



## **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 safe, 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 Phoenix Academy, but is locally owned and operated by Grant and Maizi Chilton. The best ways to contact us are by email or by phone at: 336-339-8664.

PACES Email: [paces.afterschool@gmail.com](mailto:paces.afterschool@gmail.com)

Grant: [grant.chilton@gmail.com](mailto:grant.chilton@gmail.com)

- Tuition will be drafted out of your account on Monday for the upcoming week. Weekly tuition remains the same regardless of teacher workdays, early release days, 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.
- Your child must be at the pick up point at the assigned time or they will not be picked up and transported to Phoenix Academy.
- An approved pick up person must be present at the afternoon drop off location. If no approved pick up person is there to pick up your at the drop off location at the assigned time, your child will be transported back to PACES. There will be a Drop-In charge of \$15 billed to your account. You must pick up your child at PACES at the Phoenix Academy location your child attends by 6:00 pm.
- PACES reserves the right to dismiss any child from the program who's behavior is negatively impacting the other children. Inappropriate language, physical or verbal harassment, and bullying will not be tolerated.



## **DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY**

Please take the time to go over these rules with your child and make sure they understand them. Thank you!

- Your child must remain in his/her seat at all times.
- Your child must not raise their voice while on the bus.
- It is your child's responsibility to keep up with their belongings while on the bus. We will not be responsible for any item left on the bus.
- 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 may be suspended or will be asked to make other arrangement for before and after-school transportation

I, \_\_\_\_\_ have read and  
Parent's name

I understand the PACES Policies and Procedures 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 \_\_\_\_\_