

MACS AFTER SCHOOL ENRICHMENT PROGRAM (ASEP) INFORMATION & 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, as space and staffing may be limited. The online registration form can be found by logging into the enrollment portal at www.discovermacs.schooladminonline.com and navigating to your child's checklist. You must complete a registration form for each child.

Once you submit the form and availability has been confirmed, the MACS Business Office will add the registration fee to your FACTS tuition account. Please note that the payment will appear under the Incidental Expenses section. If you signed up for automatic payments for Incidental Expenses during enrollment, this fee will be deducted automatically. If not, you will need to log in and submit the payment. You will receive an email with further instruction on how to make the registration fee payment once the fee is uploaded to Incidental Expenses. ***This fee is non-refundable and must be received 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. Only one status change is allowed per school year.

FEES & PAYMENT POLICY SCHEDULE:

- Registration Fee: \$60 per family
- Full-time: \$250/month for one child; \$180/month for each additional child registered full time
- Part-time (daily rate): \$30/day; \$20/day for each additional child if attending the same school and the family status is part-time.

PAYMENT INFORMATION:

- Payments should be made online in your FACTS account, under the Incidental Expenses section, at online.factsmgt.com. Payment can be made with a bank account or credit/debit card. Please note that FACTS charges a non-refundable 2.95% service fee for credit/debit card transactions.

- Monthly charges will be uploaded to your FACTS tuition account under Incidental Expenses by the 4th of each month. 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.
- ASEP payments are separate from tuition and may not process automatically, unless you have opted in to automatic payments for Incidental Expenses. You may need to log in each month to make the payment. If you wish to enroll in auto-pay for ASEP, please contact the MACS Business Office after your first monthly charge has been uploaded to FACTS.
- Part-time and Full-time payments are due by the 14th of each month.
- If your payment is received after the 14th, a late fee of \$10 will be charged.
- The returned payment fee is \$30.
- Fees will not be prorated for holidays or absences.
- Please contact the on-site ASEP director if you have questions about the amount due.

If you have questions about how to make payments online through FACTS, please contact the MACS Business Office at (704)370- 3265.

PAYMENT 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.

RECEIPTS AND TAX ID 56-1779865: Please request a monthly or yearly receipt from your on-site ASEP director.

MACS ASEP STUDENT GUIDELINES

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 brought from home such as toys and balls. Electronics of any kind are not allowed. In keeping with the safety of our children, cell phones and watches that have the ability to send or receive text messages 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: After School is located in either the cafeteria or media center at the school your child attends. You will receive a welcome letter from your on-site Director with pick-up location details. 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.

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.

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 servicetime (chores, etc.)
- Parent/on-site Director/staff conferences
- Suspension/expulsion

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.

MACS ASEP CONTACT INFORMATION

Each After School Program has a director along with a staff of assistants who are aware of and dedicated to the MACS mission statement. Please contact your on-site director in regard to part-time payment questions/concerns. For further information contact the After School Coordinator. Please print this page and save for your records.

**On-Site ASEP Directors are available by phone between the hours of 2:15-6:00 PM (During School Year).*

LOCATION	NAME	PHONE NUMBER	EMAIL ADDRESS
ASEP Coordinator	Ellen Buening	(704) 370-3268	ehbuening@rcdoc.org
*Holy Trinity Catholic Middle School	Alison Becker	(704) 589-0172	abeckernc@hotmail.com
*Our Lady of Assumption Catholic School	Sonya Mellone	(704) 531-0067	symellone@olaschool.net
*St. Ann Catholic School	Elaine Hill	(980) 445-9964	eehill@stpatrickschool.net
*St. Gabriel Catholic School	Bianca Jhonson	(704) 362-5047 ext. 260	brjhonson@stgabrielschool.net
*St. Mark Catholic School	Nellie Meyers	(704) 766-5017	nmeyers@stmarkcatholic.net
*St. Matthew Catholic School	Ashley Rolin	(704) 927-2417	amrolin@stmatthewschool.net
*St. Patrick Catholic School	Elizabeth Loeber Interim Director	(704) 333-9176	ejloeber@stpatrickschool.net

[CLICK HERE](#) to view the 2023-2024 ASEP schedule.