

Escondido Recreation ASES Program Registration Process

In order to provide equal access for all students at the elementary schools served by Escondido Recreation ASES Before/After School Program, the following outlines the registration process.

Notification of Availability of Forms

In the spring (March/April), Escondido Recreation will notify school administration and the ASES staff when to expect the availability of applications for enrollment in the ASES Program for the following school year.

Enrollment Application Distribution

Once available, the ASES Enrollment Applications will be delivered to each school and distributed to teachers in kindergarten through fourth grade. Additional enrollment applications will be available at the school office, onsite ASES Program, and City Hall at the Community Services Department two (2) school days after the distribution by teachers.

Collection Procedures

Completed Enrollment Applications will be accepted at the school office, onsite ASES Program, and City Hall at the Community Services Department. The staff will accept the application by notating the date, time, and the initials of the staff accepting the application on the bottom of each form.

Submission Deadline

As determined by the EUSD Project Specialist for the Categorical and Extended Learning Programs, applications in consideration for the next school year must be submitted by the established deadline. *It should be noted that applications will continue to be accepted, but those individuals will be automatically placed on the waitlist.*

Selection Process

All applications submitted by the deadline will be considered for enrollment for the following school year utilizing the subsequent selection process.

1. EUSD Selection – Of the applications that have been submitted, the EUSD Project Specialist for the Categorical and Extended Learning Programs shall select students based on the following criteria:
 - a. Homeless Youth
 - b. Foster Youth
2. Remaining Selections – The remaining selection of students shall be chosen based on the following criteria in order:
 - a. Siblings of students selected by EUSD.
 - b. Kindergarten – 5th grade students in the order of the submission of application (date/time), based on grade availability.
 - i. A limited number of spaces shall be offered in each grade to insure even distribution of students at all levels during the initial selection process.

- ii. Kindergarteners must be enrolled in the afternoon session to be considered for enrollment in the ASES program, unless all-day kindergarten is available.
- c. Siblings of students previously accepted into the program that were not originally selected themselves.

Enrollment Notification

Prior to the end of the school year, students will be notified of their enrollment into the ASES Program. This shall be done through a mailer as well as a list posted at the school office. Enrollment in the Before School Program and After School Program are mutually exclusive. It is possible to be enrolled in one or both programs. The letter and posting will clearly differentiate which program the student has been enrolled.

Waitlists

Students that were not selected for the ASES Program shall be placed on a waitlist. The location a particular student holds on the list is confidential and will not be shared with parents. Additionally, no phone call or letter will be provided to individuals on the waitlist.

Waitlist Enrollment

Throughout the year, students will drop from the program. When this occurs individuals from the waitlist will be selected to fill the designated spots in the order applications were received regardless of grade. Additionally, new applications will continue to be accepted throughout the year. Please note that as a courtesy, a student transferring into the school within EUSD that has already been accepted and/or attending another ASES Program will be enrolled, subject to verification. Principals shall be provided an updated waitlist on a monthly basis.

Enrollment Limit

The ASES Program may limit the enrollment of students into the program based on pre-established enrollment caps, limited staffing, or other unforeseen criteria. In addition, the program will not accept any student enrollment within one (1) month of the end of the current school year unless deemed necessary by the principal, school district, or program supervisor.

Principal Requests

Principals or their designee may request up to ten (10) enrollments regardless of the students position on the waitlist or lack of submission of an application. All requests must be made through the Program Supervisor. Once all ten requests have been made, the principal may ask for up to five (5) students to be placed on the "Priority Waitlist." The priority waitlist shall be the top five spots on the waitlist (1-5). When an opening becomes available those students will be selected to attend the program as space permits.