POLICIES AND PROCEDURES

We consider it a privilege to take care of your child and we will strive to do our very best to see that they are loved, respected, and happy, and that you, as the parent, are satisfied. Please know that at any time, we can be reached if you have any questions, concerns, or suggestions. PACES is not directly affiliated with Liberty Academy and is locally owned and operated by Grant, Maizi and Reid Chilton. The best ways to contact us are by email or by phone at:
336-669-5590.
PACES Email: paces.middlefork@gmail.com

- PACES hours of operation are from school dismissal to 6:00 p.m. PACES will collect a late fee of $1 per minute, $10 minimum, for any child that is picked up after 6:00p.m.
- Tuition will be drafted out of your account on Monday for the upcoming week. Weekly tuition remains the same regardless of teacher workdays or holidays, with the exception of winter and spring break weeks. There is no charge for those weeks.
- PACES will operate the days school is open. PACES is closed for teacher workdays, holidays, winter and spring breaks, and summer break.
- All children must be signed out by an adult at the time they are picked up. Only persons on the child's "Pick-up List" will be allowed to pick them up. ID will be required.
- Children may eat a snack we provide each afternoon, or bring one of their choice. Parents will be notified of any allergies that may need to be considered.
- We request a call or an email if your child is going to absent from the program. This is to ensure that your child is where he/she is supposed to be.
- PACES reserves the right to dismiss any child from the program whose behavior is negatively impacting the other children. Inappropriate language, physical or verbal harassment, and bullying will not be tolerated.
- If your child becomes ill while under our care, or suffers an accident, we will contact the parent immediately, and then 911, if necessary. Please keep us informed of any changes in phone numbers so that we may contact you in case of an emergency.
- Children should not have Phones, toys or gaming devices during our program. Occasionally, they will be allowed to have them however, your child will be responsible for their items at all times.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

At PACES, we want your child to have fun and learn in a safe environment. We want your child to have time to interact with his/her peers in bully-free environment where each child feels safe and comfortable. Our Discipline and Behavior Management Policy will reflect those goals and intentions. Please take the time to go over these rules with your child and make sure they understand them. Thank you!

Our staff is trained to use various strategies to promote positive behavior. These strategies include:

- Modeling appropriate behavior
- Setting up the environment to prevent behavior problems
- Utilizing good supervision techniques to "step in" when needed
- Interacting with the children and keeping them on task
- Providing various materials and activities to keep children busy and happy

Occasionally, children will have behavior issues, and our staff has strategies to get them back on track. These strategies include:

- Getting on the child's level and talking with him/her about the issue
- Encouraging children to talk to one another and work out the problem
- Removing a child that seems to be in a frustrated situation to talk to them
- Using "positive reinforcement" to recognize those children doing what is expected

Reminders:

- If a child is having behavior issues that are more extreme and all other strategies are not working, then the parent may be called or spoken to at pick-up time to address the concern. Small issues will be addressed by the PACES staff, but bigger issues will be brought to your attention.
- Bullying will not be tolerated under any circumstances. Please make us aware of any situation going on so that we may address it. We will also keep you informed of any issues we see and notify you if needed.
- Inappropriate language will not be tolerated. Children are expected to act in a respectful, responsible manner with staff and classmates. Please make us aware of any issues going on so that we may address it. We will also keep you informed of any issues we see and notify you if needed.
- We expect total cooperation from our parents, in making sure all children are displaying proper behavior and conduct at all times. We also expect that any issues we bring to your attention will be addressed with your child immediately.
- Any child that does not comply with the rules of our program will be asked to make other arrangements for after-school care.

ILLNESS AND MEDICATION POLICIES

At PACES, we strive to provide a safe and healthy environment for all children. Our policies reflect our goal of keeping our kids and our staff healthy and happy.

- We follow a 24 hour exclusion policy for most illnesses, such as fever, diarrhea, vomiting, strep, and other contagious illnesses. This means that your child must be FREE of all of these things for 24 hours BEFORE returning to the program.
- We will exclude for any fever over 101 degrees, excessive diarrhea or vomiting, and undiagnosed skin rashes.
- Children with head lice may not return until the child has been treated and nit free.
- Any child with chicken pox or hand, foot, and mouth syndrome will be excluded until all lesions are dry and crusted over.
- We will always call to inform you if your child has any of these illnesses or in the case of them not feeling well.
- If your child has a medication that will need to be administered during PACES, you must fill out the proper form before it can be administered.
- We will only administer prescription medications. The medication must have the Pharmacist's label which lists the child's name, date the prescription was filled, the physician's name, the name of the medication, and the directions for dosage.
- Medications will not be dispensed after the expiration date or the date specified on the label.
- All medications must be picked up when treatment ends or they will be properly discarded.
- All medications will be locked up and stored away from the children. Only an administrator will dispense medications and document doing so.

I, _____ have read and
Parent's name
I understand the PACES Policies and Procedures, Illness and Medication Policies, and the Discipline and Behavior Management Policy. I agree to abide by these policies. I also agree to keep PACES informed of any changes in phone numbers so that I may be reached in the case of an emergency.

Signature_____Date_____

Child's name_____

Medical facility PACES uses:
Atrium Health Baptist Medical Center
1 Medical Center Blvd
Winston-Salem, NC 27157