



# SPRING SESSION 2010

**April 26 – June 18**

**Registration opens – March 1**

### How to Register Online at [www.ACEwise.org](http://www.ACEwise.org)

- A. Log onto [www.acewise.org](http://www.acewise.org)
- B. Click on “Parents”
- C. Click on “Create New Profile” to create a log-in and password for yourself.
- D. Once you have successfully created a parent profile, you will be directed to log in.
- E. Click as directed to register a new student. You will need to create a student profile for each child.
- F. To continue enrolling, click on enroll.
- G. Select the class your student is enrolling in.
- H. You may either check out or continue enrolling in another class.
- I. After checking out, you will receive an email receipt listing the class(es) in which your student is enrolled.
- J. To enroll another child, go back to the Home Page and log in again.

*If you are unable to complete or uncomfortable with the online registration process, please send an email to [IPSF.ACE@gmail.com](mailto:IPSF.ACE@gmail.com).*

## CLASS DETAILS

Day/ # of classes	Class Name	Time/ Location	Grades	Fee per student
Monday (5)	Mad Science	2:40 – 3:40 Room 4	1 - 6	\$80
Tuesday (6)	Homework Club (grades 1-3) Ms. Katie Bentley	2:30 – 3:30 Room 24	1 - 3	\$60
Tuesday (6)	Homework Club (grades 4-6) Ms. Kim Howell	2:40 – 3:40 Room 23	4 - 6	\$60
Tuesday (8)	Chess	2:40 – 3:40 Library	1 - 6	\$90
Wednesday (8)	Basketball	1:15 – 2:15 Basketball courts	1 - 6	\$125
Thursday (8)	Yoga	2:40 – 3:30 MPR	1 - 6	\$80
Thursday (8)	Math Monkey	2:30-3:30 K2	1 – 2	\$150
Thursday (8)	Math Monkey	2:40 – 3:40 K3	3 - 4	\$150

## **General Information**

**Please register online at:**

**<http://acewise.org>**

**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.

**Flex Accounts:** Receipts for dependent care documentation are available on request. Please Contact IPSF with parent name, child's name, address, phone number and location of ACE class attended. (949) 265-6408.

**Class Age Limits:** In order to develop classes suitable for a particular age range, we specify age limits in the brochure. However, exceptions are possible since children display different levels of maturity and ability. Please call if your child is interested in a class but doesn't fit the printed age profile.

**Class Confirmations:** Notification of class confirmations are done via email through the ACEWise online class management system.

**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 site monitors 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. If your child has difficulty remembering to go to class, you might want to escort him/her or contact another child in the class so your child has a "buddy" to provide a reminder about class.

**ACE students must be picked up immediately after class. Arranging pick up is the responsibility of parents. The school staff, ACE instructors and ACE volunteer site monitors are not responsible for your child after class.** After class dismissal there will be a five minute grace period for pick-up. After that a \$1 per minute charge will be applied.

**Snacks:** Your child is always welcome to bring a personal snack. The program brochure will note if snack is provided. Please contact the school site coordinator immediately if your child has severe food allergies.

**Continuing Classes:** Unless noted otherwise in the brochure, students in continuing classes must submit a registration form and payment for each session.

**Conduct:** Normal classroom conduct is expected of all ACE students and we generally have very few problems with the behavior of our students. Children displaying unacceptable behavior will be issued a one-time "Behavior Citation". If a second citation is necessary, the child will have to speak to the school principal and may be dismissed without refund.

**Scholarships:** A limited number of scholarships are available for all classes, based upon need. Evaluation criteria include eligibility for free and reduced lunch and referrals from school staff. Parents may apply for a scholarship covering up to one-half of the tuition fee. Please contact the front office for an application form.

**Monitors Wanted: Would you like to help monitor ACE classes 1 to 1 ½ hours per week? The work is easy – taking roll, distributing snacks, assisting any children who need help, occasionally helping with classroom set up and clean up, and randomly checking on each class a few times during the class period. Volunteers who monitor are granted one reduced class tuition per session.**

**Interested? Contact Stephanie Bynon at [ipsf.ace@gmail.com](mailto:ipsf.ace@gmail.com)**

**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)265-6411**