

D.E.S. Enrollment Process

1. Interested parent/guardian must have D.E.S. Case Manager contact the Avondale Community Education (A.C.E.) Department.

Jill Schoettes at 623-772-5086

2. The D.E.S. Case Manager will notify the A.C.E. Department the amount of approved days and the co-pay cost. DES does not pay registration fee, parent/guardian will be responsible for this fee.
3. Parent/Guardian completes the A.C.E. Department Registration and Enrollment Packet. This can be obtained from the school Site Manager, District Office, School Front Office or Website.
4. Parent will receive from School's Site Manager the "Provider/Parent/Guardian's Agreement for Child Care Charges" from. Parent must agree to terms and sign form.
5. Parent/Guardian turns in registration and enrollment packet along with registration fee and first payment/co-payment.
6. Child is allowed to enroll in program after registration fee and first payment/co-payment is received. From then forward, parent follows A.C.E. Department's normal billing process with adjusted bill.
7. Parent must sign student in and out of program using the Arizona Department of Economic Security Sign in/Sing out Record, which will be provided by the school site manager and reside at the school site.