

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- I understand that if my child is to be withdrawn from CMS-ASEP, the Site Coordinator must be notified five school days in advance of the date of withdrawal.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 **Spring Break Programs** at limited school sites **on select non-school days**. The **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 **Spring Break Program** requires separate registration and additional fees. I understand if I want my child to attend CMS-ASEP during **Spring Break**, I will register and pay by the given deadlines. **Spring Break Program fees are non-refundable and non-transferable.**
- Families may enroll in **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.