

**CHARLOTTE-MECKLENBURG SCHOOLS  
AFTER SCHOOL ENRICHMENT PROGRAM  
Family Guidelines 2020-2021**

The After School Enrichment Program (ASEP) provides a safe, nurturing environment and interesting activities for children in CMS pre-kindergarten through the eighth 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 only. A list of operating sites appears on the ASEP page of the CMS website, [www.cms.k12.nc.us](http://www.cms.k12.nc.us). The opening of these sites will depend on enrollment after the ASEP Lottery.

**Registration Procedures.** Registration for the fall term is online and enrollment will be determined based on the ASEP Lottery and space availability. On-line registration is available at [www.cms.k12.nc.us](http://www.cms.k12.nc.us), the CMS website beginning October 12<sup>th</sup> at 7:00 am and ending October 16<sup>th</sup> at 6:00 pm. **Registrations are accepted at each ASEP site throughout the school year on a space available basis. Once school is in session, parents should contact the ASEP Site Coordinator to verify program availability prior to registering.** Parents will be notified of the results of the lottery by phone/email at the end of the process. ***The \$47 registration fee is payable on-line at the time of notification that your child has been accepted into the program.*** Families on the waiting list are not required to pay the registration fee until the student enters the program. The \$47 registration fee only holds the spot for two (2) weeks after school starts. ***The ASEP does not provide drop in care.*** A re-registration fee of \$47.00 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.

**Days of Operation.** The ASEP sites begin operation on November 2, 2020, and operate on every regular school day. ASEP programs are open for Group A on Mondays and Tuesday and Group B on Thursdays and Fridays. ASEP will be open on Wednesdays for a full day of programming from 8-5 pm and you will be notified if your child will be able to attend on Wednesdays for the full day. **Fees are not increased for weeks with full-day programming offered during teacher workdays.** This year those days are scheduled November 3<sup>\*\*</sup> (Closed for all students), November 25<sup>\*</sup>(ASEP will close at 2:00 PM<sup>\*</sup>), 2020 and January 4, March 12 and April 1<sup>\*</sup> (ASEP will close at 2:00 PM<sup>\*</sup>), 2021. Your child can attend if they are scheduled to attend during these workdays.

**Fees are charged during regular weeks of school which include the following holidays:**

**ASEP is closed on these holidays:**

- Labor Day, September 7, 2020
- Veterans Day, November 11, 2020
- Thanksgiving Holidays, November 26 - 27, 2020
- Winter Holidays, December 24, 25, 31, 2020
- New Year's Holidays, January 1, 2021
- Martin Luther King, Jr. Holiday, January 18, 2021
- Spring Holiday, April 2, 2021

● Memorial Day Holiday, May 31, 2021

**Hours of Operation.** After School programs operate from the time of school dismissal until 6:00 p.m. Before School programs operate from 7:00 a.m. until the first morning bell. In the event of severe weather, please refer to our local weather station and the CMS website. Wednesdays will begin at 8:00 a.m. and end at 5:00 p.m. During early release days, the After School Enrichment Programs will operate three hours earlier than usual and end at their normal times. Operating hours on A and B groups of full-day programming and teacher workdays offering full-day programming are 8:00 a.m. to 5:00 p.m.

**Program Options.** At the time of registration, students are enrolled in either before school, after school or both. A-group and B-group full-day care is also an enrollment option as well at Wednesdays full day programming. Schedules may change causing program needs to change. Families are limited to two (2) program changes during a school year. **The ASEP does not allow "drop in care."** Parents need to register for the programming option which best meets their family's needs for work, sports, etc. The full weekly fee is required regardless of the number of days per week a student attends.

**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](http://www.cms.k12.nc.us)

**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 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/guardians 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 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 will be greeted at the door to sign the child in or out. Picture identification is required when picking a child up from ASEP. Any changes to pick up should be communicated to the Site Coordinator in writing. i.e. bus rider, car rider, or someone not on the authorized pick up list.

**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.

**Program Fees.** A \$47 family registration fee is required at 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.

ASEP fees for the 2020-2021 School Year are listed in the chart below according to bell schedule and service options. Fees are per student per week.

**Group A – Monday & Tuesday or Monday, Tuesday and Wednesday**

Bell Schedule	Before School- only	After School – only	Before & After School	Wednesday	Total w/o Wednesday	Total with Wednesday
7:30 – 2:30	\$ 9.00	\$ 31.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
7:45 - 2:45	\$ 11.00	\$ 29.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8:00 - 3:00	\$ 13.00	\$ 27.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8:15 - 3:15	\$ 15.00	\$ 25.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8 :30- 3:30	\$ 17.00	\$ 23.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8:45 - 3:45	\$ 19.00	\$ 21.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
9:15 - 4:15	\$ 23.00	\$ 17.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00

**Group B – Thursday, Friday or Thursday, Friday and Wednesday**

Bell Schedule	Before School- only	After School – only	Before & After School	Wednesday	Total w/o Wednesday	Total with Wednesday
7:30 – 2:30	\$ 9.00	\$ 31.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
7:45 - 2:45	\$ 11.00	\$ 29.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8:00 - 3:00	\$ 13.00	\$ 27.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8:15 - 3:15	\$ 15.00	\$ 25.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8 :30- 3:30	\$ 17.00	\$ 23.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
8:45 - 3:45	\$ 19.00	\$ 21.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00
9:15 - 4:15	\$ 23.00	\$ 17.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 60.00

All families with students attending the ASEP will be subject to the fee collections policies described in the Family Guidelines. Making sure that payments are received for all students and strict adherence to the payment policy is an expectation. This includes parents whom pay via Unity FI Solutions online. There are NO discounts for multiple siblings.

**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. 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 Friday before of the week of care. ***In the event of a 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.*** ***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. 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. Fees are not pro-rated for holidays which fall within your child's days of school.

**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 \$47 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 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.**

**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 day is Friday. Fees can be paid on any day, however, they must be paid prior to 6:00 PM on Friday for the next 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.

**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.

**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 2020-2021 school year, these days are January 13, March 17 and May 5. Students will attend if it is your scheduled day to attend.

**Full Program Days.** Full program days will be offered to students during A-group and B-group. Full day care is also available on district designated teacher workdays and Wednesdays. Field trips and special on-site programs from outside vendors are prohibited due to the Covid-19 virus for the 2020-2021 school year.

**Full weekly fees are charged for school weeks with holidays.** Before School Care children attending programs with afternoon programming have no additional fees for full-day programming on workdays. **Winter and Spring Break** (Optional Care): \$25/day per student.

**Covid-19 and Epidemic Control Policy.** For the protection of all students enrolled in the program, students and staff will have daily health screenings. Parents/caregivers need to be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness. ASEP will not allow staff to work or a child to participate in ASEP if s/he shows any of the following symptoms: Covid-19: a fever of 100.4 degrees or higher, shortness of breath or trouble breathing, congestion or runny nose, new loss of taste or smell, cough, fatigue, 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. In the event of Covid-19 is confirmed in the program, CMS/ASEP will work with the appropriate agencies to inform parents and staff. Non-covid-19 related symptoms staff/child may return to the program when s/he has been *symptom-free for 24 hours*.

**Arrival and Pick-up Procedures.** Due to Covid-19 only essential personnel will be allowed to enter schools. An ASEP staff person will greet you and your child upon arrival. Students will complete a health screening before being signed into the program and parents departing. Students and staff will wash/sanitize their hands at a handwashing station set up at the entrance. 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.

**Cloth Face Coverings.** It is **recommended** that child care programs teach and reinforce the use of cloth face coverings for staff. Face coverings should be worn by staff if feasible, and are most essential in times when physical distancing is difficult.

**Handwashing.** Staff will teach and reinforce hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice). Handwashing will be monitored to ensure both children and staff are washing hands correctly. Frequent handwashing and sanitation breaks will be incorporated into classroom activity. In addition to usual handwashing, everyone should wash hands:

- o Upon arrival in classroom in the morning;
- o Before and after eating meals and snacks;
- o After blowing noses, coughing, or sneezing or when in contact with body fluids; or
- o After toileting

**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. Enhanced cleaning practices will be implemented during the program day. Staff will clean and disinfect frequently touched surfaces throughout the day such as doorknobs, light switches, tables, chairs, desks, and activity materials. Daily schedules will allow time between activities for proper cleaning and disinfection of high-touch surfaces. Equipment and materials will be cleaned and sanitized at the end of the day. Major cleaning tasks such as waxing floors are done during school breaks.

**Social Distancing.** ASEP will practice social distancing. Social distancing can decrease the spread of COVID-19. Social distancing ("physical distancing") means keeping space between yourself and other people outside of your home. Stay at least 6 feet (about 2 arms' length) from other people; do not gather in groups; stay out of crowded places and avoid mass gatherings. ASEP will follow DCDEE student to staff ratios. Student groups and staff will meet in classrooms in an effort to limit interaction with other student groups.

**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 all doors to be locked after school hours, for lockdown procedures, sheltering in place and for emergency evacuation in the event of crisis.

**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.

**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.

**Snack Nutrition.** ASEP provides a daily snack for each child attending the program. ASEP snacks are purchased through the Charlotte-Mecklenburg Schools School Nutrition Department <http://my.cms.k12.nc.us/departments/childnutrition/Pages/Default.aspx>, 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). Parents are to provide a nutritious lunch for students attending during teacher workdays. Student lunches should be labeled with the child's name and date. Child Care Licensing requires lunches to be refrigerated.

**CMS is a Tobacco Free Campus.** School policy prohibits the use of tobacco products, including electronic cigarettes: Everywhere, At ALL Times. THANK YOU FOR YOUR COOPERATION.

**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.

**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.

**Parent Participation.** We encourage your involvement with ASEP in any of a number of ways:

- On-line communication with site staff about your child's experience in ASEP
- Complete an exit survey if your family leaves the program
- Participate in virtual site parent meetings, held at least quarterly
- Donate games, books, and toys

**ASEP Summer Camp** is offered at several sites for seven one-week sessions.

Registration for summer camp usually begins in February. Deposits are required for each week of camp to reserve a place for your child. Deposits are non-transferrable and non-refundable.

**ASEP Winter/Spring Break.** 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 22, 23\* (\*ASEP will close at 2:00 PM), 28, 29, 30, 2020 and April 5 - 9, 2021. Registration forms for optional break sites are available at all ASEP sites four to six weeks before the Break.

**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 if space is available but transportation is not provided.

**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](mailto: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.