

The logo consists of the lowercase letters 'cms' in white, set against a solid blue square background.

cms

**After School
Enrichment Program**

Parent Handbook

A family's guide to
our programs

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Vision and Mission

The **Mission** of ASEP is to provide families with:

A-ffordable licensed after-school care

S-afe environment beyond school hours

E-xperiences linking education, enrichment, and exploration

P-eople who are committed to competitively preparing students for the 21st Century

Our **Vision** is to Expand After-school services to all grade levels from Pre-K through Middle School

Core Values

- We believe in mutual respect
 - We believe in supporting personal achievement
 - We believe in quality programs that promote health and well-being
 - We believe our programs should reflect the needs of our students and families
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Program Overview

The After-School Enrichment Program (ASEP) provides a warm, caring environment beyond school hours where your children can play with school friends and do homework. In addition, ASEP offers exciting activities that stimulate children to be healthier and happier, including sports, art activities, and computer exploration.

ASEP operates in Charlotte-Mecklenburg Schools, using age-appropriate materials and equipment for students. Students spend out-of-school hours in safe and stimulating environments from the media center to the playground. ASEP site coordinators, school administrators, and teachers work together to ensure the program supports learning during the school day by using the Common Core and Essential Standards curriculum.

Besides academic support, the ASEP program focuses on developing students' social skills. Program leaders are respectful and positive toward students, mindful of the importance of appropriate role models.

Program Overview con't

AN INTEGRAL COMPONENT OF THE SCHOOL

- Site coordinators are available to work with school staff to meet the individual needs of students. Site coordinators work each day until 6 p.m.
 - Monthly information is distributed to ASEP families and school staff about school-wide events, ASEP programming and activities.
 - ASEP staff liaise between families and school staff to enhance the feeling of a school family.
 - Quarterly parent meetings and/or student programs promote family engagement.
 - ASEP supports Positive Behavior and Intervention Support by teaching behavior expectations for staff and students, creating a respectful and positive environment.
-

SUPPORTING ACADEMIC GOALS

- Daily teacher-directed activities are aligned with the North Carolina Common Core and Essential Standards.
- At least five clearly defined center areas per group of students include activities aligned with the NC Common Core and Essential Standards.
- ASEP provides regular access to technology to support 21st Century learning.
- Reading lets adults model fluency and enthusiasm for literature. ASEP allows students time to build upon their volume of reading.
- ASEP collaborates with community partners and approved vendors to provide enrichment programming and field trips that enhance student learning.

Program Overview con't

HOMEWORK TIME

- ASEP provides time for students to work in small groups on homework assignments.
- Each ASEP communicates individual student needs related to homework to parents and teachers.
- Supplies and materials are accessible to students in an environment appropriate for study.
- ASEP staff monitor and provide assistance on homework assignments

LICENSING AND ENVIRONMENTAL HEALTH

- The majority of ASEP sites are licensed at a level that exceeds minimum NC Division of Child Development regulations.
- ASEP complies with local, state and federal environmental regulations.



Admissions and Registration Policies

Who is eligible?

Students in kindergarten (select Pre-K sites) through eighth grade and currently enrolled at a school offering ASEP are eligible to participate in the school's ASEP Program, if space is available in the appropriate group.

Students may be appropriate for ASEP who:

- are enrolled in kindergarten through eighth grade at a CMS school offering an ASEP program
- can independently participate and behave in a group setting of approximately 25 students supervised by a single group leader, in an indoor and outdoor environment that is less structured than the school day classroom
- can take care of themselves in age-appropriate ways (toileting, feeding, personal care, no diapers/pull-ups, etc.) within the ASEP child-to-staff ratio of 25:1 or with reasonable accommodations
- See next page.....

Admissions and Registration Policies cont'd.

Who is eligible?

Students may be appropriate for ASEP who:

(Continued from prior page...)

- do not pose a direct threat to the health or safety of themselves or others;
- work quietly on homework or academic-related activities;
- can go outside each day that environmental conditions permit according to the child-care weather watch chart;
- demonstrate respect and regard for fellow students and ASEP staff;
- meet behavior expectations and follow rules identified in the ASEP and school's handbook;
- follow Charlotte Mecklenburg Schools policies and procedures regarding student conduct.

Admissions and Registration Policies cont'd.



Who is eligible?

All children are important in Charlotte Mecklenburg Schools. The ASEP is not designed to be a therapeutic or treatment program and does not provide 1:1 ratio. For children requiring special assistance, parents will need to schedule a meeting with the ASEP district office to discuss their specific needs.

Admissions and Registration Policies cont'd.

Registration Policies

Registration is completed online through Eleyo on a first-come, first-served basis. Contracts remain in 'pending' status until approved in date/time order. Access CMS Eleyo at the web address below. All families must complete a new registration contract each school year.

<https://cmsk12.reg.eleyo.com/>

A non-refundable \$50 annual family registration fee is billed upon approval via the established payment method set at the time of registration. The registration fee holds a spot for up to two (2) weeks after school starts when a site does not have a waitlist. Re-registration (\$50) is required after any break in service. ASEP does not offer drop-in care.

Registration contracts for families with past-due ASEP balances will not be approved until all balances are paid in full. Each family may have up to three (3) payers linked to an account.

Days and Hours 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 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, October 2, November 2, 3, 2026, and January 22, February 15, March 25, 2027

The ASEP is closed for students and staff on November 25, December 21, 22, 23, 28, 29, and 30, 2026.

In the event of inclement weather, ASEP is closed. Weekly Fees are not prorated for weeks containing holidays, or other school closings, including weather-related closings.

Days and Hours of Operation, con't

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

ASEP is closed on these holidays:

Labor Day, September 7, 2026

Veterans Day, November 11, 2026

Thanksgiving Holidays, November 26–27, 2026

Winter Holidays, December 24, 25, 31, 2026

New Year Holiday, January 1, 2027

Martin Luther King, Jr. Holiday, January 18, 2027

Spring Holiday, March 26, 2027

Memorial Day Holiday, May 31, 2027

ASEP is not open during Winter Break. ASEP will open select elementary sites for optional full days of enrichment activities during Spring Break. Dates scheduled for Break programming this school year are March 29–April 2, 2027. Registration for optional break care is available online for designated ASEP sites four to six weeks before the Break.

Days and Hours of Operation, con't

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, on social media, and from the CMS website, www.cmsk12.org.

ASEP Summer Camp is offered at several sites for up to eight one-week sessions. Registration for summer camp usually begins in March. Deposits are required for each student for each week of camp to reserve a place for your child. Deposits are non-transferable and non-refundable.

Break and Summer programming is only open to students that are enrolled in ASEP.

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, please refer to our local weather station and the CMS website. During early release days, the After School Enrichment Programs will operate three hours earlier than usual and close at their normal times. Operating hours on teacher workdays offering full-day programming are 6:45 a.m. to 6:00 p.m.

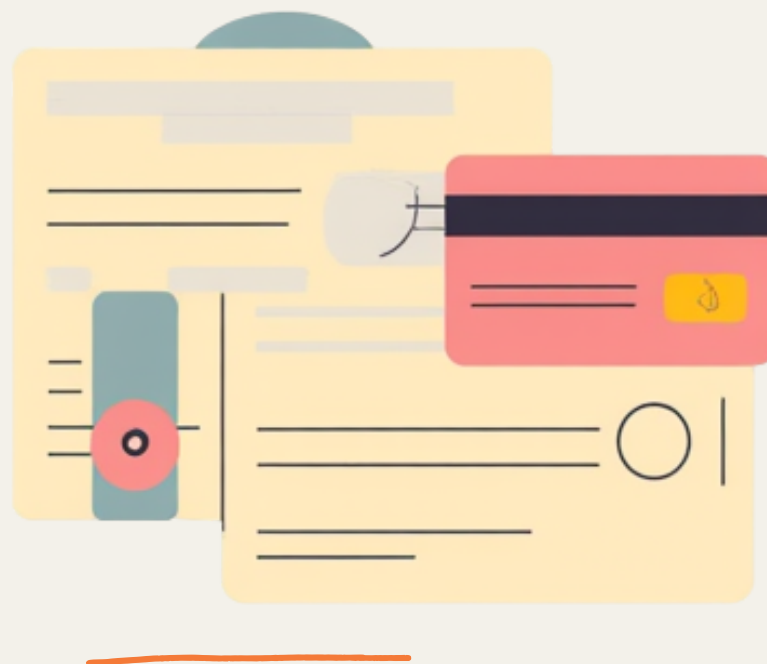
Program Options

At the time of registration, students are enrolled in either before-school, after-school, or both. Schedules may change, causing the program to need 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 that 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.

Early Release and Teacher Workdays. 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 26–27 school year, these days are **Oct. 14, Dec. 9, 2026, and Feb. 24, April 28, 2027.** Families are eligible to register for early release and teacher workdays only on a space-available basis and will be required to pay the \$50 registration fee and complete a registration contract. The fee for early release and teacher workdays is \$25 per day per student. Parents should make arrangements two (2) weeks in advance. No additional fees are charged for students already enrolled in Before/After School.

Financial Policies

Program Fees. A \$50 annual family registration fee is required at the time of registration contract approval and is non-refundable. The \$50 registration fee only holds the spot for two (2) weeks after school starts. A re-enrollment fee of \$50 is charged anytime there is a break in service. A break in service constitutes a week where the student has been absent five (5) consecutive program days without receiving payment, the student is absent five (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. To be eligible for re-enrollment into the ASEP program, there must be space available, and all outstanding fees must be paid in full prior to student participation.



Financial Policies, con't

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.

Payment Method. 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. 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.

Financial Policies, con't

ASEP's fees for the 2026–2027 School Year are listed in the chart below according to the bell schedule and service options. Fees are per student per week.

Bell Schedule	Before School Only	After School Only	Before and After School
7:45– 2:45	N/A	\$86	N/A
8:00– 3:00	\$40	\$80	\$115
8:15–3:15	\$45	\$74	\$115
8:30–3:30	\$51	\$69	\$115
8:45–3:45	\$57	\$63	\$115
9:15–4:15	\$68	\$52	\$115

Financial Policies, con't

Auto Pay Option. 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.

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 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 \$50.00 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.

Financial Policies, con't

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, a child may be excluded from the program.**

Return ACH/Check. 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.

Refund Policy. ASEP does not prorate fees. ASEP does not provide refunds. Parents are responsible for absorbing any credits on their accounts prior to the end of the school year. **Fees are non-transferable and non-refundable.**

Charlotte-Mecklenburg Schools ASEP Terms and Conditions
Financial Agreement

- I understand that I am enrolling my child for all future weeks of care during the current school year - unless otherwise specified at the time of enrollment. My child's space will be held, and I will be responsible for payment for this reserved space until I withdraw my child.
- I understand that if my child is to be withdrawn from CMS-ASEP, the Site Coordinator must be notified five school days in advance of the date of withdrawal. Notification must be made using the online system, Eleyo. Failure to notify appropriately may result in additional invoicing.
- I understand that I am to pay an **Annual Family Registration Fee** (\$50.00) at the time of enrollment in CMS-ASEP. My established payment option will be billed at time of contract approval for enrollment in CMS-ASEP.
- I understand that I am responsible for payment of before and after school, break, and summer camp fees by online payment. **No cash** or **on-site** payments will be accepted.
- I understand that payments are due no later than the invoice due date. Payments are expected to be made in advance, not in arrears.
- I understand that if my payment is not received by the due date, a late payment fee of \$5.00 will automatically be added to my account. Registration contracts with outstanding balances incur automatic late payment fees as well.
- I understand that all balances must be paid by the due dates for my child to return on Monday of the following week.
- I understand that repeated instances of late payments may result in loss of services.
- **I understand that it is my responsibility to keep payments up to date on my child's account.** Past due accounts may result in loss of services until balances are paid.
- I understand that if multiple parties are responsible for the child's account, all parties must ensure that the account is paid in full to avoid loss of services. No more than three (3) payers per account.
- If more than two (2) ACH payments are returned for non-payment, I will be required to pay using a card payment.
- I understand that if I should overpay, any credits on my account must be used by the end of the school year. Credits remaining on the last day of school cannot be refunded.
- I understand that I am responsible for stopping all recurring or auto pay options on my Eleyo ASEP account.
- I understand that CMS-ASEP has a **No Refund Policy**.
- I understand that no adjustments will be made to my account in the event of my child's absence during program hours. I recognize that **I am responsible for fees for time reserved, not actual time spent at CMS-ASEP**.
- I understand that my weekly rate will **not** be prorated for holidays, weather-related closings, or other school closings.
- I understand that CMS-ASEP is open according to the official school calendar of Charlotte Mecklenburg Schools. CMS-ASEP is **closed** on the following **holidays**: Labor Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, and July 4th (Summer Program).
- I understand that CMS-ASEP operates **Winter and Spring Break Programs** at limited school sites **on select non-school days**. The **Winter and Spring Break Program** is open for a full day and the hours of operation will be 6:45 a.m. until 6 p.m. I understand that enrollment in a **Winter and Spring Break Program** requires separate registration and additional fees. I understand if I want my child to attend CMS-ASEP during **Winter and Spring Break**, I will register and pay by the given deadlines. **Winter and Spring Break Program fees are non-refundable and non-transferable.**
- Families may enroll for **Early Release or Teacher Workdays ONLY** as an option. I am responsible for paying for all the early release and teacher workdays whether care is utilized or not. There are four (4) Early Release days and at least eight (8) Teacher Workdays.
- I understand that CMS-ASEP is open until 6 p.m. in the event my child is not picked up by the designated closing time, I will be charged **\$1.00 for each minute after 6 p.m.** *Repeated incidences of late pick-up may result in my child being removed from the program.*
- I understand that if I am a recipient of a childcare subsidy, I am responsible for submitting updated vouchers/documents for my children. I will contact the Site Coordinator at my child's school prior to enrolling my child regarding my payment arrangements.

Attendance, Absence, and Withdrawal

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 re-registration fee. Parents should communicate with the Site Coordinator when their child will be absent.

Extended Absence. If a child needs to be away from the program for two weeks or more, the parent may withdraw from ASEP or hold the space by paying the usual weekly fee.

Termination/Withdrawal. The Site Coordinator must be notified five school days in advance of the date of withdrawal when planning to terminate their child's participation in ASEP. Notification **must** be made using Eleyo, the online system. Failure to notify appropriately may result in additional invoicing. If a child is absent from ASEP for one week without payment/communication from parents/guardians, we will assume the child's participation has been terminated and will drop the enrollment. Parents are expected to withdraw using the Eleyo platform.

Behavior Expectations

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.

ASEP enforces discipline guidelines as outlined in the CMS Code of Student Conduct. Students who create disruption to the program will be excluded from participation.

Students suspended from ASEP are not allowed to attend ASEP until the suspension is complete. The full weekly fee is still due, and 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.

Safety, Health & Emergency Policies

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, sheltering in place, and emergency evacuation in the event of a crisis.

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, lice 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. Symptom-free means without medication for fever or other symptoms. Parents will be informed if there is an outbreak of a communicable disease in their child's ASEP group.

Medication Procedures

Medication Policy. ASEP wants to provide your child with the best and most accurate care possible. Therefore, if your child will be taking prescribed medication at any time during their program period, you must follow these steps:

1. Parents/Guardians must complete a medication form, including the 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 each 6 months).
 2. You must bring in the medication to the ASEP 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. Medication must not be expired.
 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 ASEP program office, administered, and dispensed only by the ASEP Site Coordinator or designated staff.
 7. Medication cannot be shared with the day school.
 8. Again, we want to always ensure the safety of your child. 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.
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Arrival & Pick Up Procedures

Arrival and Pick Up Procedures. An ASEP staff person will greet you and your child upon arrival. Parents must sign students in to before school and out of after school daily. 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. Photo ID is required until staff are familiar with guardians.

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.

Personal Technology Device Policy

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, smartphone, cell phone, smart watches, 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.

Snacks & Nutrition

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 <https://www.cmsk12.org/operations/school-nutrition-services/about-school-nutrition-services> , 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. Each lunch should contain protein, grain, fruit, vegetables, and dairy items. Student lunches should be labeled with the child's name and date. Child Care Licensing requires lunches to be refrigerated. Student lunches from home cannot be warmed/microwaved.

Field Trips

Field Trips. Field trips are scheduled on select teacher workdays. Students participating in field trips (either walking or bus transportation) 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.

Parent Communication & Participation

Parent Participation. Each ASEP site will have a Parent Participation Plan posted with other ASEP information for parents. All parents/family members who would like to volunteer must go through the CMS Volunteer screening. 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, heritage, culture, or traditions.
 - Donate games, books, and toys. It is ASEP policy that parents are not to be asked for any additional money for program activities, parties, field trips, special treats, or any other reason. All services provided by ASEP are covered by weekly fees.
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Important Contacts

Parent/Guardian Questions and Concerns. We want to address your questions and concerns in a timely and professional manner. Parent conferences are encouraged and available upon request during the site coordinator's office hours via in-person or virtual. If the matter is not resolved with the Site Coordinator, you can reach the ASEP Program Area Supervisor/Specialist assigned to the site by calling the ASEP Office at 980-343-5567. The Director of ASEP, Stephen Hall, is also available at 980-343-5567 to assist with a problem.

Child Abuse and Neglect Reporting. North Carolina law requires that any school system employee who suspects a case of child abuse, neglect, or dependency must report those concerns to the proper agency.

ASEP Central Office. Thank you for your confidence in our program. The central office of the After School Enrichment Program is in Bishop Spaugh at 1901 Herbert Spaugh Lane, Charlotte, NC 28208. We can be contacted during business hours at 980-343-5567 or by email via Let's Talk. Please let us know of any concerns, questions, or suggestions you have.

Important Contacts

Families are encouraged to take advantage of all resources and community partnerships via CMS' Family Academy, which strives to create an innovative, inclusive, student-centered environment that supports the development of independent learners. [CMS Family Academy](#). We look forward to working with you this year and enjoying our time with your child.

Thank You!

Thanks for allowing Charlotte-Mecklenburg Schools After School Enrichment Program (ASEP) to support your family beyond the school day.

ASEP is the exclamation point to the school day! We aim to provide “Excellence without Exception and Endless Possibilities” to our CMS students.

