



2012

Registration is on a first come first served basis-

Register early-some sites will reach enrollment capacity within the first day or two.



April 9th

www.cms.k12.nc.us



Charlotte-Mecklenburg Schools
 After School Enrichment Program
 428 West Blvd.
 Charlotte, NC 28203
 Telephone: 980-343-5567
 Fax: 980-343-3250

asep@cms.k12.nc.us

On-line Registration

ASEP offers on-line registration or downloadable forms
\$25 Registration Fee-payable on-line at time of on-line registration or by attaching a check or money order to paper registrations mailed to our office.

Log onto the website, www.cms.k12.nc.us

Click on Departments, then ASEP.

The link for the 2012 ASEP Registration form and on-line payment can be found under **Related Links**

On line you will find:

- ASEP Family Guidelines
- Fees/Payment Policy
- Locations
- ASEP Calendar
- Discipline and Behavior Management Policy
- 2012 Registration Form

New for 2012-1013

- Bell Schedule changes at 4 schools only-Providence Spring, Lake Wylie, Nations Ford, and Mint Hill MS Before School
- *Before & After School, Pre-K, and Middle Schools-require a minimum enrollment of 20 families by August 1, 2012*

To complete the registration form (one per child) you will need:

- ◆ Parent/Guardian Information-address and phone #'s
 - ◆ Persons authorized to pick up child and emergency contacts
 - ◆ Emergency Care Information: Doctor's name, address & phone number, Insurance information/Policy #, Hospital Preference (**must indicate the hospital name**)
 - ◆ A list of Allergies, Special Needs or Restrictions
- Parents may register their child at two locations *only* pending acceptance into a magnet program. Notify the ASEP by August 1st of your site preference
 - Registrations submitted successfully will receive a confirmation number. Keep this number for your records
 - If a registration application is submitted after a site reaches capacity the parent will receive a confirmation number indicating their wait list status. **The registration fee is not required of families on a waiting list and will be paid at the time of enrollment**
 - Attach payment with paper registrations mailed to the central office. Forms will be date stamped and entered within 24 hours of receipt
 - Registration applications submitted after August 10th will be forwarded to the ASEP site and the Site Coordinator will contact parents to confirm space availability and enrollment