

2023-2024

# P.A.C.E.

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Danville Community School Corporation  
Before and After School Program  
Parent Packet

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## *Program for Positive and Caring Experiences*

This program serves students from North Elementary, South Elementary and Middle School (5%) by providing a safe and caring environment where students will have the opportunity to complete homework, practice study skills, and participate in recreational games and creative activities.

Spaces fill up quickly, please submit by June 30, 2023

We accept 25 from each grade level

Last day to accept registrations will by July 31, 2023

After this date you will be put on a waiting list and contacted after September 4, 2023

## **Serving Kindergarten\*-Sixth Grade**

Kindergarten – Sixth Grade are eligible for the before and after school program.

### **Before school Program:**

- Opens each day at South Elementary at 6:00 a.m. until school starts
- Bus shuttle service will be provided to North Elementary and Middle School prior to their school start times.
- Parents will bring students to **South Elementary door #2** and call 317-914-5831 to drop off their student (s) (kdg.-6th grade)

### **After school:**

- \*Kdg.-2nd grade will report to the PACE room at North Elementary
- 3rd-4th grade will report to the cafeteria/music room at South Elementary
- 5th-6th grade will ride the bus to South Elementary at dismissal
- Snacks are provided

The PACE staff will create a caring and positive atmosphere for all students. Our program will promote appropriate and positive social interaction such as getting along, good sportsmanship, making a difference for others and giving back to our community. Our Program will offer opportunities for students to practice academic skills, complete homework, and participate in recreational games and creative activities. Our program will maintain a 15:1 ratio for K-2 students and 17:1 for grades 3-6. We look forward to serving your child!

**Program Hours:**

- Monday through Friday
- Regular school schedule 6:00 a.m.-Start of school day/End of school day-6:00 p.m.
- School Breaks, Snow Days, 6:00 a.m.-6:00 p.m. at South Elementary for Kdg.-6th grade.
- Scheduled Closings: **PACE will not operate on the following Holidays:** Labor Day, Thanksgiving Break, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Memorial Day, MLK day and Presidents Day (unless it is a snow make up day and school is in session).
- In the event of school closings or delays due to weather, PACE will operate without delays (6:00 am to 6:00 pm) at South Elementary, unless the City or State has declared a County emergency. The cost for a snow day is \$15.00. Parents are required to send a sack lunch for full days. Lunch will be provided for an additional \$5.00 if school is canceled after students have arrived.
- PACE will operate beginning at 6:00 a.m. for all 2 hour delay days for an additional \$5.00 per student.
- PACE will only be open during the Christmas break, Fall Break and Spring Break **provided at least 25 families sign up in advance**. If you sign up but your child does not attend. You will be billed for the dates you signed up for.

**School out days:**

You must sign up your child in advance to attend breaks • Christmas, Fall and Spring breaks are not included in the billing. **You are not charged for these weeks in the monthly amount.** **PACE will operate during these breaks when a minimum of 25 families sign up for 5 consecutive days up in advance.** The fee for attending these days is \$30/day for the first child and \$25/day for the 2nd. There will be no fee if students do not attend those weeks. **If you sign your child up for these weeks but they do not attend, you will be billed for the days you signed up for. If you do not contact the director prior to the cut off date given, you will be billed.**

**Pick up procedure:**

• **Please inform the PACE Director in advance if your child is unable to attend the program. Call your child's school to report the absence from the program and email PACE Director.** If your child is picked up late on more than one occasion, there will be a late pick-up charge of \$1.00 per minute for every minute after 6:00 p.m. The late fee will be reflected in the next billing statement. If your child is picked up late on more than five occasions, you may be asked to find alternative care.

**NORTH Elementary K-2nd** 398 Urban St, Danville, IN 46122

- Parents will pick up from the front of the school. You will call **317-914-5830 or 317-563-5350 (land line)** and let the staff know who you are and who you are picking up. The staff will walk the student to you in the foyer.
- Students will not be released to anyone unless parents have notified the PACE staff in advance or unless they are designated for pick up on the registration form.
- **Make sure you check on the registration form what days your child will be attending the program. If your days will rotate please write “rotate”**
- If you need to contact PACE NORTH to change person pick up or running late please call **317-914-5830 or 317-563-5350 (land line)**

**SOUTH Elementary 3rd-4th** 1375 W Lincoln St, Danville, IN 46122

- Parents will park in front of door #2. You will call **317-914-5831** and let the staff know who you are and who you are picking up. The staff will walk the student to door #2.
- Students will not be released to anyone unless parents have notified the PACE staff in advance or unless they are designated for pick up on the registration form.
- Make sure you check on the registration form what days your child will be attending the program. If your days will rotate please write “rotate”
- If you need to contact PACE SOUTH to change person pick up or running late please call **317-914-5831**

**Middle School 5th-6th** 1375 W Lincoln St, Danville, IN 46122

- Parents will park in front of door #2 at South Elementary.. They will call **317-914-5831** and let the staff know who they are and who they are picking up. The staff will send the student out.
- Students will not be released until the parents call and speak to the PACE staff.
- Make sure you check on the registration form what days your child will be attending the program. If your days will rotate please write “rotate”
- If you need to contact PACE Middle School to change person pick up or running late please call **317-914-5831**

## Payment:

- \$35.00 registration fee is due at the time of registration
- Payment is expected whether your child attends or not
- Payment expected will remain consistent with the program option selected at time of registration. Program options cannot change week to week
- Make checks payable to DCSC
- Payment may be made bi-weekly, or monthly
- **Please write your child's name check in the memo portion**
- You can send checks into the school or give to PACE staff to put in payment box
- Payment invoices will be e-mailed on a **monthly basis** through QuickBooks.
- Payment must be made by the 5th of each month. Prior to the next month's service. **If your PACE account should fall 30 days past due, your child will no longer be able to participate in the PACE program**
- Parents will be billed an additional \$15.00 if your child attends a school out day. (students are required to bring a sack lunch on school out days or parents will be billed an additional \$5.00.)
  - Parents will be billed \$30/day for the first child, \$25/day for the second child for Christmas, Fall and Spring Break days attended. **Parents must sign up prior to these breaks in order for their child to attend. A sign up sheet will be emailed out. A minimum of 25 families must be registered for these Breaks in order for PACE to operate. If your child is signed up but does not attend you will be billed for the days you signed up for.** This helps to keep unnecessary cost down
- If your child is picked up late on more than one occasion, there will be a late pick-up charge of \$1.00 per minute for every minute after 6:00 p.m.
  - **Parents may bring PACE kids to South Elementary in the event of a 2 hour delay. Students who are not already registered for the before school program will be billed \$5.00 for the 1st child and \$5.00 for the 2nd child per 2 hour delay.**
- Please allow a two week notice when withdrawing your child from the program. To re-enroll, you must pay another \$35.00 registration fee.
- The option selected will be the option you will be charged each week. Changes to program options will result in a \$15 fee
- Questions regarding billing may be directed to Mitzi Dennison at [mdennison@danville.k12.in.us](mailto:mdennison@danville.k12.in.us) or by calling 317-563-5351

### Fee Schedule

<b>Description</b>	<b>Days</b>	<b>1st Child</b>	<b>Additional Child</b>
Before School Only	1-2 days	\$25.00 a week	\$20.00 a week
Before School Only	3-5 days	\$37.50 a week	\$32.50 a week
After School Only	3-5 days	\$50.00 a week	\$45.00 a week
After School Only	1-2 days	\$35.00 a week	\$30.00 a week
Before & After School	3-5 days	\$80.00 a week	\$175.00 a week
Before & After School	1-2 days	\$55.00 a week	\$50.00 a week
School Out Days-Snow days, Emergency	For registered students only	Add'l \$15 / day	Add'l \$15 / day
Fall, Christmas, Spring Break and planned E Learning	For registered students only	\$30/day	Add'l \$25 / day
2 hour delay	For registered students only	\$5.00 (unless you are already registered for before the school program)	Add'l \$5.00 (unless you are already registered for the before school program)
Late Pick up fee		\$1.00/minute	\$1.00 / minute
Lunch fee	Students must bring a lunch for school out days. If a child does not have a lunch, one will be provided.	\$5.00	
Registration fee	Due to time of registration or re-enrollment	\$35.00	\$35.00

- Please note: If your child was enrolled in the 2022-2023 PACE program or our Summer Program, account balances from the year must be paid in full to be accepted in to the 2023-2024 PACE Program

### **Student conduct:**

It is required for students to follow the same expectations for discipline as they do in school. Each child is expected to treat others with respect, demonstrate safe behavior, and have fun! **Should behavior interfere with the program or other participants, staff will discuss issues with parents and/or administration.** If necessary, PACE employees will implement “time out” if a child’s behavior is too disruptive or unsafe. A child’s “time out” will be in a safe and supervised environment, but away from the rest of the group. A “time out” will be 1 minute for each year of age of the child. **If the behavior warrants more than a time out the PACE staff will fill out a write up form regarding what happened and have the parents sign it at the end of the day. Should behavior incidents occur on a continual basis (more than 3), the child may be dismissed from the program.**

### **Health and Wellness:**

The PACE program will operate under the same guidelines for “illness” as the schools. Students should not attend the program if they have a temperature at or above 100 degrees, if they have vomited or have had diarrhea in the past 12 hours, a rash of unknown origin, or any communicable diseases (infections or contagious). The child may return to the program after receiving proper treatment. **If the child gets a fever while at PACE, or throws up while at PACE, the parents will be called to pick up the child as soon as possible.** They should not return to school or PACE until 24 hours after the illness.

### **Accidents:**

For any minor injuries (cuts, bruises, etc.), simple first-aid will be applied immediately and the parent/guardian notified at pick-up time. For more severe injuries, the parent or guardian will be called right away. If the parents or guardians cannot be reached, an emergency contact person will be called and asked to arrange for the child to be picked up, assessed and taken to the doctor if necessary. In extreme incidents, a staff member will contact the parent and meet the parent with the child at the hospital or call for an ambulance if necessary. In all cases of an accident causing injury, a PACE staff member will write up the incident and share this information with the parents.

## **Medication**

If your son or daughter needs to take medication while at the program, you must abide by the following guidelines:

1. Written Instructions from a doctor. Current prescription bottle with the label is ok.
2. Written permission from the parent.
3. All medicine should be brought directly to the PACE staff to be safely stored and administered under adult supervision. The medication should be in the original container and labeled with the student's name and dosage instructions.
4. No medication will be sent home with a student. Parents/guardians will need to pick up any medication that needs to be returned home.
5. Students will be allowed to carry emergency PRN medications such as inhalers and epi-pens as long as a note from the doctor, as well as the parent, has been provided to a PACE staff member.

## **Program Administrator:**

Mitzi Dennison is the program director. My role will be leading our staff in implementing creative activities and instruction, ordering materials, coordinating snacks, addressing questions and concerns. My first priority is your children and their safety. It is my goal for PACE to be a safe, fun environment where they can learn and make friends.

Please feel free to contact me at [mdennison@danville.k12.in.us](mailto:mdennison@danville.k12.in.us)

Monday thru Friday 10:00am-6:00pm 317-563-5351



**Registrations may be dropped off at any school building**

**P.A.C.E 2023-2024**  
**Before and After School Program Student Registration**  
*A Program for Positive and Creative Experiences*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Start Date \_\_\_\_\_ Grade (in the fall) \_\_\_\_\_ Gender \_\_\_\_\_

<b>Check a program option below</b>	<b>Description</b>	<b>Days</b>	<b>Days Attending (please circle)</b>	<b>Cost for 1st child weekly</b>	<b>Cost for 2nd child weekly</b>
	Before School Only	1-2 Days	M T W R F	\$25.00	\$20.00
	Before School Only	3-5 Days	M T W R F	\$37.50	\$32.50
	After School Only	3-5 Days	M T W R F	\$50.00	\$45.00
	After School Only	1-2 Days	M T W R F	\$35.00	\$30.00
	Before & After School	3-5 Days	M T W R F	\$80.00	\$75.00
	Before & After School	1-2 Days	M T W R F	\$55.00	\$50.00

Names of Additional children attending: \_\_\_\_\_

\_\_\_\_\_

\$35 Registration fee is due at the time of enrollment

Are you employed by Danville School Corporation? yes/no (circle one)

**Contact #1 Parent/Guardian:**

Name \_\_\_\_\_ Email \_\_\_\_\_

Home phone number \_\_\_\_\_ Work \_\_\_\_\_

Cell phone number \_\_\_\_\_

**Contact #2 Parent/Guardian:**

Name \_\_\_\_\_ Email \_\_\_\_\_

Home phone number \_\_\_\_\_ Work \_\_\_\_\_

Cell phone number \_\_\_\_\_

Child's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**PACE - Medical Permission Form**

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian(s) \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work# \_\_\_\_\_ Cell# \_\_\_\_\_ Other: \_\_\_\_\_

Emergency Name and Number if Parent/Guardian Cannot Be Reached:  
\_\_\_\_\_ Phone: \_\_\_\_\_

**Allergies:** \_\_\_\_\_ **Symptoms:** \_\_\_\_\_

**Treatment:** \_\_\_\_\_

**All Medical Conditions:**

**Prescription Medications/Inhalers To Be Given & Instructions** for Administration:

**MEDICAL PERMISSION:**

I hereby give permission for Danville Community PACE Program/Authorized Personnel to give any prescription/OTC medications provided by the guardian. I also give permission for PACE personnel to obtain the services of a physician/hospital in case of a medical emergency and to take whatever action they consider to be in

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Student Pick-Up Information**

I authorize only the people named below to pick up my child unless otherwise noted. For your child's safety, he/she will not be released to anyone else. All authorized persons must be 18 years of age or older. No changes to this list will be made unless the parent or legal guardian whose signature appears below requests such changes.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Other phone: \_\_\_\_\_ Other \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Other phone: \_\_\_\_\_ Other \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

I have read the parent packet \_\_\_\_\_ initials/Date \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_