

**CHARLOTTE-MECKLENBURG SCHOOLS
AFTER SCHOOL ENRICHMENT PROGRAM
Family Guidelines 2017-2018**

The After School Enrichment Program (ASEP) provides a safe, nurturing environment and interesting activities for children in CMS pre-kindergarten through the twelfth 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 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, and students in grades 9-12 at West Charlotte High School. A list of operating sites appears on the ASEP page of the CMS website, www.cms.k12.nc.us.

Registration Procedures. Registration for the fall term begins in April, and is on a space available, first come, first served basis. On-line registration is available at www.cms.k12.nc.us, the CMS website. Registrations are accepted at each ASEP site from August 21 and throughout the school year. Parents will receive a printable enrollment confirmation number (or waitlist number) at the end of the online registration process. ***The \$25 registration fee is payable on-line at the time of on-line registration.*** The \$25 Registration fee only holds the spot for two (2) weeks. If a site is full the ASEP will refund the registration fee. A re-registration fee of \$25.00 is due 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 unless the site is full.*** Families with delinquent ASEP accounts may register, but cannot participate in the program in the new school year until their account is paid in full. We encourage parents to be involved with and participate in a child's ASEP enrollment. Visits to the ASEP site prior to enrollment are also recommended.

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 the 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 September 21, 22, October 30, December 20, 21, 22*, (ASEP will close at 2:00 PM*) January 2, 22, February 19, and March 29*, 2018 (ASEP will close at 2:00 PM*).

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

ASEP is closed on these holidays:

- Labor Day, September 4, 2017
- Veterans Day, November 10, 2017
- Thanksgiving Holidays, November 22 - 24, 2017
- Winter Holidays, December 25, 26, 2017
- New Year's Holidays, January 1, 2018
- Martin Luther King, Jr. Holiday, January 15, 2018
- Spring Holiday, March 30, 2018

- Memorial Day Holiday, May 28, 2018

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 27-29, 2017; April 2 – 6, 2018. 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 information about school closings from local television and radio stations, social media and from the CMS website, www.cms.k12.nc.us.

ASEP Summer Camp is offered at several sites for eight one-week sessions. Registration for summer camp usually begins in February.

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 CMS operates on a 2-hour delay, before school programs will open and close at their regular program time. During early release days, the After School Enrichment Programs will operate three hours earlier than usual and end them at their normal times. Operating hours on teacher workdays offering full-day programming are 6:45 a.m. to 6:00 p.m.

Program Fees. A \$25 family registration fee is required at time of initial registration and is non-refundable. A re-enrollment fee of \$25 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.

ASEP'S Fees for the 2017-18 School Year are listed in the chart below according to bell schedule and service options:

Bell Schedule	Before School-only	After School –only	Before & After School
7:45 - 2:45	\$20 week	\$65 week	\$76.00
8:00 - 3:00	\$25 week	\$60 week	\$76.00
8:15 - 3:15	\$30 week	\$55 week	\$76.00
8 :30- 3:30	\$35 week	\$50 week	\$76.00
8:45 - 3:45	\$40 week	\$45 week	\$76.00
9:15 - 4:15	\$50 week	\$35 week	\$76.00

Employee Discount: CMS employees whose children participate full time in ASEP are eligible for a 5% discount on weekly fees for single program enrollment. *Children participating in both programs already receive a deeper discounted rate greater than 5 percent.* The employee discount does not apply to break, workdays, early release days or summer camp. **The discount applies to children of employees; grandchildren, nieces, nephew, cousins are not eligible.** Proof of guardianship would be required

for exceptions. CMS Employees must provide proof of employment by bringing a copy of their current 2017-2018 assignment plus a copy of their ID Badge. Attach proof of employment to the ledger card.

Early Release Days. 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 2017-2018 school year, these days are not yet determined and will be published later. Families wishing to register for early release days *only* will be required to pay the \$25 registration fee and complete a registration form. The fee for early release days is \$22 per day per student. Space is available on a first come first served basis. Before School only parents at middle school programs can register students at a neighboring program however the \$22 daily rate will apply. No additional fees charged for students already enrolled in Before/After School.

Full weekly fees are charged for school weeks with holidays. Before School Care children have no additional fees for full-day programming on workdays. **Winter and Spring Break** (Optional Care): \$20/day for the first child; \$18/day for siblings.

Star-Rated Licenses. ASEP sites are licensed at a level that exceeds 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 any ASEP site. 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.

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. Authorized persons must be sixteen years of age or older. No child will be allowed to sign her/himself out of ASEP. If a parent is not to be 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 to sign the child in or out. Picture identification is required when picking a child up from ASEP.

Intoxication. Your child's safety is our first 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.

Payment Method; On-line Only: Payments may be made on-line only using an ACH check, credit/debit or pre-paid card. ***The ASEP does not accept ACH checks with amounts greater than***

\$500.00. On-site payments methods such as Money orders, cashier's checks 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.

Reminder: Families who set up recurring payments through Unity FI Solutions are responsible for managing their profile and account information; starting/stopping on-line payments during winter and spring break weeks as well as when the school year ends.

Fee Payment Policy. Fees are due on or before Monday of the week of care. Fees may be paid in advance for any period of time. The full weekly fee is due on Monday regardless of the number of days a student attends. 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. *If a holiday, long day, or snow day occurs on a usual fee collection day, an extra day of fee collection will be added without penalty.*

Late Payment Penalties. Weekly fees are due by Monday at 6:00 PM for the week of care (unless your child is absent from school). If fees for the week have not been paid on Monday, a \$5 late fee is assessed. Payments can be made on-line any day however the \$5 late fee will still be assessed for payments received after 6:00 PM on Monday. *If payment has not been made by 6:00 PM the following Monday the child will not be allowed to attend ASEP effective Tuesday. The child cannot be re-enrolled in any ASEP program until full payment of the balance due has been made. A \$25 registration fee is due at re-enrollment.*

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 check plus the penalty amount will be resubmitted electronically to your bank by Check Red UnityFI Solutions i. **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 on a fee payment day, the parent may pay that week's fee on-line with no penalty. Fee payment days are Mondays and Fridays.

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.

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. Parents/Guardians are asked to give the Site Coordinator notice when planning to terminate their child's participation in ASEP. If a child is absent from ASEP for one week without 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, credits for a student's absence due to suspension will not be given. 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.

Sick Children and Epidemic Control Policy. For the protection of all students enrolled in the program, ASEP will not allow a child to participate in a group if s/he shows any of the following symptoms: a fever of 101 degrees or higher, diarrhea, vomiting, a rash, nasal discharge or discharging eyes or ears, or conjunctivitis (pink eye). Should a child develop these symptoms while in day school and be sent to ASEP when school is over, or develop symptoms during ASEP time, the child will be removed from the group and the Site Coordinator or designated ASEP staff member will contact the parent or guardian to pick up the child from the program. The child may return to the program when s/he has been symptom-free for 24 hours. Parents will be informed if there is an outbreak of a communicable disease in their child's ASEP group.

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 and 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, smart phone, 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 Child Nutrition Department, 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).

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

Cleaning Schedule. All ASEP sites are cleaned by school custodians. Areas used by the ASEP, such as the cafeteria, bathrooms, gym, and classrooms, are cleaned on a daily basis. Major cleaning tasks such as waxing floors are done during school breaks.

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.

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

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 assigned to the site by calling the ASEP Office at 980-343-5567. The Director of ASEP, Colette Jeffries, 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 located in the Smith Family Center at 1600 Tyvola Rd, Charlotte, NC 28210. 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.