



After-School Care (A.C.E.) Program
2017-2018 Registration and Tuition Policy

A.C.E. Phone 614-882-2326

REGISTRATION POLICY AND FEE

Registration for the program is accepted when all necessary forms, registration fees, initial tuition payment, and any previous balances are received. A registration fee will be charged for the 2017-2018 school year for all families. Registration fees are used to purchase and replace program equipment, materials, and prepare the site for a new year, etc. **REGISTRATION FEES ARE NOT REFUNDABLE AND WILL NOT BE APPLIED TOWARD TUITION FEES.**

Families who currently participate in the A.C.E. Program will receive an Intention Letter in May to register for the following school year. Interested families wishing to place their child on the waitlist must call the A.C.E. phone at 614-882-2326 beginning June 1st. **Placement on A.C.E. waiting list does not guarantee space in the after-school care program.)**

The scale for the **NON-REFUNDABLE REGISTRATION FEE** is:

- One child – \$95.00
- Two children – \$115.00
- Three children (or more) – \$135.00

TUITION FEES FOR ST. PAUL'S A.C.E./THREE DAY MINIMUM

- 1 child – \$150.00 per week/ \$30.00 per day
- 2 children– \$200.00 per week/ \$40.00 per day
- 3children – \$250.00 per week/\$50.00 per day
- 4 children – \$325.00 per week/ \$65.00 per day

TUITION POLICY

Tuition for the first two weeks of school is collected at the time of registration. Give tuition payments – **CHECK OR MONEY ORDER ONLY** – to a Director. **MAKE PAYABLE TO: ST. PAUL's A.C.E. THERE WILL BE A \$36.00 FEE FOR ANY RETURNED CHECK.**

- **We will be offering Electronic Fund Transfer for your A.C.E. tuition beginning October, 2017.**
- Tuition payments are due at least weekly, but may be paid in advance. Monthly payments are due on the 1st of each month.
- Bi-weekly payments are due the 2nd week and the 4th week of the month. These payments cover tuition for a two-week period.
- **All tuition balances must be paid TWO WEEKS PRIOR to the last day of the current school year. A \$35.00 LATE FEE will be added each month the balance is not paid.**

Please advise a Director of your payment schedule. A tuition contract will be signed at registration. **TUITION PAYMENTS ARE NOT REFUNDABLE.**

PART-TIME POLICY

Part-time students must be registered for a **THREE-DAY MINIMUM**. The days the student will attend must be noted at registration to ensure proper staffing. If a change occurs in their schedule, A.C.E. and the classroom teacher must be notified in writing at least one week in advance. For an emergency (last minute) schedule change, please call A.C.E. at 614-882-2326.

A.C.E. PROGRAM HOURS: 2:35 p.m. – 6:00 p.m., Monday through Friday during the school year. If you have any questions, please contact us at ace@stpaulk-8.org or our phone/voicemail at 614-882-2326. If no answer, leave a message and we'll return the call as soon as possible.