



Family Guidelines 2024-2025

The After School Enrichment Program (ASEP) provides a safe, nurturing environment and interesting activities for children in CMS pre-kindergarten through the eighth grade during hours beyond the regular school day. The ASEP program supports and supplements the learning taking place during the school day. Quiet time is scheduled for homework in addition to the time scheduled for the development of friendships, age-appropriate physical activities, and opportunities to pursue interests and talents.

Admission Policies. ASEP serves children in grades K-6 at elementary sites, students in grades 6-8 at ASEP middle school sites, CMS Pre-K students at specially licensed sites only. A list of operating sites appears on the ASEP page of the CMS website, www.cmsk12.org

Registration Procedures. Registration for the fall term begins in spring and is on a space-available, first-come, first-served basis. Parents should contact the site for availability during the school year prior to registering. Online registration is available at www.cmsk12.org, via the CMS-ASEP website. Registration contracts should be completed in Eleyo via ASEP website and are reviewed and approved at each ASEP site throughout the school year on a space available basis. Parents will receive an email when their registration contract has been completed. A second email will be sent upon contract approval. ***The \$47 registration fee will be invoiced when your registration contract is approved via the established payment method set at time of registration.*** The \$47 registration fee only holds the spot for two (2) weeks after school starts if a site does not have a wait list. ***The ASEP does not provide drop-in care.*** A re-registration fee of \$47.00 is incurred anytime there is a break in service. A break in service occurs when the one-week payment policy is not adhered to, meaning any week in which a payment is not received, a family leaves the program and later returns as well as annually when enrolling for the upcoming school year. ***Registration fees are non-refundable.*** Registration contracts of families with delinquent ASEP balances will not be approved until their delinquent account balance is paid in full.

Days of Operation. The ASEP sites begin operation on the first day of school each year and operate on every regular school day. ASEP programs are open for full days of programming on workdays, which fall during weeks of school. **Fees are not increased for weeks with full-day teacher workday care.** This year those days are scheduled for October 3, 4, November 4, 27* (ASEP will close at 2:00 PM*), 2024, and January 24, February 17, March 31, and April 21, 2025. **The ASEP is closed for students and staff on November 5, December 23, 26, 27, 2024.**

Full weekly fees are charged during regular weeks of school that include the following holidays:

ASEP is closed on these holidays:

- Labor Day, September 2, 2024
- Veterans Day, November 11, 2024
- Thanksgiving Holidays, November 28 - 29, 2024
- Winter Holidays, December 24, 25, 31, 2024
- New Year Holiday, January 1, 2025
- Martin Luther King, Jr. Holiday, January 20, 2025
- Spring Holiday, April 18, 2025
- Memorial Day Holiday, May 26, 2025

ASEP will open select elementary sites for optional full days of enrichment activities during Winter and Spring Break. Dates scheduled for Break programming this school year are December 30, 2024, and January 2, 3, 2025 and April 14 - 17, 2025. Registration forms for optional break sites are available at all ASEP sites four to six weeks before the Break.

ASEP does not operate when school is closed due to weather conditions. If school closes early due to severe weather, ASEP will not be open, and parents should arrange to pick up their child at the home school. Parents can get



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information about school closings from local television and radio stations, on social media, and from the CMS website, www.cmsk12.org.

ASEP Summer Camp is offered at several sites for eight one-week sessions. Registration for summer camp usually begins in February. Deposits are required for each week of camp to reserve a place for your child. Deposits are non-transferable and non-refundable.

Hours of Operation. After School programs operate from the time of school dismissal until 6:00 p.m. Before School programs operate from 6:45 a.m. until the first-morning bell. In the event of severe weather, please refer to our local weather station and the CMS website. During early release days, the After School Enrichment Programs will operate three hours earlier than usual and close at their normal times. Operating hours on teacher workdays offering full-day programming are 6:45 a.m. to 6:00 p.m.

Program Options. At the time of registration, students are enrolled in either before school, after school or both. Schedules may change causing the program needs to change. Families are limited to two (2) program changes during a school year. **The ASEP does not allow "drop-in care."** Parents need to register for the programming option which best meets their family's needs for work, sports, etc. The full weekly fee is required regardless of the number of days per week a student attends.

Program Fees. A \$47 annual family registration fee is required at the time of registration contract approval and is non-refundable. The \$47 registration fee only holds the spot for two (2) weeks after school starts. A re-enrollment fee of \$47 is charged anytime there is a break in service. A break in service constitutes a week where the student has been absent five (5) consecutive program days without receiving payment, the student is absent five (5) consecutive program days without prior notification from a parent/guardian as well as non-payment of weekly fees on payment due dates constitutes a break in service and is subject to re-registration fee. To be eligible for re-enrollment into the ASEP program, there must be space available, all outstanding fees must be paid in full prior to student participation.

ASEP'S fees for the 2024-2025 School Year are listed in the chart below according to bell schedule and service options. Fees are per student per week.

Bell Schedule	Before School - only	After School - only	Before & After School
7:15 - 2:15	NA	\$87 weekly	NA
7:45 - 2:45	NA	\$83 weekly	NA
8:00 - 3:00	\$38 weekly	\$77 weekly	\$112.00 weekly
8:15 - 3:15	\$43 weekly	\$71 weekly	\$112.00 weekly
8:30 - 3:30	\$49 weekly	\$66 weekly	\$112.00 weekly
8:45 - 3:45	\$55 weekly	\$60 weekly	\$112.00 weekly
9:15 - 4:15	\$66 weekly	\$49 weekly	\$112.00 weekly

All families with students attending the ASEP will be subject to the fee collections policies described in the **Family Guidelines** and **ASEP Financial Agreement**. There are NO discounts for multiple siblings or CMS staff.

Early Release and Teacher Workdays. CMS believes the practice of early release days to support instructional planning and teacher professional development is an integral part of helping every student to be academically successful. CMS will start its After School Enrichment Programs three hours earlier than usual and end them at their normal times. During the 2024-2025 school year, these days are September 25, October 30, 2024, and February 26, April 2, 2025. Families are eligible to register for early release and teacher workdays *only* and will be required to pay the \$47 registration fee and complete a registration contract. The fee for early release and teacher workdays is \$25 per day per student. Space is available on a first-come-first-served basis. Parents should make arrangements two (2) weeks in advance. No additional fees are charged for students already enrolled in Before/After School.



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Teacher Workdays. Field trips are scheduled on select teacher workdays. Students participating in field trips must have a signed permission slip and arrive prior to the scheduled departure time. *Students cannot be dropped off or picked up at field trip locations.* Pack a nutritious lunch labeled with the student's names and date on teacher workdays. Students attending before or after school programming have no additional fees for early release or teacher workdays. Families registered for **Early Release/Teacher Workday ONLY** are responsible for paying the \$25 rate per each student for each Teacher Workday/Early Release Day whether attending or not.

Full weekly fees are charged for school weeks with holidays. These weeks include Labor Day, Veterans Day, Thanksgiving, Martin Luther King, and Memorial Day.

Winter and Spring Break (Optional Care): \$25/day per student.

Star-Rated Licenses. The majority of ASEP sites are licensed at a level that exceeds the minimum licensing regulations required by the North Carolina Division of Child Development.

Subsidy Information. Qualified families may use Child Care Resources, Inc. (CCRI) vouchers at most ASEP sites. Call 704-376-6697 for CCRI subsidy information.

Transportation. Charlotte-Mecklenburg Schools does not provide transportation home from ASEP. Parents may register their child at an ASEP site different from the school site s/he attends, but school bus transportation from the home school to the ASEP site will be provided only within the attendance area or magnet program area (if applicable) of the child's school. Parents are responsible for arranging any transportation for their children.

Insurance Requirement. Children enrolled in ASEP must have medical insurance coverage through the school student accident insurance plan or through personal insurance coverage. Proof of insurance coverage must be provided within the first two (2) weeks of school for continued participation.

Hospital Preference. Emergency information requires parents to list the name of a hospital. Insurance may dictate a particular hospital location. "Closest" or "Any" ***will not be accepted*** on your child's form. Parents must list the name of a preferred hospital.

Authorized Persons to Pick Up Child. The ASEP site must have written authorization from parents for other persons to pick up their child from ASEP. Parents/Guardians can access their authorized pick-up list by logging in to their Eleyo account. Parents/Guardians must notify the site coordinator if changes are made to a student's registration contract. Authorized persons must be sixteen (16) years of age or older. No child will be allowed to sign her/himself out of ASEP. If a parent is not allowed to pick up a child, ASEP must have a copy of the appropriate court order on file. Adults bringing or picking up a child from an ASEP program must come into the building/door to sign the child in or out. Picture identification is required when picking a child up from ASEP.

CMS is a Tobacco-Free Campus. School policy prohibits the use of tobacco products, including electronic cigarettes: Everywhere, AT ALL TIMES. THANK YOU FOR YOUR COOPERATION.

Intoxication. Your child's safety is our priority. At times we are called to make judgments concerning their safety. If ASEP personnel believe that a person is intoxicated when they arrive to pick up a child, we will help arrange an alternate plan for the transportation of the child and the adult. We will try first to contact another authorized person listed on their registration form, and/or the emergency contacts listed on the child's registration form. If those means are unsuccessful, a cab will be called at the person's expense. If the person is suspected to be under the influence of drugs or alcohol and is unruly, uncooperative, or out of control physically, for the safety of the child and staff person, ASEP personnel will determine if local authorities should be contacted.



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Payment Method; Online Only: Payments may be made online with an ACH check, credit, or debit card via the provided link <https://www.cmsk12.org/asep>. *The ASEP does not accept ACH checks with amounts greater than \$500.00.* On-site payments are *not accepted*. Full weekly fees are charged for school weeks that include holidays. If you are not sure about school placement, ASEP will register your child at two programs. Parents/Guardians will need to set up a profile for their preferred method of payment. Each student/family can have no more than three payees linked to an account.

Auto Draft Payments: Families who set up auto draft for payments are responsible for managing their profile and account information. Accounts are invoiced on Friday. Accounts are not invoiced during the weeks of winter and spring break.

Fee Payment Policy. Fees will be invoiced via Eleyo on Friday for the upcoming week of care. Payments not received by Monday at 6:00 p.m. will be invoiced a \$5.00 late fee. Fees must be paid via Eleyo by the following Friday before 6:00 p.m. during the week of care. Payments are made online in Eleyo via the provided link <https://www.cmsk12.org/asep>. *The full weekly fee is incurred regardless of the number of days a student attends.* The ASEP does not provide drop-in care. Pre-K and Kindergarten families are encouraged to begin when staggered entry ends to avoid paying full weekly fees during staggered entry. Fees are not pro-rated for holidays that fall within regular weeks of school. Please refer to the **ASEP Financial Agreement** for further information.

Late Payment Penalties. Weekly fees must be paid by 6:00 p.m. on Monday for the current week of care to avoid a late fee. Fees not paid by the following Friday are subject to possible re-registration fees. If you will not be making full payment on Friday by 6:00 p.m., remember to make other arrangements for your child's before-school care, transportation home, and after-school care for Monday and thereafter. Beginning Monday morning, your child may re-enter our program (if space is available) after payment of all fees due, including a re-registration fee of \$47.00 plus the current week's fees. Current accounts with outstanding balances accrue \$5.00 late fees weekly until balances are satisfied. Invoices must be paid in full. Please refer to the **ASEP Financial Agreement** for further information.

Returned Check Penalties. You are subject to a \$25 charge for returned checks. You may be required to pay with a card only after (2) returned checks. **The ASEP does not accept ACH checks in amounts greater than \$500.00.**

Absence. *Full fees are charged when a child is absent from school.* If a child is absent from school full payment is still expected by the due date and time to avoid a late fee and possible re-registration fee.

Extended Absence. If a child needs to be away from the program for *two weeks or more*, the parent may withdraw from ASEP or hold the space by paying the usual weekly fee.

Late Pick-Up Penalties. For every minute a parent/guardian is late picking up a child after the stated closing time i.e., 6:00 p.m. or any early release closing time due to holidays or severe weather i.e. 2:00 p.m., a late pick-up fee of \$1 is charged per minute. **After the third late pick-up as well as habitual and excessive late pick-ups, a child may be excluded from the program.**

Termination. The Site Coordinator must be notified five school days in advance of the date of withdrawal when planning to terminate their child's participation in ASEP. Notification must be made using Eleyo, the online system. Failure to notify appropriately may result in additional invoicing. If a child is absent from ASEP for one week without payment/communication from parents/guardians, we will assume the child's participation has been terminated and will drop the enrollment.

Behavior Guidelines. Each ASEP site has clear, written behavioral expectations of the staff and students at the site, and a plan outlined to maintain a positive environment. You will be asked to read and sign these guidelines with your child on the first day of participation. Students suspended from ASEP are not allowed to attend ASEP until the suspension is complete. The full weekly fee is still due and credits for a student's absence due to suspension will not be given.

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Parents/Guardians dropping off and picking up students are also expected to exhibit proper behavior to maintain a positive environment. Parents/Guardians exhibiting hostile behavior including the use of profanity or communicating threats, etc. toward staff or other families are subject to being released from the program or banned from campus.

Arrival and Pick-up Procedures. An ASEP staff person will greet you and your child upon arrival. Students and staff will wash/sanitize their hands upon arrival to the program. At pickup each evening, parents will be greeted at the door. Students will be released once the parent/guardian has signed out their child. Staff will escort students to and from their classroom location.

Medication Policy. ASEP wants to provide your child with the best and most accurate care possible. Therefore, if your child will be taking medication at any time during their program period, you must follow these steps:

1. Parents/Guardians must complete a medication form, including physician's signature for each prescription medication, nonprescription medication, supplement and/or vitamin to be administered to the child. Dosage and time requirements must also be noted on the form. (One form per medication).
2. You must bring in the medication to the program office; as a safety precaution your child is not allowed to bring in the medication.
3. Please bring enough medication in the original container for the duration of the program.
4. At the end of the program, you need to come by and pick up any empty containers and/or remaining medication.
5. If your child stops taking medication during the program, please notify the Site Coordinator.
6. All medications and supplements must be kept in the program office, administered, and dispensed only by the ASEP Site Coordinator or designated Lead.
7. Again, we want to ensure the safety of your child at all times. We appreciate your adherence to these procedures. No medication will be given to your child, nor will your child be allowed to take any medication without your documented permission. If you have any questions, please contact the ASEP Site Coordinator.

Personal Technology Devices/Cell Phone Policy. Students enrolled in the ASEP are permitted to bring or possess only objects that have an educational purpose and will not distract from teaching and learning during the program day. A personal technology device (PTD) is a portable Internet accessing device that is not the property of the district that can be used to transmit communication by voice, written characteristics, words or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smartphone, cell phone personal digital assistant or E-Reader. The district is not responsible (monetary value or replacement) for theft, loss, or damage to PTDs, or other electronic devices brought onto CMS/ASEP property.

Snack Nutrition. ASEP provides a daily snack for each child attending the program. ASEP snacks are purchased through the Charlotte-Mecklenburg Schools School Nutrition Department <https://www.cmsk12.org/Domain/96>, and meet nutritional guidelines established by the USDA. The monthly snack menu reflects a variety of healthy snack items. ASEP will provide alternate snacks to accommodate children with food allergies if a Dietary Request form signed by a physician is provided (form available from the Site Coordinator). Parents are to provide a nutritious lunch for students attending during teacher workdays. Each lunch should contain protein, grain, fruit, vegetable, and dairy items. Student lunches should be labeled with the child's name and date. Child Care Licensing requires lunches to be refrigerated.

School Safety and Emergency Response Plan. Every Charlotte-Mecklenburg School has a safety plan and an emergency response plan that includes After School Enrichment Program hours. Plans include procedures for all doors to be locked after school hours, lockdown procedures, sheltering in place, and emergency evacuation in the event of a crisis.

Child Abuse and Neglect Reporting. North Carolina law requires that any school system employee who suspects a case of child abuse or neglect must report those concerns to the proper agency.



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Parent Participation. Each ASEP site will have a Parent Participation Plan posted with other ASEP information for parents. We encourage your involvement with ASEP in any of a number of ways:

- Communicate with site staff about your child's experience in ASEP; complete an exit survey if your family leaves the program.
- Participate in site parent meetings, held at least quarterly.
- Volunteer to accompany the staff and children on a field trip.
- Make a presentation to the children about your special talent
- Donate games, books, and toys. It is ASEP policy that parents are not to be asked for any additional money for program activities, parties, field trips, special treats, or any other reason. All services provided by ASEP are covered by weekly fees.

Parent/Guardian Questions and Concerns. We want to address your questions and concerns in a timely and professional manner. The Site Coordinator is available at the site during program hours or by phone at the school number. If the matter is not resolved with the Site Coordinator, you can reach the ASEP Program Assistant/Specialist assigned to the site by calling the ASEP Office at 980-343-5567. The Director of ASEP, Stephen Hall, is also available at 980-343-5567 to assist with a problem.

ASEP Central Office. Thank you for your confidence in our program. The central office of the After School Enrichment Program is in Bishop Spagh at 1901 Herbert Spagh Lane, Charlotte, NC 28208. We can be contacted during business hours at 980-343-5567 or by email at asep@cms.k12.nc.us. Please let us know of any concerns, questions, or suggestions you have. We look forward to working with you this year and enjoying our time with your child.