



MECKLENBURG AREA CATHOLIC SCHOOLS

**2019-2020  
AFTER SCHOOL  
REGISTRATION  
HANDBOOK**

## **MISSION**

Mecklenburg Area Catholic Schools (MACS) has designed an After School Enrichment Program (ASEP) to meet the needs of the K-8 children, full day preschoolers and full day TK children in the MACS system.

The MACS ASEP will provide a child-centered, safe, stimulating, and happy environment, which will allow children to interact freely with others. Activities will include: recreation and games, arts and crafts, snacks, holiday parties and programs from outside groups.

The middle school ASEP will provide a program to meet the specific needs of adolescents. Students will be exposed to a safe, supervised, and academic environment, providing these students with the ability to complete homework and projects.

The program will provide quality childcare, which parents can rely upon throughout the school year.

## **REGISTRATION FEE AND FORM**

The registration fee is \$60 per family. In order to assure your child/children a place, it is important that you register by completing and returning the registration form to MACS by August 15, 2019. Individual schools will not be accepting registration forms. If you register after August 15, 2019 you will receive confirmation when space is available. ***This fee is non-refundable and must be received with the registration form for your child/ren to be considered registered in our program.*** This form must be filled out completely and the information recorded on it should be kept current. Please notify the on-site After School director if there are any changes in business or personal information such as address or phone number during the school year. All students are required to register annually for the program.

## **FIRST WEEK INFORMATION**

ASEP will be available beginning your child's first full day of school.

## **HOURS/STATUS CHANGES**

The programs will operate from the time school is dismissed until 6:00 p.m. All status changes must be approved prior to the beginning of the month.

## **FEES & PAYMENT POLICY SCHEDULE**

Full-time: \$215/month for one child - \$145/month for each additional child registered full time

Part-time (daily rate): \$20/day - \$10/day for each additional child if attending the same school and the family status is part-time.

## **PAYMENTS**

- Bills will be sent monthly from September-May. If you are registered for full time with no status changes during the year, August and June are included in your full time yearly rate.
- Please notify the on-site ASEP director if you do not receive a payment notice. **It is the responsibility of the parent to ask for a payment notice if a notice is not received by the 2<sup>nd</sup> of the month.**
- Checks are to be made payable to: "MACS-ASEP" ***Use only black or blue ink if writing a check.***
- **PAYMENTS AND REGISTRATION FORMS MUST BE MAILED TO THE FOLLOWING ADDRESS:  
Mecklenburg Area Catholic Schools/ASEP  
1123 South Church Street Charlotte, NC 28203-4003**  
Do not remit payment to the on-site ASEP director
- Part-time and Full-time payments are due by the 12<sup>th</sup> of each month.
- If your payment is received after the 12<sup>th</sup>, a late fee of **\$10** will be charged.
- The return check fee is \$25.
- Fees will not be prorated for holidays or absences.
- If your children attend different schools please enclose **one** check along with both payment notices for the total amount due.
- Electronic check payments are credited to your ASEP account the day MACS receives the payment. Please make sure your family name is noted on the check.
- Do not include ASEP payment with other MACS payments.

## **RECEIPTS AND TAX ID 56-1779865**

Please request a monthly or yearly receipt from your on-site ASEP director.

## **POLICY**

- If the monthly payment is not received by the last day of the month your child/children will be excluded from the ASEP until the account is brought current unless arrangements have been made with the ASEP Coordinator.
- All payment arrangements made must provide for full payment before the end of the school term.

## **ATTIRE**

Children may bring play clothes to change into after school.

## **SNACKS**

Snack will be provided daily. **Children on special diets or with any type of food allergy will need to bring their own snacks.** Please be sure to include information concerning any allergies your child may have on the registration form.

### **PERSONAL ITEMS/ELECTRONICS**

The program is not responsible for personal items such as: toys and balls. Electronics of any kind are not allowed. In keeping with the safety of our children, cell phones are not allowed on the student's person. They must be turned off and kept in the student's backpack. If you need to get in touch with your child please call the after school number.

### **MEDICATION**

Medication will be administered according to MACS policy. The container must be labeled with the medicine name, the child's name and the time to be given and whether or not refrigeration is needed.

### **PICK UP**

Parents are required to sign their child/children out daily. The staff must be notified in advance in writing if someone other than the parents or authorized person on the registration form will be picking up a child. This person will be required to show an ID. No child will be allowed to walk home alone or leave with someone not authorized by the parent on the registration form. In case of last minute (emergency) child pickup arrangement, please call the school before or during ASEP hours.

### **CONDUCT AND DISCIPLINE**

Children are expected to behave in the program. The goal of this program is to establish an atmosphere in which all children will enjoy participating in the activities. If a child's behavior becomes a problem, privileges within ASEP will be taken away. If your child is acting extremely inappropriate or endangering other children, you may be called and asked to pick up your child from the program that day with a suspension or expulsion from the program. This is done at the discretion of the on-site ASEP director.

The program expects that the child/children will:

- Remain with the group and staff at all times.
- Be responsible for his/her actions.
- Arrive at the program promptly and orderly.
- Remain quiet when a staff member is giving instructions.
- Show respect to staff and peers.

### **STAFFING**

The staffing of ASEP is designed to accommodate a staff/child ratio of one assistant per 15 children. If your child requires any special assistance, please discuss with the ASEP Coordinator in the MACS office for prior approval.

### **HOMEWORK**

Time will be allocated Monday-Thursday for children who wish to complete homework assigned by their teachers.

### **METHODS OF DISCIPLINE**

- Separation from group activities (time out), withholding privileges, and service time (chores, etc.)
- Parent/on-site Director/staff conferences
- Suspension/expulsion

### **LATE PICK UP**

There will be a \$10 fee charged for late pickup after 6:00 p.m. (School Clock). Plus, for every minute late after 6:05 p.m., an additional fee of \$1.00 per minute will be charged. After the THIRD late pickup, a child may be expelled from the program with a two-week grace period to find other care. If your child has not been picked up by 6:15 and no notification has been given, one of the emergency number persons will be contacted to pick up your child. Once your child has been picked up by the emergency number person, a sign will be left on the outside school door telling the name of the person who picked up your child and the After School worker will leave.

### **GRIEVANCE POLICY**

If you have a concern or a problem, please schedule a conference with the on-site ASEP director. After a reasonable amount of time, if you are not satisfied contact the ASEP Coordinator.

If you have a problem or an issue with a child or an After School assistant in the program, please speak with the on-site director. Do not approach children within the program to discuss issues.

### **DIRECTOR AND COORDINATOR**

Each After School Program has a director along with a staff of assistants who are aware of and dedicated to the MACS mission statement.

For further information contact the After School Coordinator

Ellen Buening 704-370-3268

[ehbuening@charlottediocese.org](mailto:ehbuening@charlottediocese.org)

### **ASEP PHONE NUMBERS *Between the hours of 2:15-6:00 (During School Year)***

St. Ann Catholic School	704-676-0710
St. Patrick Catholic School	704-333-9176
St. Gabriel Catholic School	704-362-5047 ext. 260
Our Lady of the Assumption Catholic School	704-531-0067
Holy Trinity Catholic Middle School	704-589-0172
St. Mark Catholic School	704-766-5017
St. Matthew Catholic School	704-927-2417

## Mecklenburg Area Catholic Schools 2019-2020 After School Enrichment Program Calendar

**AUG**

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21 ☺	22	23
26	27	28	29	30

**SEPT**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**OCT**

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25 *
28	29	30	31	

**NOV**

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**DEC**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 ▶
23	24	25	26	27
30	31			

**JAN**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 *
20	21	22	23	24
27	28	29	30	31

**FEB**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**MAR**

M	T	W	Th	F
2	3	4	5	6 *
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**APR**

M	T	W	Th	F
		1	2	3
6	7	8 ▶	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MAY**

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**JUNE**

M	T	W	Th	F
1	2	3	4	5 ▶
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- No School
- ☺ First day of School / ASEP program available beginning your child's first full day of school
- \* Early Dismissal / ASEP Available
- ▶ Early Dismissal / ASEP not Available

# After School Enrichment Program Registration Form 2019-2020 School Year

List first and last name of children attending:	2019-2020 Grade Level	School	Check appropriate box Part time is a daily rate
_____	_____	_____	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time
_____	_____	_____	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time
_____	_____	_____	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time
_____	_____	_____	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time

**Family Information**

Parent Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip Code

Phone #: (Main) \_\_\_\_\_ (Alt.) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Billing Information**

Same as above

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
City
State
Zip Code

Phone #: (Main) \_\_\_\_\_ (Alt.) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contacts / People authorized to pickup child-other than parent**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

List any allergies that your child may have:  
 \_\_\_\_\_  
 \_\_\_\_\_

Any other pertinent information:  
 \_\_\_\_\_  
 \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance / Policy Number: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_  
 I agree that the staff may authorize a physician to provide emergency care in the event that I cannot be contacted. I acknowledge I received a copy of the ASEP handbook and agree to comply with the ASEP policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit one registration form per family and the \$60 family registration fee to: MACS 1123 South Church St. Charlotte, NC 28203

Make \$60 check payable to: MACS – ASEP AMOUNT REMITTED \$ \_\_\_\_\_