

P.A.C.E .

2024 - 2025 Before and After School Program A Program for Positive and Creative Experiences

Danville Community School Corporation



Program for Positive and Caring Experiences

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

Spaces fill up quickly, please **submit by June 3, 2024.**

After this date you will be put on a waiting list and contacted after September 4, 2024.

We will accept 30 students for each grade level.

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.

Any updates or changes to your child's schedule that affect attendance for PACE need to be emailed to pace@danville.k12.in.us

Registrations must be emailed to mdennison@danville.k12.in.us or dropped off at North Elementary.

P.A.C.E.
2024 - 2025 Before and After School Program
A Program for Positive and Creative Experiences

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

Start date (if after August 7) _____

Date of birth _____

Gender: M F

Names of additional children attending (if any) _____

Are you employed by Danville School Corporation? Yes No

Please fill out one form for each child attending

Please circle the days your child will be attending our program

Check a program option below	Description	Number of days per week	Days Attending Weekly (circle)	Monthly Rates	Monthly Rates for Additional Students
	Before School <u>Only</u>	1-2 Days	M T W TH F	\$105.00	\$80.00
	Before School <u>Only</u>	3-5 Days	M T W TH F	\$155.00	\$130.00
	After School <u>Only</u>	1-2 Days	M T W TH F	\$150.00	\$120.00
	After School <u>Only</u>	3-5 Days	M T W TH F	\$225.00	\$180.00
	Before & After School	1-2 Days	M T W TH F	\$225.00	\$200.00
	Before & After School	3-5 Days	M T W TH F	\$325.00	\$300.00

Registrations (pages 2-7) must be returned by June 3rd. Registrations received after this date will be put on a waiting list and contacted after September 4, 2024.

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.

A \$40 registration fee is due at the time of registration (\$35 for each additional student).

PACE Student Contact Information

Please fill out each field legibly.

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 will not receive access for pick up.**

Name _____

Primary phone number _____

Secondary phone number _____

Relationship _____

Name _____

Primary phone number _____

Secondary phone number _____

Relationship _____

Name _____

Primary phone number _____

Secondary phone number _____

Relationship _____

Name _____

Primary phone number _____

Secondary phone number _____

Relationship _____

Parent/ guardian signature _____

Student Allergies/ Medical Conditions

Allergies

Allergies _____

Symptoms _____

Treatment (if any) _____

Medical Conditions

Medical conditions _____

Medications/ inhalers and instructions _____

Other

IEP or Section 504 (please specify if your child has one) _____

Any other diagnosis, disorders, symptoms, etc that your child experiences _____

*This is to help PACE staff understand each student individually and to provide the best care.

MEDICAL PERMISSION

Please initial each item

_____ I give permission for Danville Community PACE Program/ authorized personnel to give any prescription(s)/ over the counter medication(s) **provided by the student's parent or guardian.**

_____ I give permission for 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 _____

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 Before and After School 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 or I will be charged a \$5 fee.

_____ 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 Before and After School 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. Once you register your child with PACE, 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 Monday through Friday to students entering Kindergarten through 6th grade.

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

PACE phone number (317) 914-5830

Our program will maintain a 15:1 ratio for students in kindergarten through second grade and a 17:1 ratio for students in third grade through sixth grade.

If your child is unable to attend PACE (for any reasons listed below) on one or more days they are signed up for, or to make changes to their PACE schedule, **please email** pace@danville.k12.in.us

- Absence from school
- Left school early (for remainder of day)
- End of day destination change
- Other

Before School Program - Open 6:00 a.m. until school starts.

Transportation will be provided for students that attend South Elementary and Middle School from North Elementary.

After School Program - Open directly after school until 6:00 p.m.

Transportation will be provided for students that attend South Elementary and Middle School to North Elementary.

Snack will be provided each day. Students may bring their own snack to PACE if they have allergies or specific preferences.

Homework time:

Students have allotted time each day to complete homework, study, or read.

Assignments or skill practice on a chromebook may only be completed at PACE with a note from the student's teacher. PACE staff will help with homework if needed, but please check your child's homework at home to ensure completion and accuracy of work.

K - 2nd grade - 20 minutes

3rd - 6th grade - 40 minutes

Program Information Continued

School Breaks

PACE will not operate on the following scheduled closings: 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).

- PACE is closed the day before, on, and after the following holidays: Thanksgiving, Christmas, and New Years.

PACE will be open during Fall Break, Winter Break, and Spring Break if a minimum of 25 families sign up for 5 consecutive days. There will be no fee if students do not sign up for these weeks. If you sign your student up and they do not attend, you will still be billed for the days they were signed up for.

You must sign your child up in advance to attend PACE during breaks.

Fall Break, Winter Break, and Spring Break are additional costs that are not included in monthly rates. **You are not charged for these weeks in your monthly bill.**

The fee for attending breaks is \$30/day for the first student, and \$25/day for the second student.

E-Learning Days/ Waiver Days

PACE is open for E-learning and waiver days throughout the school year. Students must bring their chromebook and charger to complete E-learning while at PACE. Waiver days have no E-learning so please leave chromebooks at home.

You must sign your child up in advance to attend PACE during E-learning or waiver days.

Breakfast and lunch are **not** provided on these days.

Snow Days

In the event of school closures or delays due to weather, PACE will operate from 6:00 am -6:00 pm, unless the city or state has declared a county emergency.

The cost to attend a snow day is \$15 per student.

Students are required to bring lunch for full days.

Lunch will be provided for an additional \$5 if school is canceled after students have arrived.

Delays

PACE will operate from 6:00 am - 6:00 pm for all 2 hour delays for an additional \$5 per student.

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.

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.

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 payment information section.

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

Communication

Any questions, comments, or concerns regarding PACE should be directed to a PACE Lead or the Program Director, not your child's school. PACE operates through Danville Community Schools, but is a separate organization.

Attendance is our first priority each day. PACE must be notified directly of any change in your child's schedule. Searching for a student takes staff members away from the program and other students. Also mentioned under program information and in the program acknowledgement.

Lost and Found

PACE will have a lost and found on site. Please check with a PACE staff member if your child is missing an item.

PACE is not responsible for lost or stolen items. Students are responsible for keeping track of their items.

PACE will not keep any unclaimed lost and found items longer than 4 weeks.

Weather Policy

PACE follows Danville Community School Corporation's temperature policy for going outside. Please make sure your child wears the appropriate attire for the following guidelines:

32 degrees and above - outside

20 - 32 degrees - outside with proper cold weather attire

20 degrees and below - inside

Payment Information

A \$40 registration fee is due at the time of registration (\$35 for each additional student).

Payment is due whether your child attends or not if it is a day they are signed up for.

Payment will remain consistent with the program option selected at the time of registration, program options cannot change week to week.

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

Payments are due upon receipt, and no later than the 5th of each month. If your account falls 30 days behind, your child may not attend the program until the amount due is paid.

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

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

The cost to attend a snow day is \$15 per student. Students are required to bring lunch for these days. Lunch will be provided for an additional \$5 if school is canceled **after students have arrived**.

The cost to attend PACE during school breaks is \$30/day for the first student, and \$25/day for any additional students.

2 hour delays cost \$5 per student for any students not already registered for the before school program.

In the event you withdraw your child from PACE, please give a two week notice. To re-enroll, you will be charged another \$40 registration fee.

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.

If PACE is not notified of your child's destination change affecting their scheduled days attending, you will be charged a \$5 fee.

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

Fee Schedule

Description	Days	1st Child	Additional Child
Before School Only	1-2 days	\$105.00	\$80.00
Before School Only	3-5 days	\$155.00	\$130.00
After School Only	1-2 days	\$150.00	\$120.00
After School Only	3-5 days	\$225.00	\$180.00
Before & After School	1-2 days	\$225.00	\$200.00
Before & After School	3-5 days	\$325.00	\$300.00
School out days - Snow days	Registered students only	\$15/ day	\$15/ day
Fall, Christmas, and Spring Break, planned E-learning	Registered students only	\$30/ day	\$25/ day
2 hour delay	Registered students only	\$5.00 (unless you are already registered for before the school program)	\$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.	\$5.00	
Registration fee	Due at time of registration or re-enrollment	\$40.00	\$35.00

Please note: If your child was enrolled in the 2023 - 2024 PACE Program or the 2024 Summer Program, account balances must be paid in full to be accepted for the 2024 - 2025 PACE Program.

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