

PACE POLICIES

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

PACE of Miami is a Christian ministry dedicated to the glory of God and was created to provide homeschooling families an opportunity to enhance their education and socialize with other homeschoolers in a conservative, wholesome, Christian environment. Teachers at PACE are born-again Christians, with the exception of a few who were "grandfathered in" before this requirement was instituted. If you have any questions about this, please feel free to contact us.

Before registering, please read the current Policies below and ensure that you and your children are aware of the rules and understand they must be followed by all individuals at any and all PACE activities (including but not limited to field trips, outings, classes, etc). Registration fees are **NON-REFUNDABLE. If you are unsure whether you will be able to comply with any of the policies, particularly remaining on campus, putting an infant or toddler in childcare while you serve your required volunteer hour, and/or not being in your child's class, it is recommended that you delay registering for classes.**

The rules that govern PACE may not meet your needs. A minority of families may find the rules too restrictive. As with any program, PACE will not suit everyone. Please evaluate whether you and your children will be able to abide by the rules before committing to attend our program.

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

1. **Registration**: Class selections will be by appointment only. You obtain an appointment by paying your family Membership Registration fee. All Membership Registration Fees are separate from class and supply fees. Payments for the first month of classes must be made at the time you register for classes. No refunds will be given for class or supply fees once you register for them the only exception is if a class is canceled due to low enrollment, you will be notified, and your money will be refunded. Class schedule cannot be changed once selected, please choose carefully. All members, MUST participate in a MANDATORY Parent Orientation meeting given by the Board. Students will not be permitted to attend any class if parents have not attended said meeting and there will be no refund given for missed class(es). Families who registered for enrichment and will not be attending classes during the 1st semester, will automatically be enrolled in "Support Group" for the remainder of the year. 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 calendar start date and November 30th, except as otherwise noted in the class description, and except students in classes for 2-1/2 and up, 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 calendar start date 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

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, indicate your particular circumstance 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. **Any and all class availability, scheduling, age exceptions etc. must be handled only through the Board. Teachers will not be able to help you.**

2. **PAYMENTS:**

Teacher Payments: All teacher payments are facilitated by the Board; teachers cannot assist with payments.

Payment Schedule: Classes are payable either monthly or per semester. For monthly payments, you must pay for all classes in advance each month at a rate of \$5.00 per student, per class, per week, unless otherwise stated. Payments must be made through the website only. **Payment Deadline:** Full, non-refundable payment for each month is due no later than 2:00 p.m. on the Friday before the start of the next month, except for the first month of each semester, when payment is due at registration. **Late Fees:** Payments made after 2:00 p.m. will incur a \$5.00 late fee per child, per class. Payments and late fees must be paid by the first Friday of the month to avoid your child being dropped from the class. If space is available, there will be a \$5.00 reinstatement fee to re-enroll your child.

Payment Policy: Payments for both monthly and semester classes are **non-refundable**. There are **no credits** for student absences. Once you choose and register for a class, you are committing to the payment for the full month or semester, and no refunds will be issued if your child does not enjoy the class. Double payments will not be refunded. It is your responsibility to ensure that payments are correct and to double-check each time you make a payment to avoid overpayment.

Schedule for 2025-2026

September 2025	(4 weeks) Class begins Sept. 5th	At time of class registration
October 2025	(5 weeks)	September 26th
November 2025	(3 weeks)	October 31st (Semester ends 11/21)
January 2026	(4 weeks)) Class begins Jan.9th	At time of class registration
February 2026	(4 weeks)	January 30th
March 2026	(4 weeks)	February 27th (Semester ends March 27th)

3. **DROPPING and ADDING CLASSES:** **DROPS:** No refunds of class or supply fees will be given during registration days prior to the start of the semester. To drop a class after the semester begins, you must notify the PACE Office **on or before** the monthly payment date and complete a drop slip. Failure to notify the office in a timely manner may result in being responsible for all class payments, whether or not your student attends. Supply fees are non-refundable. Failure to pay class fees will result in dismissal from the program. **ADDS:** To add a class, full payment for the remaining weeks of the month, plus any applicable supply fees, must be made **before** your child can attend. No refunds will be issued if you later decide not to continue with the class.

4. **DRESS CODE:** At PACE, we believe a Christian's appearance should reflect that Jesus Christ lives within them; therefore, all students are required to wear a PACE T-shirt at all times while on campus for classes, seminars, workshops, field trips, or any PACE-sponsored event, unless dressier attire is specifically requested or a community event is stated. Clothing must always be modest: no vulgar or offensive messages, no skin-tight, low-cut, midriff-baring, or provocative outfits, and no ripped jeans, pants, or shorts that expose skin. Shorts, skirts, and dresses must be of modest, mid-thigh length (at or below fingertips when arms are fully extended). Visible piercings are restricted to earrings for girls only; excessive jewelry, chains, or any jewelry associated with inappropriate cultures or philosophies is prohibited. Hair must be neat, avoiding extreme or faddish styles, and tattoos must be completely covered to the best of one's ability. Parents are not required to wear PACE T-shirts but must comply with all other dress code standards. T-shirts or polos must be worn properly, without rolling, tying, cutting, or altering. The dress code applies at all PACE functions and will be strictly enforced. Students or parents not adhering to the dress code will be asked to leave campus until appropriately attired, with no refunds issued for missed classes or activities. For security reasons, students without a PACE T-shirt may be considered trespassers by church staff. Our dress standards are guided by the Biblical principles of Mark 7:21–23 and 1 Corinthians 10:23–24, reminding us to seek the good of others and honor God in all things.

5. **NON-PACE MEMBER(S):** Non-PACE members under 18 years old are not permitted on campus unless they are immediate family members, such as siblings of a currently registered PACE Member. Non-PACE member sibling must be listed on the registration form. Any student(s) who are not PACE members and do not have school on a designated day, including teacher workdays or school holidays, are not permitted on campus at the Enrichment Facility. Due to insurance and church regulations, any non-member under the age of 18 years old, friend, family (cousins, grandchildren), neighbor, etc, seen on campus will be asked to leave. Failure to comply, will be considered trespassing and the police will be called. Support members are PACE members but must comply with the uniform policy while on campus at the Enrichment Facility and as it is established for all PACE field trips, they must wear a PACE T-shirt.

6. **BEHAVIOR**: The PACE Board reserves 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, lying or any form of harassment towards another student or adult in any manner may be cause for immediate dismissal from PACE. Cursing, use of 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 any handheld games, toys, radio, CD player, iPods, cell phone, any kind of material that distracts from the learning process into class, including 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. **STUDENTS MUST BE SUPERVISED BY A PARENT ANY TIME THE STUDENT IS NOT IN A REGISTERED CLASS. ADULTS AND OLDER STUDENTS ARE EXPECTED TO SET AN EXAMPLE OF PROPER BEHAVIOR AND SPEECH FOR THE YOUNGER STUDENTS.**

7. **TARDINESS**: Students, Assistants and Volunteers **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/Volunteers 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 every week in a specific duty pre-assigned by the Schedule Coordinator. Parents will not be assigned to their child's class. Teens may not serve in place of their parents; they may only volunteer for community service hours. Positions may be re-assigned at any time according to the needs of the Enrichment Program. Required Assistant Hour responsibilities may include, but are not limited to: (1) reminding the teacher to open class in prayer; (2) assisting teachers and students according to the teacher's guidelines; (3) taking attendance; (4) distributing materials; (5) helping maintain order in the classroom and removing any student exhibiting disrespectful or disruptive behavior to the PACE office; (6) ensuring the classroom is clean and tidy at the end of the class period; (7) accompanying students to the restroom; and (8) performing any other duties as needed. Assistants must remain attentive during their hour—use of phones or chatting with other parents while class is in session is not permitted. If you are not comfortable with your child being in class without you, we understand and ask that you reconsider membership at PACE, as it may not be the right season for your family. If your child has special needs, please inform us ahead of time; however, accommodations must be approved by the Board and may not conflict with the needs of the Enrichment Program. Please note, we may not be equipped to provide specialized assistance. Each parent is responsible for obtaining their own substitute if they are absent—whether planned or in an emergency. It is not the responsibility of the Schedule Coordinator or PACE Board to find a substitute for you. Tardiness, failure to be present at your assigned duty, or failure to arrange a substitute will be considered a policy violation. After the first violation, you will be notified; after the second, a written email will be sent; after the third violation, you will be dismissed from the program without refund. If your child is under four years old and not taking a class, and you have no one to watch them during your assigned hour, they must be signed into Childcare. Nursing mothers with infants will have priority in Childcare, but we cannot guarantee that you will be assigned to assist in Childcare. If you are unwilling to place your child in Childcare or leave them in a class during your Required Assistant Hour, please consider postponing registration. No fees will be refunded if you choose to leave the Enrichment Program due to dissatisfaction with your assigned position.

9. **PARENTS ON CAMPUS**: PACE Enrichment is a co-op and therefore parents **MUST ALWAYS** remain on campus while their child(ren) are in class or participating in a PACE sponsored event. If 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**: Childcare will be provided in a designated room for children under 4 years old. Only the assigned helper(s) may be in the room during their assigned hour. This is not a waiting or hangout room. Childcare may be used only during your teaching, set-up, or required assistant hour. Children must be signed in, and parents must provide their assignment location, phone number, and any special needs. A name tag must be provided for each child. Children may eat a parent-provided snack, and any scheduled feeding times should be noted on the sign-in sheet. Parents must supply diapers, wipes, and label all belongings. Strollers are allowed only for sleeping children or non-walkers. Children must be picked up immediately after the scheduled hour. There is no early drop-off, and cribs and swings are not available. Children may not be in a classroom unless they are registered for that class. If you have an infant and require childcare, we will try to assign you to the childcare room during your required assistant hour, but this may not always be possible. If you are unwilling to place your child in childcare and cannot find alternate care, please consider postponing participation in the program.

12. **PARENTS IN CLASS**: Only parents assigned to the class may be in the classroom unless prior permission has been obtained from the Board. If your child has a special need, please speak to The PACE Board.

13. **FACILITY USE**: It is our privilege to use the facility at Riverside, but we must remember that they are conducting business.

- a. **ENRICHMENT BUILDING**: PACE families are to use only the east building, and the Warehouse designated for Enrichment classes. The Riverside Pre-School building on the west side of the property, the west side playground, the Church Office, areas past Rooms 214 and 216, and the Sanctuary are all off-limits to PACE families. No one may use the Sanctuary building as a waiting area for any reason. Use of these off-limit areas may result in immediate dismissal from the Enrichment program. Room 207 has been designated as an indoor waiting area. These areas are not play areas. Please enter the Enrichment Building through the middle double doors closest to the gazebo; no other doors should be used for entrance or exit.
- b. **WAREHOUSE AREA**: The Warehouse is located parallel to the east wing and across the access road. Please enter the Warehouse through the double doors under the breezeway; do not use the doors located on the south side of the building. The Warehouse serves as our designated lunchroom — **this is not a play area**. PACE families are to use only the lunchroom area. Riverside operates an occupational therapy school in the upstairs and downstairs classrooms of this building. All classrooms and the upstairs area are strictly off-limits to all PACE families. **No one, for any reason, may use these spaces as a waiting, sitting, or quiet area**. Use of these off-limit areas may result in immediate dismissal from the Enrichment program. Running inside the Warehouse is not permitted. PACE members are allowed to use the playground facility located on the north side of the Warehouse; however, students must be supervised at all times during lunch and playground use. Please be courteous and clean up your area before leaving. If PACE opens the Warehouse restrooms for use, please note that showers are located inside. **No one is permitted to use, play with, or turn on the showers for any reason**.
- c. **CROSSING GUARD**: PACE may have assigned a Crossing Guard as a required volunteer assignment during the sport class hour to assist parents and younger children. Please instruct children to listen and be respectful of cross guard for their safety.
- d. **COURTYARD**: (where gazebo is located) and **GRASSY AREAS**: The Courtyard area between the gazebo and the sanctuary building may NOT be used at any time. The gazebo and grassy area from the gazebo towards the parking lot is available for lunchtime. Remember this area is adjacent to the parking lot and we ask that you are careful to supervise your child(ren) while in this area. Facility chairs may not be taken outside the building, feel free to bring your lawn chairs and blankets. As with the "warehouse" please be courteous and clean up before you leave. Warehouse grassy area that is gated in front of our lunchroom area, may be used if no class is being conducted. If any class is taking place in this area we ask that you respect this time and do not interrupt.
- e. **STROLLERS**: Due to limited hallway space and safety considerations, we request that if you must bring a stroller, please use a small umbrella stroller.
- f. **GUM CHEWING**: The facility at Riverside is entirely carpeted. There is to be NO GUM CHEWING on campus by either parents or students.
- g. **SMOKING**: There is no smoking allowed anywhere on campus.
- h. **HALLWAYS**: No one is to remain in the hallways while classes are in session. No feet or chair leaning on walls. Use of Heely's, skates, or skateboards is not permitted at the facility.
- i. **PACE SNACKS**: Snacks, sodas, coffee and juice may be available at the "warehouse" and throughout the day in the office for a fee. Please inform your children that all items must be paid for. Lunch options may be ordered but must be pre-ordered each week prior to the Thursday before noon via the PACE website. Lunch may only be eaten in the designated lunch area - "warehouse", grassy areas, office as indicated in (b) and (d) above. Only students 12 years and older can pick-up pre-ordered lunch, younger children must wait for their parents. PARENTS ARE RESPONSIBLE FOR PAYING FOR ALL LUNCH ORDERS, EVEN IF THEY ARE NOT PICKED UP. PARENTS MUST ENSURE THAT THEIR CHILDREN CLEAN UP THEIR LUNCH AREA.
- j. **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 office, the sanctuary building, or to congregate outside the church office. The Church is a separate entity from PACE. Do not ask or request anything from the church. All questions as a member of the PACE program, must be addressed to the PACE Board.
- k. **FIRE ALARMS/DRILLS**: Should the fire alarm sound during Enrichment, students are to quickly line up in single file and leave the building through the nearest exit. The teacher is to head the line and the volunteer is to be the last one out. Students and volunteers 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. Volunteers are to remain with their assigned class and not leave their assignment to look for their children. Everyone must exit the building quickly and wait in the parking area, past Row A until the "all clear" is given by a PACE Board member. Upon returning to the building students are always to remain with their class. ANYONE SETTING OFF THE ALARM INTENTIONALLY WILL BE IMMEDIATELY DISMISSED FROM THE PROGRAM.
- l. **SOLICITATION** - No solicitation without PACE Board consent.
- m. **PICTURES/VIDEO RECORDING**: Only authorized PACE members, coordinators and/or Board members may take pictures or video tape at PACE, except for 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. **PARKING PACE**: Parking is designated in rows B, C, and D of the parking lot. Row A, the first row closest to the building, is reserved exclusively for Riverside Pre-School. Any PACE member who parks in Row A will be subject to having their vehicle towed at the owner's expense.

15. **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.

16. **DRESSING UP: HALLOWEEN:** As a Christian organization, PACE does not celebrate Halloween on the Friday of or preceding Halloween. Parents and students should wear their usual "PACE uniform" and avoid accessories, toys, or costumes that represent Halloween. We understand that some may not agree with this policy, but we appreciate your cooperation in ensuring your children follow it. For Spirit Day, students and parents may dress according to the designated theme, but they must still adhere to the dress code. Students who do not follow the dress code will be required to purchase a new PACE T-shirt for the day or may be asked to leave the campus.

17. **COMMUNICATIONS:** It is strongly recommended that you obtain an email address if you do not already have one, as you will receive weekly communications from PACE regarding important dates and other homeschooling information. Alternatively, it will be your responsibility to regularly check the PACE website for all important communications.

18. **STUDENTS AGE 6 AND UNDER:** Children age 6 and under will not be permitted to leave the classroom without an adult unless the parent has informed the teacher that an older sibling will pick up the child. If a child is not picked up on time, they will be escorted to the Office and supervised until the parent arrives.

19. **STUDENTS TRANSFERRING FROM ONE CLASS TO ANOTHER:** It is each parent's responsibility to transfer their child from one classroom to another.

20. **WALKING ON CAMPUS:** Students under the age of 12 must be physically escorted by a parent when walking to and from the warehouse area. Under no circumstances should a student under the age of 12 be allowed to cross the access road between the warehouse and the east wing without a parental escort.

21. **FIELD TRIPS:** Field trips are open to PACE Enrichment and Support members only, unless the event is designated as a community event. Members may not sign up or bring non-PACE individuals to any PACE-sponsored field trip, including extended family members, with the exception of grandparents, unless otherwise specified. All participating parents and students must adhere to PACE policies while attending field trips. Students are required to wear their PACE shirt at all times during the event. Any student or parent who disregards the field trip policy will lose the privilege of participating in future events.

22. As a member of Parents' Association for Christian Enrichment, PACE, a non-profit organization, you are hereby informed that PACE may compile a PACE Yearbook/Memory Book and has a PACE Facebook for members only. All families at time of choosing to become a member, give permission to use any member's photograph for any and all PACE matters. I understand that these photos will be for a print advertising of the PACE yearbook, as well as, the PACE Facebook with the sole intent of sharing within members only, including class involvement as well as field trips and all PACE organized, led or involved events.

23. **VIOLATIONS OF PACE POLICIES:** At the discretion of the PACE Board, a first violation of any policy 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 Program. Warnings are cumulative and for violation of any policy.

24. PACE Board reserves the right to terminate a member's PACE membership at any time throughout the year at the Board's discretion.

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 in all that we do. And 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

P.A.C.E. Board of Directors for 2025-2026

Dyanna Cespedes –	President	buttercub4@gmail.com	786-246-3026
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