

DANVILLE COMMUNITY SCHOOL CORPORATION

P.A.C.E.

PARENT HANDBOOK

2026-2027

A PROGRAM FOR POSITIVE AND
CREATIVE EXPERIENCES

BEFORE AND AFTER SCHOOL CARE

THE PACE PROGRAM SERVES K - 6TH GRADE STUDENTS BY PROVIDING A SAFE AND CARING ENVIROMENT WHERE STUDENTS WILL HAVE THE OPPORTUNITY TO COMPLETE HOMEWORK, PRACTICE STUDY SKILLS, AND PARTICIPATE IN RECREATIONAL GAMES AND ACTIVITIES.



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Student Schedule

The options for days attending are important to help PACE continue to grow and run efficiently, while working within the limitations of Procure and create better overall program management. We understand some options may be inconvenient but PACE will not allow exceptions in order to maintain consistency for the program. Thank you for understanding.

Days Attending Options

Description	Number of Days per Week	Days Attending Weekly
Before School	1-2 Days OR 3-5 Days	M T W TH F
After School	2 Days	T TH
After School	3 Days	M W F
After School	5 Days	M T W TH F

Description

Before school **only**

Select the days your student will be attending PACE before school each week.

After school **only**

Select the available option that your student will be attending PACE after school each week.

Before **and** after school

Select the days your student will be attending PACE before school each week. Then, select the available option that your student will be attending PACE after school each week. The monthly rate (page 14) is calculated by adding together both AM & PM days attending option selected for each section.

Frequently asked questions:

What if the specific days I need my student to attend are not an option together?

If your student will need to attend PACE on days each week not offered below, you must sign them up for the option available that best fits the needed days and let PACE know which specific days your student will attend within the selection of offered days. These days can NOT change week to week.

What if I do not need a day offered within the option I selected?

Once you have selected the days attending option, let PACE know what day(s) your student will NOT attend each week. For example: If your student needs to attend PACE Monday, Wednesday, Thursday, and Friday, select the 5 days option and let PACE know your student will not attend on Tuesdays.

What if my student will not attend PACE on a day they are signed up for?

If your student will not attend PACE on any of the days they are signed up for, you must notify PACE at pace@danville.k12.in.us. A \$5 finder's fee per student will be charged each time PACE is not notified of a student's destination change that affects scheduled days attending.

What if I need to change my student's schedule?

Any schedule updates that will remain consistent each week must be sent to pace@danville.k12.in.us. Your student's new schedule must be one of the offered days attending options. A \$15 schedule change fee will be charged each time a change is made to the days attending program option.

Contact Information

PACE Office
Mailing Address:
398 Urban 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 or (317) 563-5351.

Registration Requirements

PACE is open to Danville Community School Corporation students entering Kindergarten through 6th grade.

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

Registrations are due no later than June 8th, 2026

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

No more than 30 students will be accepted for each class which are organized by grade level. Any registrations received after the grade limit has been reached will be put on a waiting list and contacted in the event a spot opens up.

Once PACE receives your registration, you will be notified no later than June 22, 2026 by either email or Parent Square if your registration is accepted or you are on the waiting list.

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

Late Registrations

If you are not new to Danville and submit your registration after June 8th, 2026: You will be put on a waiting list and emailed after August 24, 2026 AND a \$35 late registration fee will be charged if accepted in addition to the \$45 registration fee.

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

Changes made at any point during the school year to the days attending selected will result in a \$15 fee.

In the event you withdraw your student from PACE, please give a two week notice.

If a student is withdrawn from the PACE Program, there is no guarantee the spot will be available if you choose to re-enroll your student. In the event you do, another \$45 registration fee will be charged.

Hours of Operation

Before School PACE

6:00 AM - Start of school
Monday through Friday

After School PACE

End of school - 6:00 PM
Monday through Friday

PACE does NOT offer a drop off option for after school care. Students must only arrive at dismissal from their class or bus from their school. If your student was absent from school or picked up early, they may not be dropped off once PACE opens.

Program Costs

Payment is due upon receipt by the 1st day of the month each month.

The payment schedule is calculated over a 10 month period from August to May. The total number of days PACE is open is divided equally by the 10 month period. This ensures payments remain consistent regardless of days out (breaks, E-Learning, Waiver, snow days, etc).

The amount due each month for before OR after school will be calculated by the program option selected. The amount due for before AND after school will be calculated by each program option selected individually and added together.

If you are an employee at DCSC, contact the Program Director for pricing.

Payment will remain consistent with the program option selected at the time of registration.

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

Payment can be made through quickbooks or with cash or a check with the student's name on it, made payable to PACE.

The cost to attend PACE during school breaks is \$40 per day per student.

The cost to attend a snow day is \$20 per student. Students are required to bring a lunch for these days.

If your student was enrolled in the 2025 - 2026 PACE Program or the 2026 Summer Program, your account balance MUST be paid in full to be accepted for the 2026 - 2027 PACE Program. Questions regarding billing may be directed to the PACE Program Director, Mitzi Dennison, at mdennison@danville.k12.in.us or by calling (317) 563-5351.

Late Payments

Payments are due upon receipt on the 1st of the month. If payment is not received within **15** business days of the established due date, it will be considered late and a \$35 late fee will be charged.

If payment falls more than one month behind, you will be contacted by the Program Director and a termination of services may result at our discretion.

Program Fees

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

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

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. If you are late more than 3 times in a school year, 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.

A \$5 finder's fee per student will be charged each time PACE is not notified of a student's destination change that affects scheduled days attending at pace@danville.k12.in.us. The ONLY confirmed information PACE has is a FULL DAY absence from school and does not require an email notification. All other changes DO require an email notification to PACE. Emailing a separate email, messaging Procure, calling, messaging Parent Square, etc are not acceptable notifications and will result in the finder's fee.

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

A \$35 late sign up fee in addition to the daily rate will be charged if you sign up your student for any school out days after the sign up deadline.

A \$20 cancellation fee will be charged if you sign up your student for any school out days and then decide your student won't attend after the deadline before the first day of school.

A clothing replacement fee will be charged per item for any borrowed clothing not returned by the last day of the school year. \$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

Once a student's days have been set, the monthly payment for that selection is due regardless if the student attends or not.

If your student attends PACE on a day they are not signed up for, a PACE staff member will contact the student's parent/ guardian so they are aware of the student's location.

If your student will not attend PACE on one or multiple days they are signed up for, you must notify PACE at pace@danville.k12.in.us. A \$5 finder's fee per student will be charged each time PACE is not notified of a student's destination change that affects scheduled days attending.

The ONLY confirmed attendance updates PACE receives from your student's school is a full day absence. Any other destination change must be communicated to pace@danville.k12.in.us or a finder's fee will be charged. This INCLUDES picking up your student from school early, after school activities, changing your student's destination to a bus rider, car, or walker, or any other reason they will not attend PACE on a day they are signed up for.

Any long term schedule updates that will remain consistent each week must be sent to pace@danville.k12.in.us. Your student's new schedule must be one of the offered days attending options. A \$15 schedule change fee will be charged each time a change is made to the days attending program option.

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

Before School PACE

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

Drop off Procedure

You must have your student dropped off at PACE no later than the follow times per grade:

Kindergarten and first grade - 7:25 AM

Second, third, and fourth grade - 7:00 AM (time may change based on transportation changes)

Fifth and sixth grade - 7:50 AM (time may change based on transportation changes)

These times ensure that your student will get to their class or school on time. If your student is not at PACE by the required time, you must arrange for your student to be dropped off at their school.

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

Walk your student into the foyer (door 1).

Wait with your student for a PACE staff member to walk your student to their room.

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

After School PACE

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

A snack will be provided each day for all students. Students may bring their own snack to PACE if they have food allergies or specific preferences.

Students will have allotted time each day (except Fridays) 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 or parent/ guardian. PACE staff will help students as needed with homework, but please check your student's homework at home to ensure completion and accuracy.

Pick-up Procedure

Pick-up begins at **2:40 PM** each day, or when the car rider line is gone to ensure all North and South Elementary students have arrived and attendance is taken accurately. If you need to pick up your student before this time, please contact your student's school to change their end of day destination from PACE to an alternate destination and notify PACE at pace@danville.k12.in.us

Parents/ guardians must come into the foyer (door 1) 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. This helps PACE staff when there are multiple students with the same first and/ or last name.

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 in the foyer for a PACE staff member to bring out your student. Parents/ guardians are not allowed past the foyer inside of the building for any reason unless a PACE staff member asks you inside to speak to you about your student.

Please notify a PACE staff member by calling (317) 914-5830 as soon as possible if you will be late. If your student is picked up late (after 6:00 PM), a late pick up fee will be charged. If you are late more than 3 times in a school year, 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.

Procure

PACE uses Procure, 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.

Each PIN number that is created can be changed by a PACE Lead or Director by request but will not be changed otherwise.

Parent/Guardian

Each parent/ guardian that would like access to a Procure 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. All authorized pick ups MUST have a valid drivers license or ID. Children are not permitted to pick up PACE students.

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 school year by notifying a PACE Lead at pace@danville.k12.in.us

School Breaks

PACE is subject to be open on school breaks from 7:00 AM - 6:00 PM. A minimum number of students signed up for each break is needed for PACE to be open.

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 Jr Day, and Presidents' Day (unless it is a snow make up day and school is in session).

You must sign your student(s) up in advance to attend PACE during breaks. Sign ups will be sent through Parent Square. Your student must be registered with PACE to attend.

The cost to attend PACE during school breaks is \$40 per day per student. If you sign your student up and they do not attend, you will still be billed for the days they were signed up for.

If you sign them up after the deadline or bring your student on a day they are not signed up to attend, you will have the option to pick up your student or you will be charged a \$35 late sign up fee in addition to the daily rate.

If you sign up your student and then decide you will not need your student to attend after the deadline, a \$20 cancellation fee will be charged. This is due to staffing and plans being finalized. Numbers fluctuating after the deadline have a negative impact on preparations.

Breakfast and lunch are **not** provided over school breaks, students must bring their own. A snack will be provided by PACE at 3:30 PM.

E-Learning/ Waiver Days

PACE is open from 7:00 AM - 6:00 PM on E-Learning days and Waiver Days throughout the school year.

You must sign your student(s) up in advance to attend PACE on E-Learning or Waiver Days.

Sign ups will be sent through Parent Square. Your student must be registered with PACE to sign up.

The cost to attend PACE on an E-Learning or Waiver Day is \$40 per day per student. If you sign your student up and they do not attend, you will still be billed. If you are employed by DCSC, contact the Program Director for pricing.

If you sign your student(s) up after the deadline or bring your student and they are not signed up, you will be charged a \$35 late sign up fee per student in addition to the daily rate.

If you sign up your student(s) and then decide you will not need your student to attend after the sign up deadline, a \$20 cancellation fee per student will be charged. This is due to staffing and plans being finalized and numbers fluctuating after the deadline having a negative impact on preparations.

E-Learning Days

Students must bring their chromebook and a charger to complete E-Learning while at PACE.

Breakfast and lunch will be provided by the school. A snack will be provided by PACE at 3:30 PM.

Waiver Days

Waiver days have no assignments due so please leave chromebooks home.

Breakfast and lunch are **not** provided on waiver days, students must bring their own. A snack will be provided by PACE at 3:30 PM.

Inclement Weather Policy

In the event school is delayed or closed, PACE will follow the following inclement weather policies:

2-Hour Delay

PACE will open at 6:00 AM in the event DCSC is running on a 2-hour delay unless there are county or statewide weather related travel advisories.

The cost to attend PACE during a 2-hour delay is \$5 per student. Your student must be registered with PACE to attend.

School Closure

PACE will operate from 6:00 AM - 6:00 PM unless there are county or statewide weather related travel advisories.

The cost to attend a snow day is \$20 per student. Students are required to bring breakfast and lunch for these days. Your student must be registered with PACE to attend.

Family Communication

We ask that parents/ guardians actively communicate with PACE to maintain a successful experience. Below are 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

Daily attendance updates must be sent to pace@danville.k12.in.us prior to:

1:30 PM for North Elementary students

1:45 PM for South Elementary students

3:00 PM for Middle School students

The ONLY confirmed attendance updates PACE receives from your student's school is a full day absence. Any other destination change must be communicated to pace@danville.k12.in.us or a \$5 finder's fee will be charged. This INCLUDES picking up your student from school early, after school activities, changing your student's destination to a bus rider, car, or walker, or any other reason they will not attend PACE on a day they are signed up for.

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.

Procare

A daily report will be sent each day your student attends PACE to your email from Procare at sign out. If there were any incidents, behaviors, or other updates throughout the day, the report(s) will be available through the parent portal. You may change your settings through the parent portal to receive notifications as they are uploaded.

Messages on Procare 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.

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.

After School Clubs

In the event your student's school offers an after school club that they will attend outside of North Elementary, you must find alternate transportation on those days.

If your student will be absent or late (if held at North Elementary) from PACE due to

attending an after school club, you must email pace@danville.k12.in.us to notify a PACE Lead of the schedule change, or you will be charged a \$5 finder's fee.

Outdoor Activity

PACE follows the DCSC weather and temperature policy for going outside. During the winter months, students should be prepared with the appropriate weather attire for outdoor activities.

20 degrees and above - outside

90 degrees and above - staff will determine if outdoor play is suitable.

Lost and Found

PACE has an individual lost and found in each classroom. Your student will be asked to take all of their belongings home with them each day, but 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 longer than a school quarter (9 weeks).

Photographs

Throughout the school year, 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.

Program Costs

Description	Days	Billing Cycle	Monthly Rate	Monthly Rate for Additional Students (5% discount)
Before School	1-2 days	Monthly	\$115.00	\$109.25
Before School	3-5 days	Monthly	\$165.00	\$156.75
After School	2 days (Tu, Th)	Monthly	\$160.00	\$152.00
After School	3 days (M, W, F)	Monthly	\$225.00	\$213.75
After School	5 days (M, Tu, W, Th, F)	Monthly	\$235.00	\$223.25
Staff Discount	Days attending option		Contact the Director for pricing	Contact the Director for pricing
School Out Days	Breaks, E-Learning, & Waiver days	Daily	\$40.00	\$40.00
Staff Discount	E-Learning, & Waiver days	Daily	Contact the Director for pricing	Contact the Director for pricing
Snow Days	TBD	Daily	\$20.00	\$20.00
2 hour delay	TBD		\$5.00	\$5.00

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 Reg. Fee	After due date		\$35.00	\$35.00
Late Sign Up Fee (School out days)	After sign ups have closed		\$35.00	\$35.00
School Out Cancellation Fee	After sign ups have closed		\$20.00	\$20.00
Finder's Fee		Per instance	\$5.00	\$5.00
Sch. Change Fee		Per instance	\$15.00	\$15.00
Late Payment Fee	15 business days after due date	Per billing cycle	\$35.00	\$35.00
Clothing Replacement Fee		Per instance	\$3.00 - shirt \$5.00 - pants	\$3.00 - shirt \$5.00 - pants
Lost/ damaged item replacement fee		Per instance	Cost of replacement	Cost of replacement

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 administration if necessary.

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

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 Procure.
- The student's parent/ guardian will 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 Procure.
- The student's parent/ guardian will 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 agreement 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 Procure.
- 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.