



AFTER-SCHOOL CARE (A.C.E.) PROGRAM
2017-2018 ENROLLMENT POLICY

1. Children must be interviewed with parent prior to enrollment (ODHS 5101-2-12-45(A)).
2. Parents receive a copy of the program's policy during the 1st week of school.
3. Children are enrolled on a first-come, first-serve basis. Families that are currently enrolled in the A.C.E. Program will receive an Intention Letter during the month of May. New families may apply during the summer months. Applicants in excess of program capacity are placed on a waiting list for one school year. Families must re-apply every year. Placement on the waiting list does not guarantee applicants a place in the program. Waiting list applicants find out if they are enrolled in the program approximately two weeks before school begins.

Any Kindergartners or newly enrolled students who are siblings of currently enrolled A.C.E. children will be given priority on any available spaces for the following school year once session assignments are made in June. If space is limited, families who have been enrolled the longest will be given first priority.

Any families who decline a space within the A.C.E. Program are automatically placed at the end of the waiting list.

4. Children are enrolled without discrimination in regard to race, religion, sex, or national origin.
5. Children with special needs will be enrolled provided the staff can serve them.
6. Children must be in Grades K-6 to be eligible.
7. Children must be attending St. Paul School to be eligible.
8. A **NON-REFUNDABLE REGISTRATION FEE** is due when registering. The scale is as follows:
 - One child = \$95.00
 - Two children = \$115.00
 - Three children or more = \$135.00

9. Any family needing to take an **Extended Leave** will be required to pay a flat fee of 50% of their weekly payment to maintain their spot in A.C.E. **Temporary Extended Leaves are limited to a maximum of TWO weeks (AVAILABLE AUGUST-APRIL ONLY).** Every week that is taken as a leave will be billed accordingly. Below is a chart that has the amounts that will be expected each week while on leave:
- Full-Time Schedule: \$75.00/week – 1 child; \$100.00/week – 2 children.
 - Four-Day Schedule: \$60.00/week – 1 child; \$80.00/week – 2 children.
 - Part-Time Schedule: \$45.00/week – 1 child; \$60.00/week – 2 children.
10. **St. Paul's A.C.E. Program WILL NOT be in operation when school is closed due to an epidemic illness, school building maintenance problems, inclement weather (e.g., snow days), in-service days, or special holidays. WHEN ST. PAUL SCHOOL IS CLOSED – ST. PAUL'S A.C.E. IS CLOSED.**
11. **Dismissal and Late Pick-Up Payment Policy** – All children must be picked up no later than 6:00 p.m. Late pick-up costs \$3.00 per minute per family after 6:00 p.m. payment is due in cash to the A.C.E. staff member upon pick-up. The amount must be paid within 24 hours. If payment isn't made within 24 hours, the child won't be admitted into the program until payment is received. In the event of three (3) late pick-ups, a child may be dropped from the program. In the event of inclement weather, call the A.C.E. Program number (614-882-2326) to let them know you will be late. A late pick-up payment will still be required.

Obtain additional information by contacting the A.C.E. Program at ace@stpaulk-8.org or phone/voicemail at (614-882-2326) during the school year. A.C.E. can receive messages at any time and will return calls as soon as possible.

Revised
(08-01-2017)