

MISSION

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

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

The purpose of the After School Enrichment Program for middle school students is to provide a program to meet the specific needs of adolescents. Students will be exposed to a safe, supervised, recreational and academic environment.

REGISTRATION FEE AND FORM

The registration fee is \$60 per family. There is limited space in the After School Enrichment Program. Therefore, 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 3, 2009. Individual schools will not be accepting registration forms. If you register after August 3, 2009 you will receive confirmation when a space is available. ***The \$60 registration 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 After School manager if there are any changes in business or personal information such as address or phone number during the school year.

CHILDREN WITH SPECIAL NEEDS

Children with special needs such as diabetes, asthma, or seizure disorders will be considered on an individual basis. Our primary concern is the safety and well being of all children enrolled in the ASEP. All appropriate physician orders including medications and treatment plans must be made available to the MACS ASEP Director for the child to be considered.

FIRST WEEK INFORMATION

ASEP will be available for children entering grades 1 – 8 on Wednesday, August 19, 2009. ASEP will be available for children entering Kindergarten, full day preschool program at OLA and TK program at St. Ann Catholic School on August 24, 2009.

HOURS/DAYS OF OPERATION

The programs will operate from the time school is dismissed until 6:00 p.m. The program **will not** be available on early dismissal days.

FEES & PAYMENT POLICY SCHEDULE

Full-time Care

(3-5 days per week)

\$175/month for first child

\$105/month for each additional child

Yearly for one child - \$1575

Yearly for two children - \$2520

Part-time Care

\$14/day for the first child in a family

\$6/day for each additional child

(Children attending different schools do not receive the additional child discount).

PAYMENTS

- Bills will be sent monthly from September-May. Please notify the ASEP manager 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 2nd of the month.**
- Checks are to be made payable to: “MACS-ASEP”
- **PAYMENTS MUST BE MAILED TO THE FOLLOWING ADDRESS:
Mecklenburg Area Catholic Schools, 1123 South Church Street,
Charlotte, NC 28203-4003**
- Do not remit payment to the ASEP manager
- Payments are due by the 10th of each month. If your payment is received after the 10th of the month a late fee of **\$10** will be charged.
- \$25 return check fee
- No refunds for occasional misses.
- If your children attend different schools please enclose one check along with both payment notices for the total amount due.
- On line payments are credited to your ASEP account the day MACS receives the payment. Please make sure the name of your child/ren and school is noted.
- Do not include ASEP payment with other MACS payments.

Do not post date checks.

RECEIPTS AND TAX ID

You may request a monthly or yearly receipt from your on site ASEP Manager. Please do not attach a note to your payment notice requesting a receipt. The ASEP tax ID # is 56-1779865.

POLICY

- Families whose accounts are delinquent (After the 10th of each month) will be sent a past due notice mid month.
- If the monthly payment is not received by the last day of the month the child/children will be excluded from the ASEP until the account is brought current unless arrangements have been made with the ASEP Director or ASEP Manager.
- All payment arrangements made between parents and the MACS office must provide for full payment before the end of the school term.

AFTER SCHOOL ENRICHMENT PROGRAM REGISTRATION FORM

List first and last name of children attending:

Grade 09-10

School

Check appropriate box
Full time (3-5 days per week)

Full time or Part time

Full time or Part time

Full time or Part time

Full time or Part time

Parent's Name: _____

Address: _____

Mother's Phone: Home _____ Work _____ Cell _____

Father's Phone: Home _____ Work _____ Cell _____

Emergency Contacts (People authorized to pickup child-other than parent)

Name: _____ Home _____ Work _____ Cell _____

Name: _____ Home _____ Work _____ Cell _____

List any allergies, disabilities, restrictions or special needs that your child may have:

Doctor's Name: _____ Number _____ Dentist's Name: _____ Number _____

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.

Signature: _____ Date: _____

Please submit one registration form per family and the \$60 family registration fee to: Mecklenburg Area Catholic Schools, 1123 South Church St., Charlotte, NC 28203-4003

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

ATTIRE

Children may bring play clothes to change into after school.

SNACKS

Snack will be provided daily. Children on special diets will need to bring their own snacks.

PERSONAL ITEMS

The program is not responsible for personal items such as: toys, game boys, balls, etc. brought into the program.

MEDICATION AND SICK CHILDREN

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. Parents will be asked to come for their child if the child has a fever or if the child has vomited.

COMMUNICATION

A monthly bill and calendar (Elementary School Only) will be sent to keep you informed of your account and of your child's planned daily activities.

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. 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 the ASEP will be taken away. Suspension or expulsion will be an option if behavior does not improve. If your child is acting extremely inappropriate or endangering other children, you may be called and asked to remove your child from the program that day with a suspension from the program. This is done at the discretion of the manager.

The program expects that the child/children will:

1. Remain with the group and staff at all times.
2. Be responsible for his/her actions.
3. Take care of materials and equipment properly and return to proper location.
4. Arrive at the program promptly and orderly.
5. Remain quiet during attendance and when a staff member is giving instructions.

METHODS OF DISCIPLINE

- Separation from group activities (time out), withholding privileges, and service time (chores, etc.)
- Parent/manager/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 on your next month's bill. 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 ASEP manager at the site where your child/children attend. After a reasonable amount of time, if you are not satisfied contact the ASEP Director.

If you have a problem or an issue with a child or an After School assistant in the program, please speak with the manager.

DIRECTOR AND MANAGER

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

For registration information contact Ellen Buening 704-370-3268

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 x 255
Our Lady of the Assumption Catholic School	704-531-0067 x 228
Holy Trinity Catholic Middle School	704-527-7822 x 180
St. Mark Catholic School	704-607-7938
St. Matthew Catholic School	704-927-2417

Mecklenburg Area Catholic Schools 2009-2010 ASEP/Discovery Days Calendar

	M	T	W	Th	F
A	3	4	5	6	7
U	10	11	12	13	14
G	17	18	19 ●	20	21
	24 *	25	26	27	28
	31				

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

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

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

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

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

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

	M	T	W	Th	F
M	1	2	3	4	5
A	8	9	10	11	12
R	15	16	17	18	19 DD
	22	23	24	25	26
	29	30	31		

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

	M	T	W	Th	F
M	3	4	5	6	7
A	10	11	12	13	14
Y	17	18	19	20	21
	24	25	26	27	28
	31				

	M	T	W	Th	F
J		1	2	3	4
U	7	8			
N					

ASEP is in operation everyday except days that are shaded.

● First day of ASEP for grades 1-8

DD Optional Discovery Day (K-5)

* First day for Kindergarteners