

# GENERAL INFORMATION

## HOW TO REGISTER

**Registration for this session:**

**Begins Sept. 1st, 2011**

**Ends Sept. 29th, 2011 or when classes are full.**

**Classes start week of September 14th, 2011.**

**Register on-line at [acewise.org](http://acewise.org) or return registration form to Lakeside's Front Office to Sue Avestruz or Mary O'Connor**

**Use one form per child.**

**Staple your check (payable to IPSF) to the registration form. Pay one check per class and note the class number and your child's name in the memo portion of the check(s).**

**Enrollment** is subject to class availability. If we have space in classes after the registration period, we will accept additional students. Irvine students are eligible to attend ACE classes at any ACE school, space permitting.

**Refunds:** Once classes have begun, tuition is generally not refundable. If your child registers late, misses classes or withdraws before the end of the session, **you are still obligated for the full fees for that session. You are eligible for a prorated tuition refund or credit only if your child withdraws due to serious illness or injury, corroborated by a note from your doctor. All refunds are subject to a \$25 non-**

## **refundable program fee.**

Please be advised that refunds may take up to one month to process. If you wish to apply for a refund, please contact your school site coordinator.

## **Class Cancellations**

We do our best to accommodate all students who sign up for ACE classes. In order to keep class fees as low as possible, we must set a minimum enrollment number for each class to cover the class expenses. If the minimum enrollment is not met, the ACE Program reserves the right to cancel the class and return all registration fees. You will be notified of any cancellations before the first scheduled day of class.

## **Transportation**

Getting students to and from class is the responsibility of parents. In the first week of classes, ACE teachers will attempt to locate registered students who are not present in their class. After that week, however, we expect that the students will know where they should go. **ACE students must be picked up immediately after class.** Arranging pick up is the responsibility of parents. The school staff and ACE instructors are not responsible for your child after class.

## **Conduct**

Normal classroom conduct is expected of all ACE students and we generally have very few problems with the behavior of our students.

## **Scholarships**

There are a **limited** number of scholarships available for all classes, based upon need. Evaluation criteria include eligibility for free and reduced lunch, referrals from school staff, and parent inquiries. Parents may apply for a scholarship covering up to one-half of the tuition fee.

## **Program Sponsorship**

Irvine Public Schools Foundation (IPSF) sponsors the district-wide ACE program in cooperation with the Irvine Unified School District.

For further information about the ACE program at other schools, please call IPSF at (949) 651-8128

????? **QUESTIONS** ??????

Contact Sue Avestruz or Mary O'Connor @ 949-936-6100

**Thank you to the City of Irvine Educational Partnership Fund for generously granting funding support of ACE scholarships.**