



Family Guidelines 2024 -2025

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 person is challenged to pick up a child from ASEP, they must have a copy of the 26-page ASEP site registration contract (17) TM (2) 018 (12)



Family Guidelines 2024 -2025

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
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Family Guidelines 2024 -2025

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.

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 p 7 (h)7.4.9 (e)



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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, sspcpn par-4.3eTJTJ -glur(e)0.6 c.8 (s)-()JTJ [R7 (l)-1.2()JTJ -0r8 (d)-4()JTJ [i