Select the year and category you would like to view.
- Select the payment, click “download receipt” and print.