

ASEP Weekly Fees & Payment Policies

Bell Schedule	Before School-only	After School –only	Before & After School
7:45 - 2:45	\$20week	\$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

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:

\$25 family registration fee; a re-enrollment fee 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 a re-registration fee.

Winter and Spring Break (Optional Care): \$20/day for the first child; \$18/day for siblings

Teacher Workday and Early Release Days only: \$20 /day per child

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. ***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 or a copy of their ID Badge. Attach proof of employment to the ledger card.

Payment Method; On-line Only: Payments may be made on-line only with an ACH check. ***The ASEP does not accept ACH checks with amounts greater than \$500.00.*** On-site payments are *no longer accepted*. Cash is not accepted. Credit /Debit card payment options coming January 2018. 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.

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 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 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.*

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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. Late fees begin at 6:01 p.m. **After the third late pick-up as well as habitual and excessive late pickups, a child may be excluded from the program.**