



Enterprise Elementary School District  
**ACE AFTER SCHOOL PROGRAM**  
**2022/2023**

Dear Parent/Guardian:

Thank you for your continued support of the ACE Program, we are excited to be starting the 2022/2023 school year! If you are new to the ACE program, "Welcome!"

ACE provides a "**Homework Time**" along with a **nutritional snack** for all students. We also provide **academic support, physical fitness, and enrichment activities.**

A sampling of the enrichment activities we have in ACE includes:

<b>Community Service Learning</b>	<b>Art Instruction/Activities</b>
<b>Cooking Clubs</b>	<b>Math Club</b>
<b>Science Activities</b>	<b>Field Trips</b>
<b>Tutoring</b>	<b>Dance Instruction</b>

**Hours:** The ACE Program is open every school day from the time school is out until 6:00 pm.

**Fees and Scholarships:**

\*Our intent is to make our after school program **affordable to all families** who wish to participate with a reasonable fee and scholarships. Financial assistance is offered to help mitigate the financial burden our fee may have on your family. Our scholarships are offered on a limited basis and are awarded based on family income and availability. **Irregular attendance may jeopardize a student's place in the program.**

\*In addition, to ease the financial impact on our families, we will be offering a 25% discount for families who choose a prepayment option, as outlined in the fee schedule. To qualify for this discount, the first payment must be made at the time of initial registration. This discount is not pro-rated for students entering the program later in the year.

\*Our fee is based on a 10 month schedule. We charge for the months of August through May. There is no payment required for June. There are **NO** pro-rated fees based on student daily or hourly attendance. Our fee is a flat monthly rate, regardless of the days we do not offer services when school is not in session.

If the monthly scholarship amounts still have a significant impact for you, please call our office to discuss further options. **Again, we are committed to making the ACE Program affordable to all students who wish to attend.**

Thank you!

Corena Peters  
ACE Program Coordinator

**All registration forms must be completed and processed by the main ACE office prior to student enrollment. Students may start attending ONLY after the parent or guardian has been given an enrollment date by the ACE office and payment has been received.**

# 2022/2023 ACE PROGRAM

## FEE SCHEDULE AND SCHOLARSHIP POLICY

### FEES

ACE fees are based on a 10-month schedule, August through May. The regular fee for ACE is \$350 per month. The fee does not vary when school is not in session and it is not pro-rated for days or hours your child is not in attendance. The ACE Program charges \$1 per minute for any student remaining after 6:00 p.m. Repeated late pick-ups may result in removal from the program.

### PAYMENTS

You will be contacted regarding your fee. The initial payment will be due before your student starts. Subsequent payments are due on the FIRST of every month. If payment is not received by the first, a late fee of \$5.00 will be charged. If payment plus late fee is not received within 5-days after the due date, your student will not be able to attend the program. Your child's spot will be held for 2 weeks following the 5-day grace period, but your child will be moved to the waitlist if payment plus late fee is not received within the 2 weeks. Should your check be returned for any reason, the amount plus a \$15 returned check fee must be paid in cash. Once payment is again current, your student may re-enter the program if space allows.

### DISCOUNTS

If a family wishes to prepay, as outlined in the fee schedule, they are entitled to a 25% discount. The first installment is due before your student starts. Discounted payments are not pro-rated for students entering the program later in the year.

### SCHOLARSHIPS

ACE offers scholarships to help offset the financial burden our fees may have on families. Our scholarships are based on income, and availability of funding. To receive a scholarship, each family must complete a scholarship application. Our income guidelines and monthly fees WITH scholarships are as follows:

YEARLY INCOME	MONTHLY FEE (w/Scholarship)	FULL YEAR FEE WITH PRE-PAY DISCOUNT
\$0-\$20,000	\$20.00	\$150.00 full year – 5 payments of \$30.00 (Reg./Sept/Nov/Feb/Apr)
\$20,001-\$40,000	\$40.00	\$300.00 full year – 5 payments of \$60.00 (Reg./Sept/Nov/Feb/Apr)
\$40,001-\$50,000	\$60.00	\$450.00 full year – 5 payments of \$90.00 (Reg./Sept/Nov/Feb/Apr)
\$50,001-\$60,000	\$80.00	\$600.00 full year – 5 payments of \$120.00 (Reg./Sept/Nov/Feb/Apr)
\$60,001-\$80,000	\$100.00	\$750.00 full year – 5 payments of \$150.00 (Reg./Sept/Nov/Feb/Apr)
\$80,001-\$90,000	\$150.00	\$1125.00 full year – 5 payments of \$225.00 (Reg./Sept/Nov/Feb/Apr)
\$90,001-\$110,000	\$200.00	\$1500.00 full year – 5 payments of \$300.00 (Reg./Sept/Nov/Feb/Apr)
\$110,001-\$120,000	\$250.00	\$1875.00 full year – 5 payments of \$375.00 (Reg./Sept/Nov/Feb/Apr)
\$120,001 and up	\$350.00	\$2625.00 full year – 5 payments of \$525.00 (Reg./Sept/Nov/Feb/Apr)

You will only be charge for the first 2 siblings, living in the same household. If the program fee is still a financial burden for your family, please contact the ACE office to discuss alternative arrangements.

# 2022/2023 ACE PROGRAM ATTENDANCE AND PICK UP POLICY

The ACE Program is open every school day from the time school is out until 6:00 p.m. The ACE Program parameters are set to benefit students who attend the ACE After School Program every day and **irregular attendance will jeopardize your child's place in the program.**

**If your child will be absent from ACE, please call by 12:00 p.m. to let us know.**

Alta Mesa ACE 224-4225  
Parsons ACE 224-4222

Lassen View ACE 224-4159  
Rother ACE 224-4179

Mistletoe ACE 224-4169  
Shasta Meadows ACE 224-4184

- If your child is absent from ACE and we have not received a phone call or note informing us of the absence, we will attempt to contact you to ensure the safety of your child. **If we cannot reach you, we will contact authorities to report your child missing.**
- ALL students must be picked up by someone listed on their application. **They must be at least 18 years of age.** Please explain our pick up policy to all authorized persons, before they need to pick up your child from ACE.
- All persons picking up students may be asked to show photo I.D. when a child is released to his/her care.
- All students must be picked up by 6:00 p.m. There is a \$1.00 per minute charge for any student remaining after 6:00 p.m. This fee must be paid immediately in order for your child to continue attending the ACE Program. We will make every effort to contact you after 6:00 p.m. If we are unable to reach you and your child remains onsite after 6:15 p.m., we will contact Child Protective Services. Repeated late pick-ups may result in removal from the program.
- All attendance sheets must be signed **daily** by person authorized to pick up. Failure to sign on a daily basis will be grounds for dismissal from the program.
- Students with irregular attendance will be dropped from the program, unless prior arrangements have been made.

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## ACE DISCIPLINE POLICY

The ACE Program is designed to ensure students receive emotional, intellectual, and physical support essential to a child's development. The staff also provides fun, educational, and challenging activities to help create a quality learning experience for students.

For the safety of students and staff, it is essential that the school rules are followed in ACE. The rules in ACE are the same as the school's rules. For a copy of your school's rules, please see your ACE Site Facilitator or pick up a copy at your school office. In ACE we provide many opportunities for our students to modify their behaviour before giving any referrals.

### **REFERRAL #1:**

Verbal warning, written referral, and call to parent/guardian.

### **REFERRAL #2:**

Verbal warning, written referral, call to parent/guardian, and student suspended.

### **REFERRAL #3:**

Verbal warning, written referral, call to parent/guardian, and child exited from the program.

The ACE program reserves the right to modify the above discipline plan based on the severity of the offense. It is a privilege to attend the ACE After School Program. To ensure the safety and comfort of all, we ask that you review the discipline policy with your child and remind them of the school rules.

**GROUND FOR IMMEDIATE SUSPENSION/EXIT:** In the event of disruptive, violent behaviour, or other serious infractions of school rules, the ACE Program retains the right to IMMEDIATELY suspend or exit students from the program regardless of previous warnings. The parent/guardian will be contacted, as well as the local authorities, if the situation warrants.

# ACE HOMEWORK POLICY

**Enterprise Elementary School District requires that all students enrolled in the ACE After School Program participate in our “Homework Hour.”**

- Homework is a vital component of a child's education. Homework reinforces concepts and lessons taught during the regular school day.
- ACE will provide an appropriate environment for “Homework Hour.” Our staff is available to offer help and any additional time necessary to accommodate your student's needs with homework.
- ACE cannot force students to do their homework, nor do we have answer keys to fully correct homework. We are only able to encourage and assist them.
- We encourage parents to **always** check their child's homework.
- Your child's teacher (not ACE staff) will correct and grade your child's homework.
- We make every effort to communicate with the teaching staff, but we are not always informed of homework that has been assigned. It is the parent's responsibility to keep in contact with their student's teacher.
- We recommend that you encourage your child to ALWAYS bring his/her homework to ACE so they may complete as much of it as possible during the “Homework Hour.”

## PRIORITY ENROLLMENT POLICY

1. First priority shall be given to students who are identified as homeless youth and to students who are identified by the program as being in foster care.
2. Second priority for enrollment shall be given to children entering Kindergarten. Equal priority for enrollment shall be given to their siblings.
3. Third priority for enrollment of junior high students shall be given to students who attend daily.
4. Fourth priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance to Board policy or administrative regulations.
5. Any remaining capacity shall be filled by students selected in the order the applications were received. If the number of applicants exceeds the capacity at a given site, then the District reserves the option to hold a lottery after following the above procedures for priority enrollment.
6. A waiting list shall be established to accommodate additional students if space becomes available.

## GENERAL INFORMATION

Our ACE program has a website and Facebook page where we post general information about our program's upcoming events and pictures of students involved in activities at ACE. Please refer to your “District Handbook for Parents, Guardians, and Students” for more information.