

2018-2019



ACEIPSF
AFTERSCHOOL CLASSROOM ENRICHMENT

@ Woodbury
Elementary

Journalism, Yearbook and Video Broadcasting Class!

This class is for students who want to participate in creating the school newspaper, the Mustang yearbook and the weekly live video broadcasts among other projects!



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.
- Live Video Broadcasting with our IUSDTV.

Time: Tuesdays, 2:45 – 4:15 p.m.

Location: Media Center **# of Meetings/Session:** 8

Cost: \$150 per session

Taught by: Miss Willis, Miss Hassine & Mrs. Fong

Students are permitted to enroll in **ONLY ONE SESSION** for the 2018-2019 school year to maximize student participation in this very popular class.

Important! Student assignments are determined at the first class of each session.

FALL SESSION - Grade 6 ONLY

Register by: October 15

Dates: October 16, 23, 30, November 6, 13, 27, December 4 & 11. NO class Oct. 9 & Nov. 20.
Limited to 20 students.

WINTER SESSION - Grade 5-6

Register by: January 28

Dates: January 29, February 5, 12, 19, 26, March 5, 12 & 19.
Limited to 10 students per grade.

Due to schedule conflicts, enrolled students may not participate in the Woodbury Musical.

SPRING SESSION - Grade 5-6

Register by: April 15

Dates: April 16, 23, 30, May 7, 14, 21, 28 & June 4.
Limited to 10 students per grade.

**Online Registration ONLY at www.ipsfacademy.org
Scholarships Available!**



Questions? Contact Stephanie Bynon at ipsfacademy@ipsf.net

GENERAL INFORMATION

REGISTRATION:

Begins: Thursday, September 13 at 6:00 am

Register at 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 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 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 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.

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.

Contact Miss Willis at
donnawillis@iusd.org