

Steps to Start a School

1. Receive information about ACE School of Tomorrow® via www.acenigeria.com/about
2. Contact Doulos Education Enterprises to communicate your interest by e-mail at doulosede@gmail.com. You will receive an Information Sheet to fill out.
3. Complete and return the Information Sheet to doulosede@gmail.com.
4. Receive an **Information Brochure**, an **Application for Enrollment**, the **A.C.E. Nigeria Steps to Start a School**, a **Sample Service Agreement**, a **Costing Guide** and a **Formal Ministry Plan**. If you are interested in the Home-schooling program, you will receive the **Home Education Policy** instead of the **Formal Ministry Plan**. Read the requirements to start a school. Pray and seek God's will about the actual start of a school.
5. Complete and return the **Application for Enrollment** and **Formal Ministry Plan** (as applies).
6. Receive the appropriate **A.C.E. Nigeria Service Agreement**. Sign and return Service Agreement. (Inquire about government regulations in your area and apply for your school's legal entity as needed.)
7. Administrator and Principal submit Training Registration Form, attend training and complete all requirements (*Training must be completed to be able to order curriculum. Training must be renewed every 3-5 years*):
 - Training PACEs
 - Live and Video Lectures
8. An account number will be sent to you after a review of your application following the completion of all previous steps.

When your account has been created, your school will receive a Startup Kit which includes:

For schools:

- The new Learning Center Essentials Manual I
- The new Reading Programs Manual II
- Administration Manual
- Presenting A.C.E. DVD
- Sample Forms packet

For Homeschools:

- The Home Educator's Manual
- The Home Educators Training Activity Pack
- Home Education Catalog
- The Home Education Scope and Sequence
- Sample Forms packet

Home Educators will complete the **Home Educator's Training Activity Pack** per instructions from the Office.

9. ADMINISTRATOR TRAINING will provide:
 - Training Certificate
 - Guidelines for starting a school – Administrator's Manual
 - Procedures for using the A.C.E. program – Procedures Manual I (Learning Center Essentials)
 - Procedures for administering the Reading programs – Procedures Manual II (Reading Programs)
 - Explanation about ordering Curriculum

10. Employ school staff and enroll them in the A.C.E. Nigeria Supervisors' Training Course.
11. Begin preparing school facility, building student offices, promoting the school, enrolling students, and administering diagnostic testing.
12. Make initial order with the National Office using your new customer number. Plan enough lead time for all your orders.

A.C.E. is available to help you with on-going educators' training. There are plans for yearly student conventions. A host of other resources are at your disposal. At any time, Doulos Education Enterprises is available by email, WhatsApp, or phone. Our School-Start Specialists are ready to help you!

ENROLLMENT FEES

CATEGORY	Enrollment Fee	Annual Renewal Enrollment Fee
School	₦ 175,000.00	₦200.00 per learner
Home School	₦ 20,000.00	₦200.00 per learner

Paper Based Diagnostic Tests kits are available at ₦10,000.00 each

ANNUAL RE-ENROLLMENT

- **Requirements**
 - ❖ Use the core curriculum
 - ❖ Implement the manuals
 - ❖ Regularly attend training, Christian Educators Convention, and Regional Student Convention
 - ❖ Acknowledge intellectual property rights
 - ❖ Give access to School Improvement Visits
- **Prohibitions.**
 - ❖ DO NOT Photocopy materials (PACE/Manual/Forms)
 - ❖ DO Not Use the phrase “ACE School of Tomorrow®” in advertising
 - ❖ DO Not Enroll Home School students
- Yearly Re-enrollment fee: ₦200.00 per learner. The fee is used to provide services such as:
 - ❖ School Assistance Visit
 - ❖ School assistance and advice by phone, email or Skype.
 - ❖ Conventions