

PACE POLICIES

The following Policies are to be adhered to by ALL families participating in **any and all** PACE activities.

1. **Registration:** Registration will be by appointment only. You may obtain an appointment by the payment of a non-refundable registration fee. The Registration Fee is exclusive of class and supply fees. Payments for the first month of classes must be made at the time of Registration. No refunds will be given of class or supply fees once you register. If a class is canceled due to low enrollment, you will be notified, and your money will be refunded. There will be no schedule changes. All members, under two years of membership, **MUST** participate in a **MANDATORY** Parent Orientation meeting given by the PACE Board. Additionally, any past member who has not attended for a year or more **MUST** also attend the **MANDATORY** Parent Orientation Meeting. Students will not be permitted to attend any class if parents have not attended said meeting and there will not be any refund given for missed class(es).

Families who registered for 1st semester paying the early bird discounted fee, who will not be attending classes during the 1st semester, will be automatically enrolled in the "Support Group" for the remainder of the year 2018-2019.

NOTE: Except for designated academic classes where a student can demonstrate that he/she has met the pre-requisites, students WILL NOT be registered for classes that are not within their age group. The child's age is his/her age between the start date of the PACE school calendar and November 30th, except as otherwise noted in the class description, and except students in classes for 2-1/2 to 4-year old, where students must be 2-1/2 by the first day of the fall semester. The age requirement applies to both semesters. If your child has a birthday between the first day of the PACE school calendar and November 30th, you can use either age to choose classes, however, you must indicate the appropriate age on the Registration Form. Keep in mind that if you place your child in a "higher range class" and they are not able to keep up with the level of the class, no refunds will be made. (See example below). Note: Sam is turning 13 after classes begin, but on or before 11/30.

STUDENT NAME:	SAM SMITH				
GRADE:	7	AGE:	12	DOB:	11/15/-
10:00	Drama				
11:00	Literature				
12:45	Government (13)				
1:45	Ceramics				

If you wish to register your child in a class that is not within the age group indicated, prior permission from the PACE Board must be received. Your child will then be placed on an "age wait list" until the end of the scheduled registration days. Should space be available at the close of registration, your child will be registered for that class and you will be notified. If you do not receive a call, it means that your child did not get into the class. The need to have the age requirement waived due to your child's learning disabilities also requires PACE Board approval. Please email request prior to registration to, info@pacemiami.org, indicating your particular circumstances and the class in which you wish to register. Class descriptions and schedule can be viewed on our website at www.pacemiami.org. The fall schedule will be posted by mid-June. Note that some classes have pre-requisites for registration. For spring registration, some classes may already be full due to continuing enrollment from the fall semester. Any room assignments indicated on the schedule may be changed prior to the start of class. Families should arrive with enough time to check final room assignments for classes.

2. **PAYMENTS (general):** **NOTE: CLASSES ARE PAYABLE MONTHLY OR PER SEMESTER, IF YOU CHOOSE MONTHLY, THEN EACH MONTH YOU MUST PAY FOR ALL YOUR CLASSES FOR THE COMING MONTH in advance @ \$5.00 PER STUDENT, PER CLASS, PER WEEK, UNLESS OTHERWISE STATED!!! PAYMENT FOR CLASS AND SUPPLY FEES MUST BE THROUGH PAYPAL ONLY.** Full, non-refundable payment for each month must be made no later than 5:00 p.m. on the Friday prior to the start of classes for a month, with the exception of the first month of each semester when payments must be made at the time of registration. Payments will not be accepted after 5:00 p.m. on payment day. These will be considered late and will carry a \$5.00 late fee, per child, per class. The class fees and late fee will be required the following Friday before a student is allowed to enter class. Failure to pay the class and late fee by the first Friday of the month will result in your child being dropped from the class register. If another child is on the waiting list, they will automatically take your child's place in that class. Should an opening be available, there will be a charge of \$5.00 in order to reinstate a child in a class. **NOTE:** Each family will be entitled to one courtesy reminder call per semester before a child is dropped from a class. If you choose to pay the semester, please note that there are no refunds if you choose to not continue with said class. ALL PAYMENTS, MONTHLY OR PER SEMESTER ARE NON-REFUNDABLE. NO CREDITS ARE GIVEN WHEN A STUDENT IS ABSENT. Choose your classes carefully as there is no provision for "trying out" a class. If you wish to register for a class, you must pay for the remaining weeks of the month. If your child does not like a class, no refund will be made.

Payment Schedule for 2018-2019

September 2018 Payments (5 weeks) Class begins Aug. 31st
October 2018 Payments (4 weeks)

At time of class registration
September 28th

November 2018 Payments (3 weeks)
January 2019 Payments (3 weeks)
February 2019 Payment (4 weeks)
March 2019 Payment (5 weeks)

October 26th (Semester ends 11/16)
At time of class registration
January 25th
February 22nd (Semester ends March 29th)

3. **DROPPING and ADDING CLASSES: DROPS:** On Registration Days prior to commencing a semester, once you pay for a class, no refund will be made of either the class or supply fees. For subsequent months, if you wish to drop a class, you must notify the Registrar ON OR BEFORE the payment date for that month in order to allow students on the waiting list the opportunity to add on. FAILURE TO NOTIFY the Registrar of your intention to drop a class in a timely manner may result in a cancellation fee for said class equal to one-week class fee for every week you fail to notify the Registrar of your intention to drop said class. Failure to pay the cancellation fee will result in your family's dismissal from the program. Supply fees will not be refunded when a class is dropped. **ADDS:** If you wish to add a class, you will need to make full payment for the class before your child is added to a class. No student will be allowed to attend a class until payment is made for the remaining weeks of the month, together with any applicable supply fee, and NO REFUNDS will be given if you decide not to remain in a class.
4. **DRESS CODE:** (FOR ENRICHMENT AND ALL PACE ACTIVITIES). We believe that the Bible teaches us that a Christian's appearance should reflect the fact that Jesus Christ lives within him. It is for this reason that PACE has a dress code. **ALL Students** registered for classes at Enrichment or on campus, **ARE REQUIRED** to wear PACE T-shirts **ANY TIME** they are on campus classes, seminars, workshops, or other PACE sponsored events. T-shirts must be worn each Friday at Enrichment and to any P.A.C.E. sponsored field trip or activity (except where dressier attire is suggested). When attending a PACE sponsored program where dressier attire or a different attire is suggested, whether the activity is on or off campus, clothing items are not to have any vulgar or offensive messages, and they should not be provocative or lacking in modesty. This means no skin-tight outfits, no low-cut tops, no bare midriffs, or exposing fabrics. If when you move, your midriff is exposed, choose another outfit. At all times, shorts must be of MODEST, MID-THIGH LENGTH and dresses or skirts should also be of modest length. The general rule is that shorts must be at or below your fingertips when your arms are at your side. There is to be no pierced jewelry on any body part, except earrings on girls. There is to be no excessive jewelry, chains, or any jewelry associated with rock music, the drug culture, or playboy philosophy. Hair may not be worn in faddish or extreme haircuts. All tattoos must be completely covered by clothing to the best of their ability. Students and parents must not be groomed in such a manner as to attract attention or detract from the learning process in conformance with this Policy. **PARENTS are not required to wear T-shirts, however, they must comply with all other aspects of this Policy.** You will be required to pay for the T-shirts at the time you pay your Registration Fee to secure your Registration Appointment. T-shirts or polos may not be rolled, cut, or tied. T-shirts will be available for pick-up on Registration Day. THE DRESS CODE APPLIES ANY TIME STUDENTS AND PARENTS ARE AT A PACE FUNCTION. THE DRESS CODE WILL BE STRICTLY ENFORCED. Those not conforming to this dress code, will not be allowed to participate in the program for that day. No refunds will be given for classes or activities missed due to inappropriate dress or grooming. **If the church staff sees a student without a PACE T-shirt, they will assume they are trespassing and proceed accordingly for the safety of their property.**
- "...For from within, out of men's hearts, come evil thoughts, sexual immorality, theft, murder, adultery, greed, malice, deceit, lewdness, envy, arrogance and folly. All these evils come from inside and make a man "unclean." Mark 7:21-23 NIV - "Everything is permissible" - but not everything is beneficial. "Everything is permissible" - but not everything is constructive. Nobody should seek his own good, but the good of others. 1 Cor. 10:23-24 NIV
5. NO non-enrichment students are allowed on campus unless they are immediate family members, on siblings of a currently registered Enrichment member, regardless of teacher workdays or school holidays. Meaning if any student(s) that are not PACE members do not have school on a designated day, they are **not allowed** to be at the Enrichment Facility. Due to insurance and church regulations, any non-member friends, family (cousins, grandchildren), neighbor, etc, seen on campus we will ask them to leave and if they do not comply, they will be considered to be trespassing and the **police will be called**. Support members are PACE members but must still comply with the uniform policy at enrichment just as it is established for all PACE field trips, they must wear a PACE t-shirt.
6. **BEHAVIOR:** Enrichment Administrators reserve the right to dismiss or suspend any child or adult whose conduct becomes detrimental to the best interest of the program. Any Disorderly Conduct from any student or adult including, fighting, striking, hitting, pushing, biting, bullying, or any form of harassment towards any student or adult in any manner may be cause for immediate dismissal from PACE Cursing, using foul language, intimidating, taunting, name calling, insults, false statements about other persons or threatening behavior will not be tolerated. Battery or assault will be cause for immediate dismissal and proper authorities will be notified. There are to be no public displays of affection between students while at the Enrichment facility or while participating in any PACE sponsored activities. Students are not to bring into class any handheld games, toys, radio, CD player, iPods, texting/use cell phone or any kind of material that distracts from the learning process, any illegal substance or anything that can be considered a threat to the safety of others. There is to be no playing, running, riding skateboards, Heely's, scooters, etc. in the hallways or courtyards. There is to be no throwing of hard balls in the courtyard or playing with sticks or any other objects that may cause injury to others. ADULTS AND OLDER STUDENTS ARE EXPECTED TO SET AN EXAMPLE OF PROPER BEHAVIOR AND SPEECH FOR THE YOUNGER STUDENTS.
7. **TARDINESS:** Students and Assistants must arrive on time to their classes. It is disruptive for students and/or assistants to enter once class has started. Students arriving late may not be allowed to enter the classroom, and repeated tardiness may result in dismissal from the program. Class fees will not be refunded. Assistants will be marked absent if they do not arrive on time for their assigned position.

8. **REQUIRED ASSISTANT HOURS:** ALL Members must participate and complete a Required Assistant Hour WEEKLY, in a specific duty pre-assigned by the Schedule Coordinator. All positions may be re-assigned at any given time, according to the needs of the Enrichment Program. Teens may not serve in the place of their parents. Teens may only do volunteer work for community service hours. Required Assistant Hour's responsibilities may include: (1) remind teacher to open class in prayer, (2) take initiative in assisting teachers and students as needed according to the teacher's specific guidelines; (3) take attendance; (4) distribute materials; (5) help maintain order in the classroom and remove any students exhibiting any disrespectful or disruptive behavior and take him/her to a P.A.C.E. Director; (6) ensure classroom is clean and tidy at the end of the class period; (7) accompany any student to use the restroom, and/or (8) perform any other duty applicable to their assistant position. Unless there is a special need, parents **will not** be assigned to a class in which their child is registered. If you need to help your child in a particular class, this can only be done with the teacher's prior permission and provided that it does not conflict with your assigned position. This will not be considered your Required Assistant Hour. Assistants are not to be on the phone or talking with other parents during their assigned hour or while in class is in session.

IT IS EACH PARENT'S RESPONSIBILITY TO OBTAIN A SUBSTITUTE IN THE EVENT OF HIS/HER ABSENCE, whether the absence is planned or a last-minute emergency. It is not the responsibility of the Schedule Coordinator nor of the PACE Board to obtain a substitute for you. An Assistant's tardiness, failure to be at their assigned job, OR TO HAVE A SUBSTITUTE IN PLACE, will be considered a violation of this Policy. First violation, the member will be notified, second violation the member will receive a written notification, and third violation the member will be dismissed from the program. NO REFUNDS will be given due to dismissal. EACH PARENT IS RESPONSIBLE FOR NOTIFYING THE COORDINATOR OF ANY CHANGE IN HIS/HER SCHEDULE THAT AFFECTS HIS/HER ASSIGNMENT. No one is allowed to do their Required Hour with their child. If your child is under the age of 4 years old, not taking a class and have no one to watch them during your assignment, they must be signed in to Childcare during your hour. We will make every effort to accommodate your needs as indicated in the Registration Form, but this is not always possible. Nursing mothers with infants will have priority in Childcare. WE CANNOT GUARANTEE YOUR REQUEST TO BE ASSIGNED TO ASSIST IN THE CHILDCARE ROOM. If your child is too young to be left in any class alone, or you do not wish your child to be in childcare for 1 hour while you perform your duty, then you should consider postponing registration in the Enrichment Program. No fees will be refunded should you decide to leave the Enrichment Program due to your dissatisfaction with your assigned position.

9. **PARENTS ON CAMPUS:** PACE Enrichment is a co-op and therefore parents **MUST** remain on campus **AT ALL TIMES** while their child(ren) are in class or participating in a PACE sponsored event. Leaving campus to pick up lunch, run errands or any other reason, your child(ren) **MUST** be taken with you. Another PACE parent cannot watch your child(ren) or be responsible for them. **AT NO TIME CAN ANY PACE STUDENT BE LEFT IN THE CARE OF ANOTHER PACE PARENT.** This policy applies to all PACE Field Trips as well.
10. **EMERGENCIES:** **AT NO TIME CAN ANY PACE STUDENT BE LEFT IN THE CARE OF ANOTHER PACE PARENT.** If you or a family member over the age of 18, are physically unable to bring **AND** stay with your child(ren) at PACE, the child(ren) is not allowed to be on campus or participate in any PACE sponsored events or Field Trips.
11. **CHILDCARE:** There will be a designated room for childcare. Childcare Policies: 1. Only the **(1) assigned helper/parent** is allowed in the room during their assigned hour. 2. Due to the large number of children, childcare may be used **ONLY** during your teaching/set-up or required Assistant hour. Children must be signed-in, and parent must indicate the location of their assignment, phone number and any special needs the child may have. 3. Parents should provide a NAME TAG for their children. 4. Children may eat a snack, **TO BE PROVIDED BY THE PARENT**, while in childcare. Please make sure to write any scheduled feeding time(s) on sign-in sheet. 5. Parents must provide diapers, and wipes for each child. Bags, bottles, and snacks should be **marked** with child's name. Children will have a diaper change, when needed, unless otherwise instructed. 6. **STROLLERS** are **not** allowed at PACE or inside the childcare room. Parents may have a carrier only for sleeping children and "non-walkers". 7. Children must be picked up **immediately** after the conclusion of the scheduled teaching or required assistant hour. 8. There is **no** early drop off available. 9. Crib and swings are **not** available in childcare room. Please note that **A CHILD MAY NOT BE IN A CLASSROOM UNLESS HE/SHE IS REGISTERED FOR THAT CLASS.** If you have an infant, we will do everything we can to assign you to childcare as your required assistant position, but this will not always be possible. If you are unwilling for your child to be in childcare during your required assistant hour and are unable to find someone to take care of him/her on campus, please consider postponing your participation in the Enrichment program.
12. **PARENTS IN CLASS:** Only parents assigned as Assistant may be in a class unless prior permission has been obtained from the teacher. If your child has a special need, please speak to the Coordinator.
13. **FACILITY USE:**
- ENRICHMENT BUILDING** - PACE families are to use only the second floor of the west building, room 6 in the administrative bldg. and the fellowship hall/cafeateria that is designated for Enrichment classes. The Glendale pre-school building on the first floor of the property (all noise must be kept to a minimum), the playground, and the sanctuary building (except for students who have scheduled classes in the sanctuary) **ARE OFF LIMITS TO ALL PACE FAMILIES.** NO ONE FOR ANY REASON, MAY USE THE SANCTUARY BUILDING AS A WAITING AREA. Use of these "off limit" areas may result in immediate dismissal from the Enrichment program. **Entrance to the Educational Building (PACE):** The North staircase and door entrance are off limits to PACE members. Members are to enter and exit the building through the South staircase and doors. The North side is only available for emergencies including fire drills.
 - INDOOR WAITING AREA:** Rooms 209 and the fellowship hall/cafeateria have been designated as indoor waiting areas. No children are allowed in Room 209 without adult supervision. **THESE ARE NOT PLAY AREAS. The restroom located in the cafeteria**

building may not be used and are off limits. They may not be used during lunchtime. Please use the restrooms located on the second floor of the enrichment building.

- c. **GRASSY AREAS:** The outside grassy area next to the basketball courts may be used, unless they are in use by the sports classes. Since shade is very limited and facility chairs may not be taken outside the building, feel free to bring your umbrellas, lawn chairs, and blankets. No climbing of any tree on the facility allowed!
 - d. **STROLLERS:** Due to space and safety considerations, No strollers are allowed inside the building. If you **must** bring a stroller, please use a small umbrella stroller. Carriers are allowed for infants.
 - e. **GUM CHEWING:** The facility at Glendale is entirely carpeted. There is to be NO GUM CHEWING on campus by either parents or students. Anyone caught chewing gum, whether student or adult, will be asked to leave campus for the day. There will be no refunds for classes missed.
 - f. **FOOD SERVICE:** PACE snacks are to be purchased for the indicated price. Snacks, sodas, and juice will be available throughout the day at \$.75 and all candies \$1.00 each. Lunch will be catered and must be pre-ordered the week before at the facility or through the PACE website using PayPal. Lunch may only be eaten in the designated lunch area - fellowship hall/cafe and in any outside area as indicated in (c) above. Only students 12 years and older are allowed to pick-up pre-orders, younger children must wait for their parents. **PARENTS ARE RESPONSIBLE FOR PAYING ANY LUNCH PURCHASED AT PACE, AND THEY MUST ENSURE THAT THEIR CHILDREN CLEAN UP THEIR LUNCH AREA!!!**
 - g. **No food is to be allowed in any classroom while class is in session.** For special exceptions a Dietary Needs Accommodations Request Form must be submitted by a parent to the PACE Board and it will be considered on a case by case scenario. A written submission does not guarantee permission to bring and/or consume food in any classroom.
 - h. **LIBRARY AREA:** The library area will be located in the hallway outside of Room 211B.
 - i. **SMOKING:** There is no smoking allowed anywhere on campus.
 - j. **HALLWAYS:** NO ONE is allowed to hang out in the **hallways or the stairs.** You may use room 209, lunch room, or the grassy field as designated waiting areas. Use of Heely's, skates, or skateboards is not permitted anywhere in the facility.
 - k. **CHURCH OFFICE:** Everyone must be mindful that the church staff is working while PACE is in session. NO ONE is permitted to go through the church bldg. or to congregate outside the church office.
 - l. **SANCTUARY AREA:** Completely "OFF LIMITS"
 - m. **PLAYGROUND:** NO ONE at any time is allowed to use the Glendale playground.
 - n. **FIRE ALARMS/DRILLS:** Should the fire alarm go off during Enrichment, students are to quickly line up in single file and leave the building through the nearest exit. The teacher is to head up the line, and the assistant is to be the last one out. Students and required Assistants ARE TO REMAIN WITH THEIR CLASSES. Students are not to get out of line to look for their parents, talk, go to the bathroom, etc. Required Assistants are to remain with their assigned class and not leave their assignment to look for their children. Everyone must exit the building quickly and go to the grassy area directly behind the basketball court (to the west of the building). No one is to remain in the courtyard or the parking lot. Everyone is to wait until the "all clear" is given by a Board member or church staff. Upon returning to the building students are to remain with their class at all times. **ANYONE SETTING OFF THE ALARM INTENTIONALLY, IN POSSESSION OF FIREWORKS OR PLAYING WITH FIRE AT PACE WILL BE IMMEDIATELY DISMISSED FROM THE ENRICHMENT PROGRAM.**
 - o. **PARKING:** Enrichment families may park in parking spaces that are not marked, on the east side, south side, and west side. **THE NORTH SIDE (NEXT TO THE CEMETERY & ON THE SCHOOL BUILDING IS OFF LIMITS).**
 - p. **No Solicitation:** Without PACE Board consent.
 - q. Only PACE authorized members, coordinators and/or Board members may take pictures or video tape at PACE. With the exception of the end of the year show, no parent on campus may photograph or videotape without prior written permission, each time, from the PACE Board.
14. **NAME TAGS:** Moms, Dads, and students are strongly encouraged to wear name tags the first weeks so that we can all get to know each other by name.
15. **DRESSING UP: HALLOWEEN:** PACE as a Christian organization, does not celebrate Halloween. On the Friday of or preceding Halloween, students should be mindful to wear their usual "PACE uniform" and avoid any accessories, toys and costumes that represent Halloween. No Halloween candy, goody bags, or any other objects should be brought to Enrichment that in any way acknowledges Halloween. We realize that some of you may not agree with this policy, but we thank you in advance for your cooperation in seeing that your children obey same. **Spirit Day:** On the designated day for Spirit Day, students and parents have the option of dressing up in an outfit that conforms to the designated dress-up in accordance with the theme, he/she must be wearing the regular PACE uniform and conform to the dress code. Students not following this rule will be required to purchase a new PACE t-shirt for the day, or they will be asked to leave campus.
16. **COMMUNICATIONS:** It is strongly recommended that you obtain an email address if you do not already have one. You will receive weekly communications from PACE as to important dates and other homeschooling information. In the alternative, you will be responsible for checking the Information Table and/or Bulletin Board and/or PACE website for all important communications.
17. **STUDENTS AGE 6 AND UNDER:**
- a. Children 6 and under will not be allowed to leave the classroom without an adult unless the parent has signed for "Authorization to be Released from Class Without Adult Supervision" form.
 - b. Children not picked up on time will be taken to the Office where they will be supervised until the parent arrives.

18. **STUDENTS TRANSFERRING FROM ONE CLASS TO ANOTHER:**

It is each parent's responsibility to transfer their child from one classroom to another.

19. As a member of Parents' Association for Christian Enrichment of Miami, Inc., AKA PACE, a non-profit organization, you are hereby informed that PACE may use photograph(s) for presentation under any legal condition, including but not limited to: publicity, copyright purposes, advertising, social media and web content. All families at time of choosing to become a member grant permission and understand that all photos taken by or at any PACE function will become the property of the Parents' Association for Christian Enrichment of Miami, Inc. Additionally, by becoming a member all rights are waived to any royalties or other compensation arising or related to the use of the photo.
20. **VIOLATIONS OF PACE POLICIES:** At the discretion of Administrators, a first violation of any Policies herein set forth, other than Policy 6 behaviors which warrant immediate dismissal and/or legal actions, will result in either suspension from the program or a VERBAL/EMAIL WARNING. A second violation of any Policy will result in either suspension from the program or a WRITTEN/EMAIL WARNING, and a third violation of any Policy will result in DISMISSAL from the Enrichment program. Warnings are cumulative and for violation of any policy. However, PACE Board reserves the right to terminate a member's PACE membership at any time throughout the year at the Board's discretion.
21. **FIELD TRIPS:** Field trips are for PACE Enrichment and Support members only unless otherwise noted. PACE members are not permitted to sign up or bring non-PACE members to any PACE sponsored field trip. This includes extended family members. PACE parents and students are expected to adhere to PACE policies while participating in field trips. Students MUST wear a PACE shirt at all times unless otherwise noted. Students or parents who disregard the field trip policy will not be permitted to participate in future events. All payments are non-refundable. THERE ARE NO REFUNDS FOR MISSED/SICK DAYS ON ANY FIELD TRIP OR EVENT. No make-up days will be granted under any circumstances.
22. **SIGNING UP FOR ACTIVITIES / PAYMENTS / PURCHASES TO PACE:** P.A.C.E. sponsored activities are open to P.A.C.E. families only. In order to be able to participate when pre-registration is necessary, members must conform to all requirements and meet all noted deadlines. No cash or check payments will be accepted. All payments must be online through Paypal. Once payment is received, no refunds will be given, as event costs are often discounted depending on the number of people expected to attend.

Let's remember that PACE is a Co-op and Christian organization.

We need EVERYONE'S help to make it work and we wish to honor God through all that we do.

Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your heart to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Col. 3:15-17 NIV

PACE Board of Directors for 2018-2019

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