

ASEP Weekly Fees & Payment Policies

Bell Schedule	Before School-only	After School –only	Before & After School
7:45 - 2:45		\$72 week	\$92.00
8:00 - 3:00		\$67 week	\$92.00
8:15 - 3:15	\$37 week	\$62 week	\$92.00
8 :30- 3:30	\$42 week	\$57 week	\$92.00
8:45 - 3:45	\$47 week	\$52 week	\$92.00
9:15 - 4:15	\$57 week	\$42 week	\$92.00

Weekly Fees are per student

Hey! It's the Best Deal in Town

The After School Enrichment Program is a moderately priced alternative for families. Fees include all activities and a daily snack.

Fees are:

Program Fees. A \$47 family registration fee is required at the time of initial registration 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 5 consecutive program days without receiving payment, the student is absent 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 has to be space available, any and all outstanding fees must be paid in full prior to the student participation. **Registration fees are non-refundable unless the site is full.**

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

Teacher Workday and Early Release Days only: \$25 /day per student on a space available basis.

Payment Method; On-line Only: Payments may be made on-line with an ACH check, credit or debit card via the provided link <https://www.cms.k12.nc.us/asep> **The ASEP does not accept ACH checks with amounts greater than \$500.00.** On-site payments are *no longer accepted*. Cash is not accepted. Full weekly fees are charged for school weeks which 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 either or both forms of payment. The ACH and credit/debit cards operate on separate payment platforms.

Recurring Payments: Families who set up recurring payments through Unity FI Solutions are responsible for managing their profile and account information; starting/stopping online payments during winter and spring break weeks as well as when the school year ends. Recurring payments will be turned off on May 12, 2023. Families making payments after May 12, 2023, will need to be single payments via Unity FI to finish paying until the end of school.

Fee Payment Policy. Fees are expected on Friday by 6:00 pm for the upcoming week of care. Payment not received by Monday at 6:00 pm will be charged a \$5.00 late fee. Fees must be paid through Unity FI Solutions via check or credit/debit card by the following Friday before 6:00 p.m. during the week of care. Payment is paid online via the provided link. <https://www.cms.k12.nc.us/cmsdepartments/asep>. **The full weekly fee is due on Friday regardless of the number of days a student attends.** The ASEP does not provide drop-in care. Fees are pro-rated at the start of the school year for incoming Pre-K and Kindergarten students *only* because of the CMS staggered entry. Fees are not pro-rated for holidays that fall within regular weeks of school. *In the event of school closure for unforeseen circumstances, we ask parents not to pay more than 2-weeks ahead so refunds can be processed more efficiently and in a timely manner.*

Late Payment Penalties. Weekly fees must be paid by 6:00 PM 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 pm, 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. Please refer to the Family Guidelines for further clarification.

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Returned Check Penalties. Charlotte-Mecklenburg Schools uses UnityFI Solutions to collect funds from checks returned for insufficient funds. There will be a \$25 charge for returned checks and the penalty amount will be resubmitted electronically to your bank by UnityFI Solutions. **The ASEP does not accept ACH checks in amounts greater than \$500.00.**

Refund Policy. Payees who think they have overpaid and are due a refund can submit a refund request in writing to their site coordinator no later than 2-weeks before the end of the school year. Accounts with recurring payments must stop recurring payments prior to refunds being issued.

Absence. Full fees are charged when a child is absent from school. If a child is absent from school on a fee payment day, the parent may pay that week's fee online with no penalty. Fee payment days are Mondays and Fridays. Fees can be paid on any day; however, they must be paid prior to 6:00 PM on Monday for the current week and with a \$5.00 late fee paid by Friday of the current week to avoid the \$47 re-registration fee.

Extended Absence. If a child needs to be away from the program for *two weeks or more*, the parent may arrange ahead of time to hold the space by paying one-half the usual weekly fee if the program has no waiting list. If there is a waiting list, full payment will be required to hold the space. Parents also have the option of withdrawing their child from ASEP and repaying the registration fee upon their child's return to the program, if space is available. **Credits for students' absences due to Covid are no longer offered.**

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.**

The ASEP Family Guidelines provide all policies in their entirety. These are found on the ASEP website under ASEP Resources/Downloads.