



## Family Guidelines 2024-2025

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 to provide enrichment for children in grades K-6 at elementary sites, students in grades 6-8 at middle school sites, CMS Pre-K students at specially licensed sites only. A list of operating sites appears on the CMS website, [www.cmsk12.org](http://www.cmsk12.org)

**Registration Procedures.** Registration for the fall term begins in spring and is on a space-available, first-come, first-served basis. Parents should contact the site for availability during the school year prior to registering. Online registration is available at [www.cmsk12.org](http://www.cmsk12.org), via the CMS-ASEP website. Registration contracts should be completed in Eleyo via ASEP website and are reviewed and approved





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**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.







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**Parent Participation.** Each ASEP site will have a Parent Participation Plan posted with other ASEP information for parents. 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

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.

**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/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.

**ASEP Central Office.** Thank you for your confidence in our program. The central office of the After School Enrichment Program is in Bishop Spough at 1901 Herbert Spough Lane, Charlotte, NC 28208. 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.