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March 16, 2020

Dear ASCP Parents:

We realize that many of you have been forced to make alternate childcare arrangements due to the recent school closures created by Covid-19 (coronavirus). As such, Shelby County Community Education will be extending credit for the unused days of March 16-20 and March 30-April 3.

As an explanation, we collect a monthly ASCP fee that is divided equally over the 10-month school year. This monthly fee is the same, regardless of the length of the month. Over the course of the entire school year, the payments ultimately equate to 177 days of care at \$10 per day for those paying the full-pay rate and roughly \$7 per day for the free/reduced/employee rate.

Due to the school closure, our accounting department is not available to issue refunds. However, we will credit your account in EZChildTrack. Full-pay student accounts will be credited \$100, which will be applied as two \$50 credits for April and May. Free/Reduced and Employees will be credited \$70, which will be applied as two \$35 credits for April and May.

Because we are uncertain as to whether this closure will extend past April 3, we ask that you refrain from making electronic payments for April until we officially reopen. In order to cancel your Autopay, you will need to login to your EZChildTrack account and "Change Autopay". Then you will have the option to cancel your automatic payment. Please remember when we return, you will need to go back into your account and "Signup for Autopay" to reactivate Autopay. We are also suspending summer registration until we return.

The senior leadership of our district has determined that we do not want any employees to have their pay interrupted due to these closures. We will continue to pay our ASCP workers for the two additional weeks we are closed. You may choose to contribute to our employee's payroll by refusing the credit. Please use the [attached link](#) to communicate your wishes by March 27.

These are unprecedented times for everyone. We appreciate your consideration as we continue to make the best decisions for our students, parents, and employees.

Sincerely,

Cindy Warner
Public Relations and Community Education Supervisor
Shelby County Schools