

DANVILLE COMMUNITY SCHOOL CORPORATION

P.A.C.E.

PARENT HANDBOOK

2026

A PROGRAM FOR POSITIVE AND
CREATIVE EXPERIENCES

SUMMER PROGRAM

THE PACE PROGRAM SERVES K - 6TH GRADE STUDENTS BY PROVIDING A SAFE AND CARING ENVIROMENT WHERE STUDENTS WILL HAVE THE OPPORTUNITY TO PARTICIPATE IN RECREATIONAL GAMES AND ACTIVITIES, CLUBS, EVENTS, AND FIELD TRIPS.



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Student Schedule

Before selecting your student's schedule, please look ahead at our field trip and event dates to ensure your student's attendance on those dates. The schedule you select for your student affects the planning of the PACE Summer Program.

Changes at any point during the PACE Summer Program after the sign up deadline to the days attending program option (removing days or adding days) will result in a \$15 fee.

All schedule updates must be sent to pace@danville.k12.in.us

If your student will not attend PACE on a day they are signed up for, please notify PACE at pace@danville.k12.in.us at your earliest convenience.

Contact Information

PACE Office
Mailing Address:
398 Urban St.
Danville, IN 46122

Summer PACE
Program Address:
1375 W. Lincoln St.
Danville, IN 46122

PACE Website
<https://www.danville.k12.in.us/departments/pace>

PACE Program Director
Mitzi Dennison
mdennison@danville.k12.in.us
(317) 563-5351

PACE Leads
Veronica Perry
Grace Bennett
pace@danville.k12.in.us

For more information about PACE, contact the PACE Program Director at mdennison@danville.k12.in.us

Registration Requirements

The PACE Summer Program is open to Danville Community School Corporation students entering 1st grade through 6th grade in the 2026-2027 school year.

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

Registrations are due no later than April 27th, 2026.

A \$45 nonrefundable registration fee per student is due at the time of registration.

If you are not new to Danville and submit your registration after April 27, 2026, your registration will be on hold until AFTER week one has started and a \$35 late registration fee will be charged upon acceptance.

Registrations must be filled out completely before submitting or it will not be processed.

Once PACE receives your registration and has entered your information, you will receive confirmation by either email or Parent Square.

PACE is not a mandatory program for students that attend Danville Community School Corporation. We reserve the right to decline any registrations for students at our discretion.

Any updates to the information provided in the registration must be sent to pace@danville.k12.in.us

The PACE Program Before and After School Program for the 2026-2027 school year will start on Wednesday, August 12th (the first day of school). You must re-enroll for PACE each year. Your account must be paid in full to be accepted into the program.

Summer Hours of Operation

7:00 AM - 6:00 PM Monday through Friday

Important Dates

Thursday, May 28th - Summer PACE Parent Night 4:00 PM - 6:00 PM

Monday, May 25th - Friday, May 29th - Closed

Monday, June 1st - First day of summer PACE

Friday, July 3rd - Closed

Friday, July 31st - Last day of summer PACE

Monday, August 3rd - Tuesday August 11th - Closed

Wednesday, August 12 - First day of school

Program Costs and Payment

The daily rate per student is \$40.

Payment is due upon receipt and no later than the Friday before the week of service.

Payment is due whether your student attends or not on the days they are signed up for.

Refunds or changes to invoice amounts are not permitted for changes to your students schedule once invoices for the week have been sent.

Field trips or activities may require additional costs not included in the daily rate and are nonrefundable if your student does not attend the field trip or activity they were signed up for. These costs must be paid individually.

Each student will be required to purchase a PACE bag to hold their items. This is to keep track of personal belongings and to limit the amount of excess items students bring. Information regarding cost can be found in the registration packet. If your student has a bag from previous years that is still in good condition, notify PACE and you will not be required to purchase another.

Payment can be made through quickbooks (preferred), cash in an envelope with the student's name on it, or a check with the student's name on it, made payable to PACE.

Any payment made in excess of the amount due will not be refunded and will be applied as a credit toward the next invoice. For cash payments, no change will be provided. Any overpayment will also be applied to the following invoice.

If your student was enrolled in the 2025 - 2026 PACE Program or the 2025 Summer Program, your account balance MUST be paid in full to be accepted for the 2026 Summer Program.

Questions regarding billing may be directed to the PACE Program Director, Mitzi Dennison, at mdennison@danville.k12.in.us

Late Payments

Payments are due each Friday for the following week of service. If payment is not received by the following Monday, it will be considered late and a \$35 late fee will be applied.

If your account falls 2 weeks behind, the Director will reach out and your student may not attend the program until payment is caught up.

Program Fees

A \$45 nonrefundable registration fee is due at the time of registration.

A \$35 late registration fee will be charged for registrations received after the deadline.

A PACE bag will cost \$3.00 per student for any students needing a bag and is nonrefundable if you cancel your student's registration. Replacement bags cost \$3.00.

A late fee (listed below) will be charged for any students not picked up by 6:00 PM.
\$1 / minute (first instance), \$2 / minute (second instance), \$3 / minute (third instance), etc.

A \$15 schedule change fee will be charged each time a change is made to the days attending program option.

A \$35 late payment fee will be charged for any payments not made by the following Monday after the due date (every Friday).

A \$20 cancellation fee will be charged for any registrations canceled after submission after the deadline until the end of the summer program.

A clothing replacement fee will be charged per item for any borrowed clothing not returned by the last day of the summer program. \$3 per shirt and \$5 per pants or shorts.

Any PACE items that are lost or damaged by a student will result in a replacement fee of the items worth.

PACE Attendance

Students may be dropped off and picked up within operating hours on days they have been signed up to attend. Once a student has signed up, the payment for the days selected is due regardless if the student attends or not.

If you need to change your student's schedule (adding or removing days), please email pace@danville.k12.in.us with the updated days. A \$15 schedule change fee will be charged in

addition to the daily rate. Please note, general absences will not be subject to this fee. If your student attends PACE on a day they are not signed up for, please call or email PACE to notify a staff member of the change. However, a student can NOT add a day they are not signed up for if it falls on a field trip day. No exceptions.

If a student is dropped off on a day they are not signed up for the parent/ guardian will have the option to pick up the student, or be charged the \$15 schedule change fee (due to adding the day to their schedule) in addition to the daily rate.

It is important that parents/ guardians respect our attendance policy and give notice in advance if possible for schedule updates.

Drop Off and Pick Up

Drop Off Procedure

If your student is dropped off after 8:30 AM, they will likely miss out on planned morning activities.

Breakfast is served at 8:00 AM. If your student is dropped off after this time, they will not have the option to get a school provided breakfast at no charge.

Students must only be dropped off at South Elementary.

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

Walk your student to door 2.

Wait with your student for a PACE staff member to meet you. Do NOT leave your student(s) unattended.

Your student will be checked in by a PACE staff member.

A PACE staff member will not always be available at the door for drop offs. After 8:00 AM, please allow time for a staff member to meet you at the door.

Pick Up Procedure

Students will NOT be released to anyone not listed under the student's authorized pick up.

Students must only be picked up at South Elementary. Please plan accordingly on field trip/ activity days.

Parents/ guardians must come to door 2 to pick up your student.

Call (317) 914-5830 and let the staff know which student(s) you are picking up with their first and last name and their grade.

Please allow a few minutes for students to walk to the front after you call.

Enter your **individual** PIN on the tablet and select sign out. The individual picking up your student should verify their name shown at the top of the screen. Do NOT use another person's individual PIN number.

Wait for a PACE staff member to bring out your student.

If your student is picked up late (after 6:00 PM), a late pick up fee will be charged. Please notify a PACE staff member by calling (317) 914-5830 as soon as possible if you will be late.

If you are late more than 3 times over summer, the Program Director will reach out to review expectations and the next steps should late pick ups continue. Dismissal from the PACE Program may result after multiple late pick ups.

Procare

PACE uses Procare, an online child care management system, for daily attendance, reports, parent communication, and student information. Each parent/ guardian that provides an email address will have the opportunity to create an account linked to your student(s) to receive daily updates.

Parent/ Guardian

Each parent/ guardian that would like access to a Procare account must be listed under PACE Student Contact Information and a phone number AND email address must be provided.

Each parent/ guardian listed under PACE Student Contact Information will receive an **individual** PIN number that you will use when picking up your student.

Emergency Contact

If the parent(s)/ guardian(s) listed under Student Contact Information cannot be reached, the emergency contact will be called.

You must indicate whether or not your emergency contact is authorized for pick up under the Emergency Contact section on the Student Contact Information page. If they will be authorized for pick up, they will receive an **individual** PIN number that they will use when picking up your student.

Authorized Pick Up

Each authorized pick up listed under Student Pick Up Information will receive an **individual** PIN number that they will use when picking up your student.

Unauthorized Pick Up

Anyone NOT listed under Student Contact Information or Student Pick Up Information does NOT have the authority to pick up your student. If you would like to add an authorized pick up, you must email pace@danville.k12.in.us with the first and last name, phone number, and relationship to the student. Once they are added, an **individual** PIN number will be created for them to use at pick up.

Notify the PACE Director in the event a protective order or custody agreement is in place for your student to prevent an unauthorized pick up.

Anyone listed under Student Contact Information or Student Pick Up Information that no longer is authorized for pick up can be removed at any point during the summer by notifying a PACE Lead at pace@danville.k12.in.us

Family Communication

We ask that parents/ guardians actively communicate with PACE staff to maintain a

successful PACE experience and know the proper ways to effectively share or receive information.

Email

PACE will communicate via the email provided under Student Contact Information for questions or comments regarding your student.

Parents/ guardians must send updates on the information provided in the PACE registration or any general questions or concerns to pace@danville.k12.in.us

Phone

The PACE phone number is for drop off and pick up **only**. Any general questions or concerns can be communicated by email to pace@danville.k12.in.us or mdennsion@danville.k12.in.us and a PACE Lead or the Director will get back to you at their earliest convenience.

PACE will call a student's parent/ guardian (or emergency contact if the parent(s)/ guardian(s) cannot be reached) to communicate necessary urgent updates or to ask for immediate pick-up to be arranged due to illness, unsafe or disruptive behavior, or any other reason at our discretion.

Parent Square

Program updates, newsletters, school out day(s) sign ups, and important reminders will be communicated through Parent Square by the Program Director.

Procure

A daily report will be sent each day your student attends PACE to your email from Procure. If there were any incidents, behaviors, or other updates throughout the day, the report(s) will be available through the parent portal.

Messages on Procure will be checked on a daily basis at some point within operating hours, but is not the preferred communication method.

Any questions, comments, or concerns regarding PACE should be directed to a PACE Lead or the Program Director, not your student's school. PACE operates through DCSC, but is an individual program.

Breakfast and Lunch

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

Breakfast - 8:00 AM

Your student may have a school provided breakfast at no charge or bring their own.

Lunch - 12:00 PM

Your student may have a school provided lunch at no charge or bring their own. Extras will be available for purchase every Friday. These items are an additional cost and can be purchased with cash or through the student's school lunch account. Students will be permitted to buy no more than 1 drink and 1 snack (maximum). Please talk to your student about any expectations you may have.

Snack - 3:30 PM

Your student may have a PACE provided snack or bring their own.

Swimming

Each week on Monday, Wednesday, and Friday, PACE will be going to the High School pool after breakfast until lunch (9:00 - 11:30).

On swimming days, students must be dropped off by 8:30 AM to participate in swimming at the high school. Any students dropped off after this time can be dropped off at door 23 at the high school, but may not be able to swim based on arrival time.

Any students that require floaties or a life jacket in either the shallow end and/ or the deep end, must provide their own from home.

Students may only swim in the area indicated on the registration form. Changes can only be made by a parent or guardian to a Lead or the Director by speaking to them in person or emailing pace@danville.k12.in.us

Students must bring a change of clothes/ a swimsuit each pool day along with a towel and goggles if needed. Pool toys, inflatables, water guns, etc are not permitted.

Any students in attendance during the scheduled swim time are required to attend the pool with PACE, even if they choose not to swim. Please note that no other activities will be available, and toys or alternative activities may not be brought from home.

Students are required to rinse off in the pool locker room before entering the pool.

Food and drink, even water, are not permitted in the pool area.

Athletic Camps and Clubs

Athletic camps and clubs run through Danville Schools your student participates in may require parent/guardian transportation. Transportation will be provided only for select locations, and additional information will be shared as needed.

PACE is a separate program, any sign up requirements and fees for camps or clubs are the parent/ guardian's responsibility. PACE cannot accept any enrollment forms or payment for any camps or clubs.

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

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

Summer School

If your student will be attending summer school, you must let PACE know at pace@danville.k12.in.us. They will not be able to participate in morning activities at PACE while at summer school.

Students that are at PACE when summer school begins each day will be taken to class if held at South Elementary by a PACE staff member.

PACE will pick up students each day at South Elementary after summer school dismisses. Please notify pace@danville.k12.in.us if your student will not attend PACE after summer school on a day they are signed up for.

Outdoor Activity

PACE follows the DCSC weather and temperature policy for going outside. 90 degrees and above - staff will determine if outdoor play is suitable.

Field Trips

PACE will be going on field trips over summer break and hosting several activities at PACE. Further information will be sent out as needed.

PACE will not be accepting any student drop offs on field trips days for students not signed up to attend the trip or after the drop off time stated on each permission slip.

In order for PACE to properly keep track of all permission slips and payment for each field trip, you must fill out each permission slip separately and pay for each trip individually.

Each permission slip will be sent out **TWO WEEKS** prior to each field trip date. If your student is not at PACE on a day that permission slips are sent home, you will receive an electronic copy to the email address provided under Student Contact Information and the same due date requirements will apply.

Permission slips AND payment are due no later than **ONE WEEK** prior to each field trip date. PACE will NOT accept any permission slips after this date, no exceptions.

Permission slips may be returned to pace@danville.k12.in.us but payment must be paid via invoice on Quickbooks or dropped off in person by the due date.

Payments are nonrefundable if your student does not attend a field trip they were signed up for.

Any payment made in excess of the amount due will not be refunded and will be applied as a credit toward the next invoice. For cash payments, no change will be provided. Any overpayment will also be applied to the following invoice.

Students that are signed up to attend a field trip must participate and do not have the option to stay at South Elementary.

Students must follow any rules set or they will be removed from the group and must sit with a staff member until the end of the field trip. Further information can be found in the Student Conduct section.

Activities and Events

Information about dates and pricing will be sent out as they are planned.

Payments are nonrefundable if your student does not attend a field trip or activity they were signed up for.

Any payment made in excess of the amount due will not be refunded and will be applied as a

credit toward the next invoice. For cash payments, no change will be provided. Any overpayment will also be applied to the following invoice.

Swimming guidelines for each student are to be filled out in the registration packet. There is no additional cost for students to go to the pool.

Students must follow any rules set or they will be removed from the group and must sit with a staff member until the end of the activity. Further information can be found in the Student Conduct section.

A Look Ahead

Please make sure to have the days attending options on page 3 in the registration packet correspond with the field trips/ activities you would like your student to attend or not attend.

Field Trip/ Activity	Date	Location
Danville High School Pool	Mon, Wed, Fri - weekly	Danville High School
Girl Scouts (optional)	Tuesday - weekly (starting 6/16)	Danville South Elementary
Bounce Houses and Ice Cream Truck	Friday, June 5	Danville South Elementary
TBD	Friday, June 12	TBD
UPaint Pottery	Friday, June 19	Danville South Elementary
Hedgehog Hannah	Friday, June 26	Danville South Elementary
TBD	Friday, July 10	TBD
BMX Show	Friday, July 17	Danville South Elementary
Indianapolis Zoo	Friday, July 24	Indianapolis, IN

Health and Personal Care

In the event a student needs a change of clothes, PACE will offer a shirt, pair of pants or shorts, socks, and/ or underwear. A note will be sent home via Procare.

Shirts and pants/ shorts are expected to be washed and returned to PACE. Socks and underwear may not be returned.

In the event an item of clothing (shirts and pants/ shorts) is not returned to PACE by the last day of the Summer PACE Program, a fee (listed below) per article of clothing will be charged.

\$3 - shirt

\$5 - shorts

\$5 - pants

Students are expected to be potty trained prior to attending the program. Your student should be able to: communicate with staff that they need to go to the bathroom, stop what they are doing to go and use the bathroom, pull down their clothes and get them back up without assistance or request assistance as needed, and wipe themselves after toileting or request assistance as needed. While occasional accidents can happen, recurring bathroom accidents may require removal from the program.

Medication and First Aid

School nurses are not available for PACE students during summer.

PACE maintains basic first aid supplies (bandages, Neosporin, ice packs, etc) and limited over-the-counter medications, including Tylenol, Ibuprofen, and Tums (see the Health and Wellness section on [page 17 and 18](#) in the Parent Handbook).

Any prescription medication must be given to a PACE Lead or the Director and a Prescription Medication and Hold Harmless Release must be filled out.

PACE Clubs

PACE will have a variety of clubs offered for students to participate in weekly including craft club, sports club, game club, and culinary club.

Girl Scouts

Students will have the opportunity to sign up for Girl Scouts this summer for those that want to participate. There is no additional cost. Further information, including a sign up form, will be provided shortly.

Personal Items

Due to limited storage space and the excessive lost and found items accumulated, PACE is requiring all student's items be brought each day in a PACE bag. Any items brought to PACE must fit in the PACE provided bag ONLY.

- The cost of one bag is \$3.00 per student.
Cost will be invoiced once registration is submitted.
- Replacement bags cost \$3.00 per student.

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

Electronics (chromebooks, cell phones, tablets, gaming devices, 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 until pick up.

Lost and Found

PACE has a lost and found for students. Students will be asked to take all of their belongings home with them each day. Let a PACE staff member know if your student is missing an item.

PACE is not responsible for lost or stolen items. Students are responsible for keeping track of their items and only bringing what is necessary for their day.

PACE will not keep any unclaimed items past the final day of the summer program.

Photographs

Throughout the summer, photographs may be taken by PACE staff or school personnel for the DCSC PACE website, parent newsletters, etc. If you do NOT want your student's photograph used, you must indicate that decision to the Director of PACE.

PACE Summer Program Daily Schedule

Time	Activity
7:00 - 7:45	Group activities <ul style="list-style-type: none"> - Free time - Movie - Coloring - Games/ toys
7:45 - 8:00	Transition
8:00 - 8:30	Breakfast in cafeteria
8:30 - 8:45	Transition
8:45 - 11:45	Split grade group activities or planned event <ul style="list-style-type: none"> - Playground - Organized game - Craft - Clubs (Tuesdays) - Gym - Free time - Swimming (M, W, F) - etc
11:45 - 12:00	Transition
12:00 - 12:45	Lunch in cafeteria
12:45 - 1:00	Transition
1:00 - 2:30	Split grade movies <ul style="list-style-type: none"> - 1st and 2nd - 3rd through 6th
2:30 - 3:15	Group activities <ul style="list-style-type: none"> - Playground - Organized game - Gym - Free time
3:15 - 3:30	Transition
3:30 - 4:00	Snack
4:00 - 6:00	Group activities <ul style="list-style-type: none"> - Playground - Organized game - Gym - Free time

*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 will be communicated with parents/ guardians ahead of time.

Program Costs

Description	Days	Billing Cycle	Daily Rate	Daily Rate for Additional Students
Daily Rate		Weekly	\$40.00	\$40.00
Staff Discount			N/A	N/A

Fees

Description	Days	Billing Cycle	1st Student	Additional Students
Late Pick up		Per instance	1st - \$1/ min. 2nd - \$2/min. 3rd - \$3/min. etc	1st - \$1/ min. 2nd - \$2/min. 3rd - \$3/min. etc
Registration Fee	Time of registration or re-enrollment		\$45.00	\$45.00
Late Registration Sign Up Fee	After registration due date		\$35.00	\$35.00
Registration Cancellation Fee	After sign ups have closed - until last day of Summer PACE		\$20.00	\$20.00
Schedule Change Fee	Adding or removing any days	Per instance	\$15.00	\$15.00
Late Payment Fee	5 business days after due date	Per billing cycle	\$35.00	\$35.00
PACE Bag Fee			\$3.00	\$3.00
Clothing Replacement Fee		Per instance	\$3.00 - shirt \$5.00 - pants	\$3.00 - shirt \$5.00 - pants

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 (to themselves or others), 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 as PACE cannot provide one on one care for students.
- 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 the Program Director if necessary.

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

It is expected for students to follow the expectations set by any field trips or by PACE that they will attend. If they do not, the following actions will be taken:

- The student will be removed from their group and must sit out with a staff member for the remainder of the field trip.
- A time out OR behavior form (depending on the behavior and any previous/ similar behavior(s) have occurred) will be written and documented in Procure.
- The student may be told (at the discretion of the PACE Director) they may not attend the following field trip or activity they would be signed up for.

Potential behavior consequences:

- Warning - Remind and redirect the student
- 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 documented on Procure.
- Behavior Sheet (Write Up) - Document of unacceptable behavior or continuous behaviors 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 PACE Program.
- Parent Meeting - Arranged meeting with the student's parent/ guardian to discuss the student's behavior. A Behavioral Acknowledgement Form or a Student Removal Agreement Form may be signed during these meetings.
- Suspension - A 1-5 day suspension may occur depending on the severity of the behavior or if numerous similar behaviors occur.
- Dismissal from the PACE Program - Permanent or temporary removal of student from the PACE Program due to 3 or more consecutive write ups, consistent unacceptable behavior (that may not be documented as a write up), or for any other reason at the discretion of the PACE Director.

Physical behaviors:

Any student (regardless of age) that acts out physically out of anger or to intentionally harm another student or staff.

Behavior Form consequences:

First instance:

- The behavior will be documented on a behavior sheet and in Procare.
- The student's parent/ guardian may be contacted for the student to be picked up at the discretion of the PACE Lead or Director.
- A signature by the student's parent or guardian will be required on the behavior sheet.
- The parent or guardian will be made aware of the next steps should behavior continue.

Second instance:

- The behavior will be documented on a behavior sheet and in Procare.
- The student's parent/ guardian may be contacted for the student to be picked up at the discretion of the PACE Lead or Director.
- A signature by the student's parent or guardian will be required on the behavior sheet.
- The PACE Director and Lead will arrange a meeting with the parent or guardian to discuss the behavior and a written behavior acknowledgement will be signed explaining that dismissal from the program may occur should behavior continue.
- The student may be suspended for 1-5 days at the discretion of the PACE Director depending on the circumstances of the behaviors.

Third instance:

- The behavior will be documented on a behavior sheet and in Procare.
- The student's parent/ guardian will be contacted for the student to be picked up.
- A signature by the student's parent or guardian will be required on the behavior sheet.
- The PACE Director and Lead will arrange a meeting with the parent or guardian to discuss the behavior.
- The student may be suspended for 1-5 days at the discretion of the PACE Director depending on the circumstances of the behaviors.
- The student may be removed from the PACE Program.

A written removal agreement may be signed with cause for dismissal from the PACE Program depending on the status of the Behavior Acknowledgement Form.

*Please note these steps will be taken in response to behaviors that result in behavior sheets, but that PACE may add or remove steps based on a number of factors. Parents/ guardians will be notified and kept up to date by the PACE Lead or Director.

Any student that has, at any point, previously been dismissed from the PACE Program for any reason, may not return to the Program unless otherwise decided by the Director.

A PACE Lead or the Director reserves 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.

In the event a PACE Lead needs to speak to a student's parent/ guardian at pick up, you will be asked to step aside to discuss the matter.

PACE staff will work with each student to accommodate individual needs, but cannot guarantee all accommodations can be made. If a student's needs or behavior is beyond what PACE staff can handle within their classroom, the PACE Director will reach out to discuss further options.

PACE reserves the right to remove a student from the PACE Program effective immediately for any reason at our discretion.

PACE does not require 3 behavior sheets to remove a student due to consistent disruptive behavior, unsafe behavior, or behaviors that remove staff from their responsibilities and prohibit staff from doing their job.

The PACE Program is not a required program for students and is not the best fit for all students that may require small group or individual/ one-on-one care. PACE follows a daily schedule each day.

PACE Employees and Training

PACE employs staff that are typically 16-18 years old in high school. Staff are put through annual training for basic first aid and how to recognize certain behaviors.

Staff are not trained in special education but will do what we can to best serve students.

Any information parents/ guardians can share with PACE regarding their student will be used to help staff understand them and certain behaviors better.

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 or had diarrhea at PACE.

Students should not attend the program if they have had a temperature at or above 100.0 degrees, if they have vomited or have had diarrhea in the past 24 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.

PACE cannot administer any O.T.C. medication (provided by PACE) without parent consent. PACE will call for verbal consent before giving any PACE provided medication.

PACE cannot administer any O.T.C medication or prescription medication (provided by the parent/ guardian) without a written and signed form.

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.

Toilet Training

PACE expects students to be toilet trained.

Any students that have bathroom accidents will be provided with a change of clothes as needed and the soiled clothes sent home in a bag.

Should continuous accidents occur, students may be removed from the program.

Accidents and First Aid

For any minor injuries (cuts, bruises, etc.), simple first-aid will be applied immediately and the parent/guardian notified via Procure.

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 notify the parent/ guardian via Procure.