

Charlotte-Mecklenburg Schools
ASEP SUMMER CAMP PROGRAM 2024
Family Guidelines

The After School Enrichment Program (ASEP) Summer Camp Program provides safe, nurturing environments and interesting activities for students registered. The ASEP Summer Program provides healthy physical activities, opportunities to pursue interests and talents, and encouragement and support for developing friendships. Activities to keep reading and math skills fresh are also included daily.

Summer Camp Program Hours: 6:45 AM-6:00 PM

Summer Enrichment Program Sites: 8-week summer camp programs are located at the following elementary sites:

- Billingsville: 980-343-5520
- Croft: 980-343-0370
- Hornets Nest: 980-343-6110 (grant site-by invitation only)
- Lake Wylie: 980-343-3680
- Pineville: 980-343-3920
- Steele Creek: 980-343-3810

Camp Weeks	
Week 1	June 18-21, 2024
Week 2	June 24-28, 2024
Week 3	*July 1-5, 2024
Week 4	July 8-12, 2024
Week 5	July 15-19, 2024
Week 6	July 22-26, 2024
Week 7	July 29-Aug. 2, 2024
Week 8	August 5-9, 2024

*Summer Camps are closed July 4

Eligibility and Procedures for Enrollment. Summer programming enrollment at any site is available for **CMS students only.**

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 at the time of registration.

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 contract. Parents must list the name of a preferred hospital.

Star-Rated License ASEP Summer Camp Programs are licensed by the North Carolina Division of Child Development. Most summer programs can receive families with subsidies through Child Care Resources, Inc. (CCRI). Call CCRI, 704-376-6697 for more information.

Transportation. Charlotte-Mecklenburg Schools does not provide transportation for ASEP Summer Camp Programs. Transportation to and from the site is the responsibility of the family.

Snack Nutrition. ASEP will provide hot/cold meals for breakfast and lunch (for sites that qualify) and afternoon snacks for each child attending the program. ASEP snacks are purchased through the Charlotte-Mecklenburg Schools Child Nutrition Department <https://www.cmsk12.org/Doman/96>, and meet nutrition 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 with a Dietary Request Form signed by a physician (available from the Summer Camp Director). Parents are to provide a nutritious lunch for students (at applicable summer locations). Each lunch should contain protein, grain, fruit, vegetable, and dairy items. Student lunches should be labeled with the child’s name and date. Child Care Licensing requires lunches to be refrigerated.

School Safety and Emergency Response. Every CMS School has a safety plan and a crisis plan that includes ASEP Summer Camp hours. Plans include procedures for doors to be kept locked, for lockdown procedures, and for emergency evacuation in the event of a crisis at all times.

Fee Payment Policy. ASEP Summer Camp payment guidelines are listed below. Fees are per student per week. Fees will be invoiced via Eleyo on Friday for the upcoming week and paid using the provided link cmsk12.reg.eleyo.com. Fees are not pro-rated for holidays that fall within regular weeks of camp. The full weekly fee is required regardless of the number of days per week a student attends.



ASEP 2024 Summer Camp Payment Guidelines

ASEP Summer Camps require a \$75 deposit for each week of camp per child registered due at the time of registration.

The remaining full cost of camp \$75 per week for each child registered is due the Monday prior to the week of camp your child will be attending Summer Camps. Failure to pay the remaining balance will result in forfeiture of your child’s spot for Summer Camp. **NO Exceptions.**

See below for a schedule of ASEP 2024 Summer Camp fees.

Week 1	June 18-21, 2024	Payment Due on June 10, 2024
Week 2	June 24-28, 2024	Payment Due on June 17, 2024
Week 3	July 1-5, 2024	Payment Due on June 24, 2024
Week 4	July 8-12, 2024	Payment Due on July 1, 2024
Week 5	July 15-19, 2024	Payment Due on July 8, 2024
Week 6	July 22-26, 2024	Payment Due on July 15, 2024
Week 7	July 29-Aug. 2, 2024	Payment Due on July 22, 2024
Week 8	August 5-9, 2024	Payment Due on July 29, 2024

ASEP Summer Camp fees and deposits are Non-Transferable/Refundable. Fees cannot be applied to other weeks or Fall 2024.

- CCRI Subsidy co-payments are due on a **weekly basis, not monthly, unless paid in advance.**
- A \$47 family registration fee is required only for children **not currently** enrolled in the After School Enrichment Program and is **non-refundable and non-transferable.** This fee is required at the time of registration contract approval.
- Payment for the full week is required even if a child participates for only a part of the week.

Payment Method: Online Only. Payments may be made online with an ACH check, credit, or debit card via the provided link cmsk12.reg.eleyo.com. On-site payments are **not accepted**. You will be required to pay with a credit card after (2) returned checks. **The ASEP does not accept ACH checks with amounts greater than \$500.00**

Authorized Persons to Pick up Child. The ASEP summer site must have **written** authorization from parents 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 herself/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 must come into the building to sign the child in or out. Picture identification is required when picking a child up from the ASEP. Any changes to pick up should be communicated to the Summer Camp Director in writing (i.e., someone not on the authorized pick-up list).

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 of transportation for 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.

Arrival and Pick-up Procedures. An ASEP staff person will greet you and your child upon arrival. Each day your student must be signed In/Out. Students and staff will wash/sanitize their hands at a handwashing station set up at the entrance. At pick-up 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.

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 their hands correctly. Frequent handwashing and sanitation breaks will be incorporated into classroom activity. In addition to usual handwashing, everyone should wash hands:

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

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., 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 summer camp program.**

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 summer programming are not allowed to attend ASEP summer programming 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.

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, or conjunctivitis (pink eye).

Should a child develop these symptoms during the summer programming day, the child will be removed from the group and the Summer Camp Director or designated 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. Parents will be informed if there is an outbreak of a communicable disease in their child's group.

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, non-prescription 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 in its original container; 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 the ASEP Summer Camp Directors' office and pick up any empty containers and/or remaining medication.
5. If your child stops taking medication during the program, please notify the on-site Summer Camp Director.
6. All medications and supplements must be kept in the program office administered and dispensed only by the ASEP Summer Camp Director or designated Lead.
7. 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 Summer Camp Director.

Personal Technology Devices/Cell Phone Policy. Students enrolled in the ASEP Summer Camp 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 personal digital assistant or EReader. 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.

School Safety and Emergency Response Plan. 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, 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.

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 summer camp.
- Complete a parent survey at the end of your child's camp experience.
- Participate in virtual/in-person site parent meetings.
- 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. The weekly fees cover all services provided by ASEP.

Parent Questions and Concerns. We want to address your questions and concerns in a timely and professional manner. The Summer Camp Director may be reached on-site or by calling the school phone. Requests for specific information or concerns about specific incidents should be addressed to the Summer Camp Director.

If the matter is not resolved with the Summer Camp Director, you can reach the ASEP Program Area Supervisor/ Specialist assigned to the site by calling the ASEP Office at 980-343-5567, or you may contact Stephen Hall, the Director of ASEP to assist with a problem. They will give you the names and phone numbers of CMS senior administrators if you wish to contact them.

ASEP Central Office. Thank you for your confidence in our program. The Central Office of the After School Enrichment Program is located at Bishop Spaugh, 1901 Herbert Spaugh Lane, Charlotte, NC 28208. We can be contacted during business hours at 980-343-5567 or by email at asep@cms.k12.nc.us. The Director of ASEP is Stephen Hall. Please let us know of any concerns, questions, or suggestions you have. We look forward to working with you this summer and enjoying our time with your child.