

P.A.C.E. Summer Program 2024

A Program for Positive and Creative Experiences

First name _____ Last name _____ Grade (in fall) _____

Date of birth _____

Gender: M F

Names of additional children attending (if any) _____

Please fill out one form for each child attending

Please circle the days your child will be attending our program

2024 Summer Day Camp	Days Attending (circle)	Dates	Daily Rates \$30.00 (Second Child \$25.00) Total for week	Payment for week due on
Week 1	M T W TH F	6/3 - 6/7		5/31
Week 2	M T W TH F	6/10 - 6/14		6/7
Week 3	M T W TH F	6/17 - 6/21		6/14
Week 4	M T W TH F	6/24 - 6/28		6/21
Week 5	M T W	7/1 - 7/5		6/28
Week 6	M T W TH F	7/8 - 7/12		7/5
Week 7	M T W TH F	7/15 - 7/19		7/12
Week 8	M T W TH F	7/22 - 7/26		7/19
Week 9	M T W TH F	7/29 - 8/2		7/26

Registrations (pages 1-7) must be emailed to mdennison@danville.k12.in.us or dropped off at North or South Elementary by May 1st. Registrations received after this date will be put on a waiting list and contacted after week 1 begins.

\$35 registration fee is due at the time of registration.

Changes made at any point during the summer program to the program options (days attending) selected at the time of registration will result in a \$15 fee.

PACE is not a mandatory program for students that attend Danville schools. We reserve the right to decline any registrations for students that have not been previously removed from the program, have three or more consecutive write ups, or any other reason at our discretion.

PACE Student Contact Information

Please fill out each field legibly. Any contact missing a phone number or email will not receive access for pick up.

Parent/ guardian (first contact)

Name _____

Primary phone number _____ home cell work

Secondary phone number _____ home cell work

Email _____

Parent/ guardian (second contact)

Name _____

Primary phone number _____ home cell work

Secondary phone number _____ home cell work

Email _____

Student's address

Address line 1 _____

Address line 2 _____

City _____

State _____

Zip/ postal code _____

Emergency contact if parent/ guardian cannot be reached

Name _____

Phone number _____ home cell work

Relationship _____

Student Pick-Up Information

Only the people listed below are authorized to pick up your child. For your child's safety, he/she will not be released to anyone else. All authorized people must be 18 years of age or older. Each authorized person will have a pin for pick up. **No changes will be made to this list unless the parent or legal guardian (whose signature appears below) requests such changes to the Program Director. Any contact missing a phone number or email will not receive access for pick up.**

Name _____

Primary phone number _____ Secondary phone number _____

Email _____

Relationship _____

Name _____

Primary phone number _____ Secondary phone number _____

Email _____

Relationship _____

Name _____

Primary phone number _____ Secondary phone number _____

Email _____

Relationship _____

Name _____

Primary phone number _____ Secondary phone number _____

Email _____

Relationship _____

Parent/ guardian signature _____

Student Allergies/ Medical Conditions

Allergies

Allergies _____

Symptoms _____

Treatment (if any) _____

Medical Conditions

Medical conditions _____

Medications/ inhalers and instructions _____

MEDICAL PERMISSION

Please initial each item

_____ I give permission for Danville Community PACE Program/ authorized personnel to give any prescription(s) to my child **provided by the student's parent or guardian**, and for PACE staff to call for permission to give my child OTC medication if needed.

_____ I give permission for the Danville Community PACE Program/ authorized personnel to obtain the services of a physician/ hospital in case of a medical emergency and take any action they consider to be in the best interest of my child.

Parent/ guardian signature _____

Swimming Guidelines

Please read through all of the options carefully before making a selection as the options have changed.

Please circle **one** option

My child is a strong swimmer

- Can swim in up to 12 feet of water **without** floaties or a life jacket
- Can use the diving board **without** floaties or a life jacket

Yes No

My child is an “okay” swimmer

- Can swim in up to 12 feet of water **with** floaties or a life jacket
- *Students **may not** use the diving board with floaties or a life jacket

Yes No

My child is an “okay” swimmer

- Can swim in up to 3 feet of water (shallow end) **without** floaties or a life jacket

Yes No

My child can't swim

- Can swim in up to 3 feet of water (shallow end) **with** floaties or a life jacket

Yes No

Floaties and life jackets must be provided by the student's parent or guardian.

On pool days, please have your child arrive at PACE with their swimsuits on if possible.

Please make sure each student brings the following on pool days:

- Towel
- Goggles (if needed)
- Floaties or a life jacket (if needed)
- Change of clothes

I understand my child's swim level chosen above will not change unless I notify a PACE Lead or the Director.

Parent/ guardian signature _____

Photo Consent

Please select one option

_____ I give PACE staff permission to take pictures of my child(ren) while they are at PACE for use in the newsletters and social media.

_____ I **do not** give PACE staff permission to take pictures of my child(ren) while they are at PACE for use in the newsletters and social media.

Parent/ guardian signature _____

PACE Program Acknowledgement

Please initial

_____ I have read and understand the PACE Summer Program Packet in its entirety.

_____ I understand in the event that my child(ren) will not attend PACE on a day they are signed up for, I must notify the Program Lead at pace@danville.k12.in.us

_____ I understand that only the people listed under contact information and pick up will be able to pick up my child from PACE using their personalized pin number.

_____ I verify the PACE Summer Program Packet is filled out to the best of my knowledge.

Parent/ guardian signature _____

Program Information

Please read through this carefully as some information has changed.

PACE will be implementing Procure, a child care management software, starting this summer. Once you register your child, they will be added into the system and you will receive an email to sign up for the parent portal. Each parent/ guardian will receive an individualized pin number that must be entered each day at pick up. Do NOT share this pin with anyone. This is to help create a more secure and safe pick up process for our students. More information will be provided as needed.

PACE is open to students entering 1st through 6th grade in the fall.

Monday through Friday 7am - 6pm

Located at North Elementary
398 Urban St. Danville, IN 46122

PACE phone number (317) 914-5830

PACE will be open for 9 weeks this summer, going until the week before school starts.

We ask that you have your child dropped off by 8:30 am each day. If your child is dropped off after this time, they likely will miss out on planned morning activities.

Any personal items brought to PACE must fit in one bag per student provided by PACE due to a limited amount of storage and excessive lost and found items that get accumulated. On pool days, each student may bring one additional bag (all items must fit inside of the bag) if needed.

Electronics (chromebooks, cell phones, tablets, etc) are not permitted at PACE. If a cell phone is needed for emergencies, it MUST be kept in the student's bag at all times or it will be confiscated.

Students should bring a water bottle each day with their name on it.

Breakfast, lunch, and snack will be provided each day for no additional charge.

Breakfast:
Served at 8:00 am

Lunch:
Served at 12:00 pm
Extras will be available for students to buy every Friday. These items are an additional cost and can be purchased with cash or through the student's lunch account.

Snack:
Served at 3:30 pm

Pick Up/ Drop Off Procedure

Drop off

Parents/ guardians must walk their child into the foyer (door 1).

Call (317) 914-5830 and let the staff know you are dropping off for PACE.

Wait with your child for a **PACE staff member** to come to the foyer.

We ask that you have your child dropped off by 8:30 am each day. If your child is dropped off after this time, they likely will miss out on planned morning activities. (Also mentioned on the program information page).

Students **must only** be dropped off at North Elementary. If your child's class is not at North Elementary when you drop off (i.e. at the high school pool), they will join another group or stay with a staff member until their class arrives back at the school.

Pick up

Parents/ guardians must come into the foyer to pick up their child. PACE staff will not release students to anyone not listed on the student pick-up information page, and under the age of 18.

Call (317) 914-5830 and let the staff know you are picking up your child using their first and last name and their grade. This helps staff when we have multiple students with the same first and/ or last name.

Wait in the foyer for a PACE staff member to bring out your child.

Enter your pin on the tablet.

If your child is picked up late (after 6:00pm), there will be a late pick up fee of \$1 per minute from the first time as stated in the program information and payment information sections.

- Please notify PACE staff as soon as possible if you will be late.

Students **must only** be picked up at North Elementary. If PACE is on a field trip or not at the school for an activity, you must wait until they arrive back at the school to pick your child up. Please plan for this accordingly. Speak to a PACE Lead or the Director if a special accommodation is needed.

Important dates:

Monday, June 3 - First day of summer PACE

Thursday, July 4 - No PACE

Friday, July 5 - No PACE

Friday, August 2 - Last day of summer PACE

Wednesday, August 7 - First day of school

Payment Information

\$35 registration fee is due at the time of registration.

Payment can be made through quickbooks, cash, or by a check with the student's name on it, made payable to PACE, and given to a PACE staff member at drop off or pick up.

Payment must be made by the Friday prior to the week of service. If your account falls 2 weeks behind, your child may not attend the program.

If your child is picked up late (after 6:00pm), there will be a late pick up fee of \$1 per minute.

Field trips or activities may require additional costs not included in daily rates. This information will be communicated if/ when it is planned.

If you would like to pay ahead of time, please let the program director know so you can be invoiced correctly.

Changes made at any point during the school year to the program options (days attending) selected at the time of registration will result in a \$15 fee.

Questions regarding billing may be directed to Mrs. Dennison at mdennison@danville.k12.in.us or by calling (317) 563-5351.

Field Trips

PACE will be going on field trips over summer break! We are in the process of planning where we will be going and on what days. Information will be sent out as they are confirmed. Please see the trips listed below that we are planning!

High school pool - every Monday, Wednesday, and Friday
Northview "The Center" - every Tuesday
Local splash pads and parks - every Thursday
Danville library - one grade - one day/ week
Terre Haute Children's Museum - July 24
Hunter's Honey Farm - tbd
Gill Family Aquatic Center - tbd
Royal Theater - tbd
Indianapolis Zoo - tbd
Conner Prairie - tbd
Oinking Acres - tbd

Athletic Camps

PACE will provide transportation to and from the athletic camps through Danville High School. PACE is a separate program, any sign up requirements and fees for camps are the parent/guardian's responsibility. PACE cannot accept any enrollment forms for any camps.

If your child will be attending an athletic camp over the summer, please notify a PACE Lead or the Program Director to fill out a form. If we do not receive a signed form, we will not be able to provide transportation to the camp for your child.

In the event of a field trip or activity overlapping any athletic camp times, PACE will not provide transportation that day. We will notify you if this affects your child at any point.

Summer School

If your child is attending summer school, they will not be able to participate in the morning activities at PACE due to classes running until lunch time. Please plan for this accordingly.

Girl Scouts

Girl Scouts of Central Indiana is partnering with PACE during our summer program! If your child is interested in participating, please notify a PACE Lead or the Program Director to fill out a registration form. Meetings will occur in the afternoons once a week. There is no cost to attend.

Daily schedule

7:00 am - 8:00 am Movie, coloring

8:00 am - 8:30 am Breakfast

8:30 am - 11:30 am Outside, planned activities, field trips, games, etc

11:30 am - 12:00 pm Clean up

12:00 pm - 1:00 pm Lunch

1:00 pm - 2:00 pm Northview or local park

2:00 pm - 3:30 pm Movie

3:30 pm - 4:00 pm Snack

4:00 pm - 6:00 pm Outside, gym, planned activities, games, etc

*This is a basic outline of the schedule each day. The daily schedule will look different throughout the week. Each day will have designated activities planned. Any field trips or activities outside of North Elementary will be communicated with parents/ guardians ahead of time.

Girl Scouts

Dates will be sent to those registered

1:00 pm - 2:00 pm 1st - 2nd grade

2:00 pm - 3:00 pm 3rd - 6th grade

Clubs

10:00 am - 11:00 am

Tuesdays 3rd - 6th grade

Thursdays 1st - 2nd grade

Craft and STEM

10:00 am - 11:45 am

Tuesdays 1st - 2nd grade

Thursdays 3rd - 6th grade

Student Conduct

Students that attend PACE must be able to:

- Arrive and stay at PACE with a positive attitude and be willing to participate in daily activities.
- Create a safe environment for themselves and others.
- Understand that intentional physical or emotional harm, bullying, or disrespect is grounds for dismissal.
- Understand that PACE staff are ready to listen and help solve any conflicts, but can only do so if the student is willing to share.
- Remain with their grade or assigned group.
- Use appropriate language.
- Leave electronics at home or be kept in a backpack or they can be confiscated.
- Be respectful of PACE staff and students, along with PACE property, school property, and student's personal belongings.

Should behavior interfere with the program or other participants, staff will discuss issues with parents/ guardians and administration if necessary.

It is expected for students to follow the same expectations for PACE as they do in school.

Behavior consequences:

- Warning
- Time out - Safe and supervised area away from the rest of the students. A time out will be 1 minute for each year of age. Time outs will be documented and discussed at pick up.
- Write up - Document of unacceptable behavior signed by a parent/ guardian at pick up. Should behavior incidents occur on a continual basis (more than 3), the student may be dismissed from the program.

PACE employees reserve the right to contact a student's parent/ guardian to pick up their child at any point during PACE due to disruptive or unsafe behavior.

Health and Wellness

The PACE program will operate under the same guidelines for "illness" as the schools. A parent or guardian will be contacted to pick up their child if the student has a fever of 100.0 degrees or above and/ or has vomited at PACE.

Students should not attend the program if they have a temperature at or above 100.0 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, and/ or have been fever free for 24 hours without the use of fever reducing medication.

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 parent or guardian.

Medication

If your child needs to take medication while at PACE, you must abide by the following guidelines:

Written instructions from a doctor. (Current prescription bottles with labels are okay.)

Written permission from the parent.

All medicine should be brought directly to the PACE Lead or Director 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.

No medication will be sent home with a student. Parents/guardians will need to pick up any medication that needs to be returned home.

Students may carry and self medicate for emergency conditions only, with both physicians and parents permission.

A Prescription Medication and Hold Harmless Release form must be filled out for any medication brought to PACE.

PACE Program Director

Mitzi Dennison

mdennison@danville.k12.in.us

(317) 563-5351

PACE Program Lead

Veronica Krejci

Olivia Farina

pace@danville.k12.in.us

(317) 914-5830

PACE Before and After School Program for the 2024 - 2025 school year will start on Wednesday, August 7th (the first day of school). You must re-enroll for PACE each year. Enrollment is on a first come basis and your account must be paid in full.