

P.A.C.E.S. Parent Handbook

Preschool-5 Before and After School Learning & Homework Center & Summer Enrichment Program

School Year 2023-2024

Working families need to know P.A.C.E.S. Before & After School Learning Center is a safe, secure, and supportive place for school-age children during the hours when parents must be away.

**Grades Pre-K through 5th
Perry Community School District**

**Perry Elementary School
Director: Mary Hillman
Site Coordinator: Lila Modlin
P.A.C.E.S. Office: Room 3E
Phone: 515-465-8264
Handbook Updated: 5/16/22**

A Message to Parents and Guardians

Dear Parents/Guardians:

As always, at the P.A.C.E.S. program we hope to provide students with a fun, caring, and stimulating learning environment. We will provide assistance with academic work, enrichment and recreational programs, summer programming, a broadened understanding and appreciation for cultural diversity, a quality before and after school learning center and much more.

The purpose of this guide is to share information and guidelines about our P.A.C.E.S. Before and After School Learning Center Program and foster a spirit of cooperation between parents and our staff. Our primary program goal is to provide a safe, healthy, well-supervised environment for all children. Children will engage in activities that will benefit them emotionally, physically, socially and educationally. The basic focus of the program content is to complement your children's classroom experience.

Please take the time to read your parent handbook. If you have any additional questions, please feel free to contact us at 465-8264. Thank you for your cooperation and we look forward to serving you.

Sincerely,

Mary A. Hillman
P.A.C.E.S. Program Director

Lila Modlin
P.A.C.E.S. Program Site Coordinator

P.A.C.E.S. Before and After School Program Handbook

Enrollment in the before and after school program constitutes an understanding that you will abide by the policies and procedures listed in this handbook as well as the elementary school handbook.

P.A.C.E.S. Before & After School Program Mission Statement:

- To provide a safe, nurturing and enjoyable learning environment for all children.

What is the P.A.C.E.S. Before and After School Program?

- P.A.C.E.S. is a before and after school program administered by the Perry Community School District for grades Preschool through 5th at Perry Elementary School. Our program offers children homework help and enjoyable, educational activities in a safe, supervised environment.
- These activities center on the special interests of children such as recreational activities, arts and crafts, board games, fitness, nutrition, homework and academic assistance, hobbies, etc. Before and after school care will be provided as well as wrap-around care for preschool students.
- In order to provide a safe, enjoyable experience for all the children, we require that the children observe the same rules as during the school day and use courteous manners at all times.

Where is P.A.C.E.S. Held?

- P.A.C.E.S. will be held at Perry Elementary School in various classrooms. The main office is located in room 3E. We have a door leading directly into our main office that families will use for dropping off and picking up their children.

Days and Hours of Operation

- The program will be open Monday through Friday on school days from 6:00 am to 6:00 pm. Our days of operation coincide with the Perry Community Schools calendar. Our program is closed during no school days, winter break, spring break, holidays and any other days that school is closed or cancelled.
- Hours of operation are 6:00 a.m. to 8:10 a.m. and 3:30 p.m. to 6:00 p.m. every day.
- P.A.C.E.S. will operate on early dismissal and late start days.
- P.A.C.E.S. will be closed from the last day of summer P.A.C.E.S. to the first day of school. Dates to be announced yearly based on weather make-ups.
- P.A.C.E.S. will be **CLOSED** on days when school is closed due to the weather. During severe weather, we will constantly check for emergency information. If cancellation is necessary due to severe weather, notification will be given to KDLS radio and the Des Moines TV stations—Channel 5, 8 and 13. Cancellation information will also be available on our Facebook page and on Perry Elementary School's Facebook page.

Admission Policies

- Enrollment in the program shall be granted without regard for race, sex, religion, color, disability, or natural origin. Enrollment is open to any child in grades preschool through fifth provided that the daily program can sufficiently meet the needs of the child.
- All children must be registered before they attend the program. Registrations are accepted in the main P.A.C.E.S. room (3E).
- Enrollment is on a first come, first serve basis, with **priority given to full-time enrollees**. A waiting list will be developed in the case of maximum enrollment.
- Students must be at least 4 years old and enrolled in the 4-year-old universal preschool program through the school district to be enrolled in the school year P.A.C.E.S. program.
- For the summer program, students need to be at least 4 years old and have completed 4-year old preschool.

Absences

- If your student will be gone from P.A.C.E.S. due to sickness, leaving early from school, being picked up, riding the bus or any other reason, please call **465-8264** to let us know. Please leave a voicemail if no one answers.
- If you know in advance that your student will be absent, there is a notebook you may write this in next to the sign-in/out sheet—we check this each afternoon during attendance.
- If we cannot locate your student, we will first check with your child's teacher and in the school office. We will then call parents/emergency contacts until we find them.
- In the case that your child cannot be located and parents/guardians cannot be contacted, the Perry police department will be notified.

Vacation/Extended Absence Policy

- If your child will be absent from the program for an extended period of time—1 full week (5 days) or longer—a weekly fee will still apply. This fee will be 80% of your usual weekly payment. This applies to extended vacations, maternity leaves, illnesses, or for any other reason your child may be gone from P.A.C.E.S. for an extended period of time. Payment will need to be made as usual on a weekly basis on Thursdays or Fridays from 3:30-6:00 pm.
- This extended absence rate only applies for absences of 5 days or longer. In the event that your child will be absent for 4 or less days during a week, the normal weekly fee still applies. We do not refund or credit for absences.
- While on extended leave from the program, after two weeks of nonpayment, your children will be considered dismissed from the program, and their spots will be filled with a family on the waiting list. If you later decide to re-enroll your children in P.A.C.E.S., all back payment due from the extended absence period will be due.

School Year Extended Absence Rate

	Free	Reduced	Full
1 child	52	60	68
2 children	80	88	96
3 children	104	112	120

Summer Extended Absence Rate

	Free	Reduced	Full
1 child	60	76	92
2 children	96	112	128
3 children	120	144	168

Attendance Policy

- P.A.C.E.S. is not a drop-in program. The student roster will be revised at regular intervals. Sporadic attendance can result in dismissal. Spots will be filled with children needing full-time care. Full payment still applies in the event of absences. No refunds or credits are given for day to day absences due to illness, appointments, etc.
- Children can attend only mornings or only afternoons, however, the same flat weekly fee will apply. There is no discount for half days.
- During the summer, there is no discount for students who are attending the summer tutoring program.

School Year Fees

- Fees are established on a sliding scale based on qualification for free or reduced lunch. To be qualified for the reduced fees, you must be approved through the district’s nutrition services department.

Before & After School P.A.C.E.S.—Grades Preschool through 5

	Free	Reduced	Full
1 child	65	75	85
2 children	100	110	120
3 children	130	140	150

Summer Rate

	Free	Reduced	Full
1 child	75	95	115
2 children	120	140	160
3 children	150	180	210

Payment Policies

- Payments are accepted on Thursday and Friday from 2:00-6:00 pm. Payments received after Friday night will have a \$10 late fee added on.

- Non-payment: If no payment is received, students cannot attend P.A.C.E.S. until balance owed is paid. Non-payment will result in dismissal from the program.
- Each week you are pre-paying for the upcoming week.
- Payment must be paid weekly, however we do accept advance payments—paying for 2 weeks at a time, a month at a time, half of the school year, or the full school year. If you would like to pay for several weeks or more in advance, please let us know and we will get a bill with your total amount due to you.
 - In the instance of snow days/no school days that need to be made up at the end of the school year, the extra days added will need to be paid for, as we do not refund or credit for days we are closed.
- Cash, checks, money orders, and credit or debit cards are accepted.
- Payment location is the main P.A.C.E.S. room.
 - Payments will not be accepted by mail or at the school administration center.
- Refunds cannot be given—this includes illness. The weekly price is a set fee, regardless of number of days attended. We regret we cannot refund, but scheduling is necessary for the children’s safety to assure staff-to-student ratios, food counts, field trips, and various other preparations.
- For early dismissals and late starts of more than 2 hours, the fee is an additional \$3 per child.

Registration Fee

- A non-refundable registration fee of \$25 per family is due at the time of enrollment each school year and a fee of \$20 per family each summer. This fee must accompany application forms to secure your children’s spots in the program.

Tax Information

- Perry Community Schools’ Federal Tax ID number is 42-6021533. A yearly tax statement of total amount paid for the year will be handed out mid-January.

Late Pick Up Fees

- The program does not open until 6:00 am, and this is strictly enforced. Absolutely no one is allowed to enter the building prior to that time.
- Failure to pick up children by 6:00 p.m. will result in a \$1.00 per minute late fee per family beginning at 6:01 pm. Your children may not attend until the late fee has been paid.
- Three violations of pick up policy will result in immediate withdrawal from the program.
- The P.A.C.E.S. clock will be used for correct time.
- Perry Police Department will be contacted if your child is not picked up by 6:30 pm.

Sign-in Procedures

- Parents/guardians are required to accompany their children to the check-in area and sign them in each morning.
- Failure to sign your child in will result in a \$5 fine.

- P.A.C.E.S. opens at 6:00 am, and at that time the door will be unlocked and families may enter the main room. No one will be permitted in the building prior to 6:00 am.
- The check-in system is for your child's safety. Failure to comply with the sign-in system will result in dismissal.
- Your child must be signed in by someone **18 years of age or older**.

Sign-out Procedures

- Parents/guardians are required to pick up their children and sign them out each day at the check-out area.
- If you are unable to pick up your child by 6:00 p.m., please make arrangements with one of the people on your child's registration form to pick up the child. If someone other than those listed on your registration form will be picking up your child, please call the main P.A.C.E.S. room and let us know. You may also let a staff member know in the morning when you drop your student off, and it will be documented.
- If a child is still at the program after 6:00 p.m., staff will take the following steps:
 - Contact parent/guardian phone numbers
 - Contact persons authorized on the child's enrollment form
 - Time will be documented and late fees will be applied
 - If the child is still at program at 6:30 pm, the Perry police department will be contacted.
- If your child is not picked up by 6:00 pm, a late fee of \$1 per minute will begin at 6:01 pm. See late pick up fee information above.
- Any special circumstances regarding custody of children should be brought to the site coordinator and director's attention. A copy of a court order is required.
- Please be aware that we will ask for identification for any parent/guardian/other person picking up students. This is for the safety of your child. Please have your ID available upon entering the main P.A.C.E.S. room and we will verify with your student's registration form.
 - **No students will be released to anyone who is not listed on the registration form—no exceptions.**
 - All authorized pick-up people on the registration form must be **at least 18 years of age**. Again, this is for safety reasons, and no exceptions will be made.
 - If someone new will be picking up your child, please make sure you let the site coordinator or director know in advance and update your registration form.

P.A.C.E.S. Door

- P.A.C.E.S. families should use the door that comes directly into the P.A.C.E.S. office. This door will be unlocked for use in the **mornings from 6:00 am to 8:20 am** and in the **afternoons from 3:15 pm to 6:00 pm**. Between 8:20 and 3:15, this door will be locked. During this time, you will need to enter the front doors by the school's main office and sign in to walk down to our room.

Parking Rules

- When dropping off or picking up your student, park in the parking lot and **DO NOT** park in the service drive or handicapped parking spaces. Perry Police Department will be enforcing tickets for those who choose to park in the service drive or illegally in handicapped spaces. Please watch for children and do not park on the blacktop.

Office Etiquette

- Please turn off your cell phone when entering the P.A.C.E.S. office area. This allows for better communication with parents and respect for others as well.

Meals and Snacks

- The after school program provides children with an afternoon snack.
- Breakfast is available for free for all students through Nutrition Services.
- On full days during the summer program, children will have breakfast, lunch and afternoon snack at no cost to families.
- The Perry Community School District's kitchen prepares our nutritious meals and snacks and all snacks and meals comply with CACFP guidelines. Please see the menus posted at school or sent home with your children.

Field Trips

- Field trips may be held on early release or in-service days. Transportation will be provided by the Perry Community School District.
- Field trips will be to fun, recreational and educational destinations. Parents will be notified in advance of all field trips.
- Field trip fees will apply and are usually between \$5.00 and \$6.00 per child. During summer field trips, parents can send money with students for snacks at pool concession stands. You will be notified in advance when snack money is needed.
- Permission forms are signed and fees can be paid on Thursday evenings or Friday mornings before the field trip.

Unlimited Access Policy/Parent Participation

- Parents/guardians are encouraged to participate in the program in many ways. If you have a particular talent or something of interest to share, please let us know. We always welcome parents into our classrooms to observe and interact.
- Look for notices at your site for special activities and requests. We welcome donations of time, service and items such as toys, games, books, materials for crafts, paper, etc. We also ask for donations on our special days for parties, holiday gifts, etc.
- We welcome your comments and suggestions. At times, your child may be asked to supply a particular item for projects. You will be notified of such requests.
- Parents have unlimited access to their children & their children's teaching staff during all hours of P.A.C.E.S. operation, unless otherwise prohibited by a court order. If you would like to visit your student's classroom or speak with teaching staff, please stop in the main P.A.C.E.S. office, and we will gladly assist you.

Access Policy

- The P.A.C.E.S. program is responsible for ensuring the safety of the children at the program and preventing harm by being proactive and diligent in supervising not only the children, but the other people present at the facility.
- Any person present at the program who is not a staff member, substitute or volunteer who has had a record check and approval to be involved in child care **shall not have unrestricted access** to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff-to-student ratio.
 - **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care. People who have not passed a background check will not assume any child care responsibilities or be alone with a child.
- People who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times. Lead staff members of the P.A.C.E.S. program will serve as direct monitors.
- Staff members will approach anyone who is in the school building or on school grounds who they do not recognize to ask what their purpose for being there is. The site coordinator or director should be notified immediately if someone is not approved to be on the site. If the situation is dangerous, staff will follow the dangerous intruder protocol as detailed in the staff handbook. Non-agency persons who are on the property for other reasons, such as maintenance, etc. will be monitored by paid staff and are not allowed to interact with students.
- A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to be registered with the Iowa sex offender registry (Iowa Code 692A):
 - Shall not operate, manage, be employed by, or volunteer at the program.
 - Shall not be on the property of the program without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child to and from the center.
 - The center director is not obligated to provide written permission and must consult with their DHS licensing agent.
 - If written permission is granted, it shall include the conditions under which the sex offender may be present, including:
 - The precise location in the center where the offender will be present.
 - The reason for the offender's presence at the facility.
 - The duration of the offender's presence.
 - Description of how staff members will supervise the offender to ensure the offender is not left alone with a child.
 - The written permission shall be signed and dated by the director and the offender and kept on file for review by the center licensing consultant.

Schedules and Curriculum

- At times, the schedule is structured and other times there are choices. The following is a list of activities P.A.C.E.S. will offer: snack time, science experiments, STEM activities, history activities, homework assistance, individual time, group time, indoor play, outdoor play, arts/crafts, big/small motor skills, manipulatives/block play, library/reading time, computer access, music/chants, math activities, free/choice time, movies, awards/rewards, health & safety, tornado/fire drills, and restroom/drink breaks.

Discipline

- The rules and regulations are for the safety and well-being of all participants. Attendance at this program is considered to be a privilege. We expect parental support when you are informed of a discipline situation. Parents are an essential part of planning for children in the program.
- Children are provided a pleasant and harmonious environment at the program. The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. The staff shall work with any child and cooperate with parents/guardians to resolve any problems that may arise.
- Guidelines for discipline will be consistent with the school's discipline policy. The goal in discipline is that children will regulate their own behavior. This can be accomplished by talking through situations with children and setting up necessary limits so unacceptable behavior patterns do not develop.
- If rules are broken, we will ask the child to identify the misbehavior and the appropriate action to be taken. At times, the child may be asked to take a break and calm down and/or complete a think sheet. Kids are always welcome and encouraged to take a break if they feel themselves becoming angry or upset in the classroom. This is to help them regain their composure and be able to rejoin the group before a meltdown or behavior incident occurs.
- Continued misbehavior will be discussed with parents. If a child's behavior is such that it has a negative effect on other children or the staff, the child will be placed on probation for three days with the understanding that the child will be withdrawn from the program with the next occurrence.
- Privileges may be taken away at P.A.C.E.S. to assist in modifying behavior (field trips, special activities, etc.).
- If a child's behavior consistently disrupts the flow of the program, if the child physically or emotionally harms others, causes major safety concerns for staff or students, or otherwise conflicts with the program rules and guidelines, a conference with the parents/guardians may be scheduled to discuss program expectations and ways to work together to remedy the issue.
- In the event that the problem persists, after all reasonable attempts have been made, the child may be suspended or dismissed from the program. If a child leaves any designated boundaries (classroom, gym, cafeteria, playground, field trip area, etc.) without permission, this may result in an automatic next day suspension or a write-

up. If a child repeatedly leaves the group setting or cannot stay with the group without a staff member constantly redirecting him or her, the student can be dismissed from the program due to safety concerns.

- The center shall not use as a form of discipline:
 - Corporal punishment including spanking, shaking or slapping.
 - Punishment which is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
 - Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
 - No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

Basic Rules

- Please note that these rules are not all inclusive, but most expectations for appropriate behaviors can be placed in these general categories.
 - **Respect Others:** Excessive noise, shouting, swearing or talk of inappropriate subjects, hitting, kicking, shoving, etc. are unacceptable. Any child who physically or emotionally harms others will be reported to parents/guardians. Repeated incidents may result in suspension or dismissal from program.
 - **Follow Directions:** Children will be expected to follow building and playground rules, listen to instructions, and ask questions if confused about directions.
 - **Practice Safety:** Children will be expected to stay with the group in a designated area, ask for permission to leave an area, have bathroom privileges, and walk in halls or from one activity to another.
- P.A.C.E.S. also expects students to follow the Pillars of Character—trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Discipline Plan

- If any rules are not followed, or if disciplinary action is necessary, these steps will be used.
 1. Verbal warning and discussion or reminder of expected behavior. This may include re-direction to another activity chosen by the staff or the child. The child may be asked to take a break and think about their behavior or calm down.
 2. Staff and the child will complete a think sheet. Think sheets provide the child an opportunity to take responsibility for his/her actions and determine other choices for positive behavior. If a child will not complete a think sheet, the child must start the next day in the main room with the director or site

coordinator until the think sheet is completed and a discussion of their behavior is completed.

3. Discuss reoccurring or serious behavior concerns with child.
4. Contact parent/guardian in person at pick-up or by phone for discussion of behavior. Recurring behavior problems will result in the site coordinator or director requesting a conference with the parent to determine how the program can best work together with the parents to provide consistency in promoting positive behaviors.
5. In the event we cannot gain control of a child, the parent will be contacted to immediately pick up the child.

Biting Policy

- In the event of a child biting another child, the following actions will be taken:
 - The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
 - Medical attention will be given to the child who was bitten (first aid, ice pack, school nurse if necessary).
 - Staff will immediately speak with the biter and redirect them to use other strategies instead of biting (letting a teacher know the problem, walking away from the situation, etc.)
 - Office staff will be notified of the incident and classroom staff will document the event in their student behavior log. Staff will work to monitor the child who bit and ensure that the classroom environment is safe and secure for all students.
 - Biting incidents will be documented and kept in student files.
 - Parents of both the biter and the bitten child will be notified in person when students are picked up or by phone call the same day of the incident.

Suspension

- Suspension will happen in the case of a child becoming physically violent with a provider or another child, threatening serious violence against another student or staff member, making terroristic threats against others or the school, continually leaving the group setting or causing safety concerns, for repeated incidents of a serious nature, or for any serious issue that the site coordinator or director deems appropriate for suspension.
- Length of suspension is decided upon by the director or site coordinator. Parents or guardians will be contacted and required to immediately pick up the child for the day, or a conference will be held with them about the upcoming suspension upon pick-up of their child the same day of the incident. Discussion with the program director or site coordinator will be necessary before the child can return to the program. Repeated suspensions or extreme behavior issues will result in dismissal from the program at the site coordinator or director's discretion.

Program Dismissal/Discharge Policy

- A child may be dismissed from the program in the case of repeated incidents of jeopardizing the physical or emotional safety of any child or staff in the program, or consistently disrupting the flow of the program.
- Dismissal will occur if safety standards cannot be met—staying with the group, following directions consistently, following bus safety rules, etc.
- Dismissal can also occur at any time for a student who is harmful to themselves or others—including other students or staff members.
- Dismissal will occur if weekly payment is not made. After 3 weeks of non-payment, students will be dismissed from the program.
- Dismissal will occur if weekly payments are consistently late—this will be at the discretion of the director. Our program relies on parent fees, so prompt payment is both necessary and required to keep our program in operation.
- Dismissal will occur if students are picked up late (after 6:00 pm) 3 times.
- Dismissal will occur due to parents'/guardians' or students' failure to adhere to center policies set forth within this handbook and at the discretion of the program director or site coordinator.
- Repeated incidents/offenses and failure to adhere to center policies will be communicated directly to the parent or guardian by the director or site coordinator on the date of the occurrence in person, by phone call, or by email.
- The decision to dismiss a student is ultimately at the discretion of the director and site coordinator. However, classroom staff and parents will also be consulted in the decision. Before dismissal occurs, we always attempt to find solutions to the areas of concern, but if a student or parent cannot/will not follow these set-forth guidelines, dismissal becomes the final option.
- If a student is dismissed from the program, parents are able to register their student again when the next registration period opens up (summer or school year). At this time, a trial period of 2 weeks will happen to see if the student/parent can now adhere to center policies. If policies and standards are still not able to be met, the student will again be dismissed. If the trial period shows acceptable growth of the student/parent meeting center policies, the student will be able to continue attending the program.

Illness Policy

- The parent is responsible for notifying P.A.C.E.S. staff if the student is ill or will be absent for other reasons. Do not bring students if they are ill.
- Should your child become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible.
- In the event the child has a fever or has vomited, a parent or guardian will be notified to immediately pick up the child.
- A child must be fever-free for 24 hours without the assistance of medication before they can return to school as to not spread infection.
- If a child is sent home for vomiting or diarrhea, they must be out of school for 24 hours before returning to P.A.C.E.S. or school.

- Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent/guardian will be notified.
- In the event of a major medical emergency, staff are CPR & First Aid certified and will assess the situation, provide care, call 911 immediately, and contact parents.
- All parents have the right to hospital preference when it comes to the care of their child. In the case of a major medical emergency while attending the P.A.C.E.S. program, 911 will be called, and local EMS will transport the child to Dallas County Hospital via ambulance. From there, children can be transported to other medical facilities as needed.

Medication Policy

- The school nurse must approve all medications in advance. Parents of students who require the use of medication are encouraged to give medication to their child before attending P.A.C.E.S. each morning or request medication be given by the school nurse prior to attending each afternoon.
- Exceptions will be made for full days during the summer. Each parent must work with the school nurse and P.A.C.E.S. staff to coordinate medication and fill out proper medical forms and follow proper procedure.
- Parents of students requiring the use of inhalers, emergency medications, etc. will need to discuss this with the school nurse and the P.A.C.E.S. director and site coordinator for proper access and storage procedures.
- Medication must be provided in the original or duplicate container with pharmacy instructions listed.
- Staff members who have taken and passed the approved medication management online course and passed their skills assessment with the school nurse will be allowed to administer approved medications to students during P.A.C.E.S. hours.

Fire and Tornado Drills

- Fire and tornado drills are performed monthly.

Emergency Procedures

- In the event of an emergency or natural disaster the following procedures will be in effect:
 - Children will remain at the site until they can be picked up by the parent or other authorized person.
 - In the event of a site evacuation, children will be taken to the temporary relocation site as listed in the Emergency Care and Disaster Plan. Efforts will be made to contact parents should evacuation be necessary.
 - P.A.C.E.S. staff will remain with the children until parents or other authorized persons pick them up.
 - Our designated safety location is the back playground area. When classes must evacuate the school, everyone should reconvene in this area if safety allows. Our secondary evacuation location is the McCreary Rec Center. In the

instance that we are unable to stay outside or in this area during the evacuation, the group will reconvene at the Rec Center building.

Fire Evacuation/Bomb Threat Evacuation/Chemical Spill Evacuation

- When the fire alarm goes off, students will be evacuated through the nearest exits as specified by the fire/evacuation plan posted in each classroom. Once students have exited the building, the group will convene near the blacktop area at the back of the school. If necessary, students and staff will move all students to the Rec Center or to an appropriate place as directed by the police or fire officials.
- Classroom staff will take their radios, class lists, and first aid kits with them during evacuation. Each classroom will count and account for each student before and after the evacuation.
- The director or site coordinator will take the student information files and emergency kit during the evacuation and ensure all students are accounted for once the group has convened at the evacuation site. Parents will immediately be contacted by phone to notify them of the location and, if necessary, to pick up their children as soon as possible. If given the all-clear by police/fire officials, students and staff will return to the school building and resume programming as usual.
- In a bomb threat or chemical spill situation, the same evacuation procedures will take place. Staff will immediately be notified by radio of the threat/unsafe conditions and to begin evacuation of the school building.

Tornado/Earthquake/Flood/Imminent Weather Danger

- During potentially dangerous weather situations, radar and alerts will be carefully monitored. Our weather radio will alert us of any watches or warnings for the Perry area. If Perry's tornado sirens go off, staff will take students to their specified safety location as noted on the tornado drill plan located in each classroom.
- In the case of a tornado, earthquake, or flood causing structural damage, evacuation procedures will take place as soon as it is safely possible.
 - The director or site coordinator will take a radio, the emergency kit and student information files and will begin calling parents as soon as possible to come pick up children from the evacuation site.
 - Staff members will take radios, first aid kits, and class lists to ensure all students are accounted for before and after the tornado/evacuation.

Blizzard/Power Failure

- P.A.C.E.S. will be closed on days when school is closed due to blizzard, ice or dangerous winter weather conditions.
- If school dismisses early due to winter weather, P.A.C.E.S. will remain open as usual until 6:00 pm, unless conditions are so severe that we are forced to close for the safety of children, families and staff members. In the case the program is forced to close early, we will immediately notify parents to come as soon as possible to pick up their children. We will call parents, as well as announce closing information on our

Facebook page—Perry P.A.C.E.S. Before & After School Learning Center. School closing information is available by watching KCCI (Channel 8), WHO-TV (Channel 13) or WOI-TV (Channel 5) or online at any of these stations' websites.

- In the instance of a school power failure, P.A.C.E.S. would be forced to close for the day. We will immediately contact parents/guardians by phone call to pick up students as soon as possible. Notification will also be available on our Facebook page. In the instance that the power failure happens during school hours, local TV stations would also be notified to broadcast school/P.A.C.E.S. closing information. The program will remain open and staffed until all students are picked up.

Intruder/Hostile Situation Procedure

- If a person enters or is near the school with a weapon or is creating a threat to safety, our program will immediately go on lockdown in accordance with ALICE drill procedures.
- The director or site coordinator will communicate the threat over the radio and instruct classrooms to immediately lockdown. During a lockdown, classroom doors are shut and locked, lights are turned off, and students will move into a designated safety area within the room where they barricade themselves from the threat as best as possible. Staff will help students to remain calm and quiet until the all-clear is given by the director or site coordinator. Head counts will be taken before and after the lockdown, and all students will be accounted for before the room is locked.
- The director or site coordinator will lock the main P.A.C.E.S. door if possible and get to a safe location where information can be relayed to staff about what is going on over the radio. Police will be contacted immediately, and police instruction will be followed.
- If the program goes on lockdown for any reason, parents will be notified in person at pick-up or by phone call the same day. For more detailed information on ALICE procedures, please feel free to ask the director or site coordinator.

Intoxicated Parent/Visitor

- If an intoxicated parent or authorized pick-up person attempts to pick up a child, the director or site coordinator will contact an emergency contact and request that he/she pick up the child instead. If another authorized person is unable to pick up the student, the child must be allowed to leave with the intoxicated parent—our program is not legally allowed to withhold a child from a parent. The director or site coordinator will then immediately contact the police department regarding the incident.
- An intoxicated visitor/authorized pick-up person will be asked to leave the school immediately, and the student's parent/guardian will be contacted.

Lost or Abducted Child

- In the rare instance of a child going missing or being abducted, the director or site coordinator will be immediately notified of the missing child by classroom staff.

Procedures will be put in place to locate the child by contacting the school office, parents, and emergency contacts, as well as the police in the case of an abduction. If the child cannot be located, parents/guardians as well as the police will be contacted immediately. The center will then proceed as directed by the police.

Changes

- The school district reserves the right to cancel, combine, change dates, times, fees, change staff or make necessary revisions in the program which may become necessary.

Elementary Handbook

- P.A.C.E.S. will also follow guidelines established in the Elementary School Handbook. Please review information.

Employment Opportunities

- Employment opportunities are available—great experience for high school students, college students, a parent, or retired persons—flexible hours and benefits.
- Contact the Perry Community School District Personnel Office at 465-4656 or at the School Administration Center at 1102 Willis Avenue, Suite 200, Perry, IA 50220.

Nondiscrimination Policy

- It is the policy of the Perry Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Angelica Cardenas, 1200 18th Street, Perry, IA 50220-1650, 465-3505, or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, IL. Questions about ADA (Americans with Disabilities Act) compliance may be directed to Laura Skeel, ADA Coordinator, 465-5656.

Questions and Phone Calls

- Please contact Mary Hillman or Lila Modlin at 465-8264.

