

Fall 2018

**ACEIPSF**  
AFTERSCHOOL CLASSROOM ENRICHMENT



@ Northwood  
Elementary

## Journalism, Yearbook and Video Broadcasting Class!



**Grades:** 5th & 6th. Limited to 15 students per grade.

**Time:** Mondays, 2:45 – 4:15 p.m.

**Dates:** 9/10/18 through 5/20/19

**NO class:** 10/8, 11/12, 12/24, 12/31, 1/7, 1/21, 2/11, 2/18, 4/1 & 4/8

**Location:** Room 7

**Taught by:** Miss Garrison, Mr. Holton & Mrs. Voight

**Cost:** \$390.00 for 27 classes

**Important!** Student assignments will be determined at the first class.

A year-long class for students who want to participate in creating the school newspaper, the Highwheeler yearbook and the weekly video broadcasts among other projects!

Explore what makes the news and how to present it to the public. Learn how to report and write the news.

- The choice of articles will be student driven.
- Students will collaborate on articles using google docs.
- Students will create a finished newspaper using Publisher to share with students and staff.
- Students will be responsible for creating yearbook teacher collage, staff collage, student related collage pages, etc.
- Students will direct and produce our weekly live video broadcasts.

As a part of this class, students will learn the basics of:

- Editorial writing.
- How to write and conduct interviews.
- Writing feature articles.
- Page layout and design.
- Photo-journalism, basics of good photography.
- Time management, organization, and communication skills.
- Video Broadcasting with our IUSDTV.

**Online Registration ONLY at [www.ipsfacademy.org](http://www.ipsfacademy.org)**



**SCHOLARSHIPS AVAILABLE !!**

In partnership with

**Google Fiber**

A limited number of partial and full scholarships are available for all classes based on financial need. Income documentation is required for approval. Parents may apply for assistance by completing the Scholarship Application available at [www.ipsfacademy.org/ace](http://www.ipsfacademy.org/ace).

For scholarship questions, please email IPSF ACE at [ipsfacademy@ipsf.net](mailto:ipsfacademy@ipsf.net)

Questions? Contact Mr. Holton at [JeffHolton@iusd.org](mailto:JeffHolton@iusd.org)

# GENERAL INFORMATION

## REGISTRATION:

Begins: Thursday, August 30

Ends: Sunday, September 9

Classes start: Monday, September 10

Register at [www.ipsfacademy.org](http://www.ipsfacademy.org)

Enrollment is subject to class availability. Students must attend the school where they enroll in ACE classes.

## HOW TO REGISTER:

1. Login at [www.ipsfacademy.org](http://www.ipsfacademy.org) Please use Chrome or Safari as your browser; older versions of Internet Explorer are not supported.
2. If you have not created a User Email/Password account, you will need to create one for yourself. Click "Create An Account". Once you have successfully created a parent profile, you will be directed to login.
3. Click on "Add a Student" to create profiles for each of your students if one does not already exist. **For existing students, verify profiles are up to date including grade, homeroom and transportation.**
4. Click "Register for Classes".
5. Select the desired class(es) and checkout.
6. Once you have checked out, you will receive an email confirmation listing your student's class enrollment.

**REFUNDS:** Tuition is nonrefundable unless the class is cancelled by the ACE coordinator. 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.

**FLEXIBLE SPENDING ACCOUNTS:** Receipts for programs attended by your child are available on request after completion of the programs. Please contact IPSF with parent's name, child's name, address, phone number, name and location of program(s) attended, and dates attended. IPSF can be reached via email at [cdepew@ipsf.net](mailto:cdepew@ipsf.net) or phone at (949) 263-8340. This material is provided for informational purposes only. IPSF does

not provide tax, legal, or accounting advice, and makes no representations regarding the deductibility or FSA eligibility of any program related expenses. Please consult your individual tax advisor to determine how much of your payment, if any, is deductible and/or FSA eligible.

**CLASS AGE LIMITS:** In order to develop classes suitable for a particular age range, we specify age limits in the brochure.

**CLASS CONFIRMATIONS:** Class confirmations are emailed upon successful completion of enrollment. Please add [webmaster@ipsf.net](mailto:webmaster@ipsf.net) to your email address book.

**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. School staff, ACE instructors and ACE volunteer monitors are not responsible for your child after class. If you are late picking your student up two times, your student will be removed from the program and there are no refunds.

**SNACKS:** Your child is always welcome to bring a personal snack. Please do not send any snacks containing peanut or tree nut products. Please contact the school site ACE 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" that will have to be signed by a parent before the student can continue the class. If a second citation is necessary, the child will be dismissed without refund.

**SCHOLARSHIPS:** A limited number of 50%-100% scholarships are available for all classes based on need. Income documentation is required for approval. Parents may apply for a scholarship by accessing and completing the scholarship form at [www.ipsfacademy.org/ACE](http://www.ipsfacademy.org/ACE).

**MONITORS WANTED:** Would you like to help monitor ACE classes 1 to 1-1/2 hours per week? The work is easy - taking roll, 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 the ACE Coordinator listed below.

**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) 263- 8340

**ATTENDANCE:** If your student will be absent from ACE class, please send a message to the contact listed below before 11 a.m. on the day of ACE class.

????? QUESTIONS ??????

Contact Mr. Holton at  
[JeffHolton@iusd.org](mailto:JeffHolton@iusd.org)