

Shuttle Stop Locations and Payment Policy | 2011

ASEP Shuttle Stop Locations:

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|--------------------|--------------------|---------------------------|------------------|-----------------|----------------------|
| Barnette | Collinswood | David Cox | Endhaven | JW Grier | Hidden Valley |
| Long Creek | McAlpine | Oaklawn | Paw Creek | Piedmont | Piney Grove |
| Reedy Creek | River Oaks | University Meadows | Waddell | | |

Program Fees. A \$25 registration fee is due each school year, and any time during the year when a child is withdrawn and later re-enrolled. Students may be registered for the fall beginning in April, the registration fee is payable at the time of registration.

ASEP Shuttle Stops: Fees for weeks of After School Care are \$30.00 per child. Fees for full-day teacher workdays are \$20.00 per day.

Payment Options: Payments may be made on-line with debit or credit card, check, money order, or cashier's check. Cash is not accepted. An alternate daily rate of \$15 is available for Middle School students only. Full weekly fees are charged for school weeks with holidays. If you are not sure about school placement, ASEP will register your child at two programs.

Reminder: Families who set up reoccurring payments through Easy Draft 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 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. All funds must be deposited on the day they are received; therefore, ASEP accepts on-site payments only on Mondays and Fridays to avoid daily deposits. 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. Checks or money orders should be made payable to: **ASEP**.

Late Payment Penalties. Weekly fees are due by Monday at 6:00 PM for the week of care (unless your child is absent). 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. Monday and Friday are the only days fees are payable on-site. *If payment has not been made by school dismissal time on the following Monday the child will not be allowed to attend ASEP. 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.*

The ASEP Family Guidelines in their entirety are available for parents on the ASEP website.