

# Enrollment Process

We do our best to ensure a timely and efficient start for all new enrollments. This guide will allow you to anticipate the course we follow and how to expect communication from us. In most cases, without any complications, enrollment can start within a week, as long as there are openings.

➤ **Submit the completed Registration Form and the Registration Fee**

*Registration forms are available on the SPS District website*

*Emailed forms can be returned to [Nikki.salaun@stoningtonschools.org](mailto:Nikki.salaun@stoningtonschools.org)*

*Registration Forms and payments can dropped off or mailed to:*

**West Vine St School**  
Main Office  
Attn: Nikki Salaun  
ACE Program  
17 West Vine St  
Pawcatuck, CT 06379

OR

**SPS District Office**  
Attn: Nikki Salaun  
ACE Program  
40 Field Street  
Pawcatuck, CT. 06379

➤ **Receive confirmation of enrollment**

*You will receive an email to confirm receipt of your registration form and details of next steps. (If enrollment is granted, the Parent Packet will be emailed at this time)*

➤ **Participate in an In-Take Meeting if Required**

*An In-Take Meeting may be required if there are special needs or circumstances which require further planning or discussion before enrollment (food allergies, medications, etc)*

➤ **Complete the Parent Packet and Confirm the Start Date**

*All forms from the Parent Packet must be signed and returned before the Start Date*

