

ST. PAUL THE APOSTLE CATHOLIC SCHOOL

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FROM: **After-School Care Enrichment (A.C.E.) Program**
A.C.E. Phone 614-882-2326

RE: **St. Paul A.C.E. Waiting List Policies**

The A.C.E. Program has established the following policies and procedures to ensure fair and reasonable access. The process includes reserving places for continuing enrolled students and their siblings with any remaining openings being filled from a waiting list. Carefully read the following information. Feel free to contact us if you have any questions.

Families who currently participate in the A.C.E. Program have the first opportunity 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.)

1. Children are enrolled on a first-come, first-serve basis. Currently enrolled families, including eligible siblings, have the opportunity to apply 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 reapply every year. 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 with the A.C.E. Program are automatically placed at the end of the waiting list.
2. Children are enrolled without discrimination in regard to race, religion, sex, or national origin.
3. Children with special needs will be enrolled provided the staff can serve them.
4. Children must be in Grades K-6 to be eligible.
5. Children must be attending St. Paul School to be eligible.

Thank you for your attention to this matter. Feel free to contact us at 882-2326 if you have any questions.