

# **Parent and Child Enrichment (PACE) Policies**

## **What is PACE?**

The Parent and Child Enrichment (PACE) Program offers a warm environment where children participate in developmentally appropriate activities with their parents or caregivers. PACE focuses on child social skills and learning, parent education and lots of fun. Activities include story time, free play, arts and crafts, fun activities, snack and more.

## **Key components of PACE**

- Warm playgroup environment in which children ages five and under are provided with developmentally appropriate activities that they can participate in with their parents or caregivers
- Each group is open to all families in the Seymour, Black Creek, Oneida and surrounding communities
- Two sessions approximately 18 weeks each and a free summer program
- A chance for parents to network with each other
- Helps both children and parents become accustomed to the school to make for an easier transition once they begin 4K or Kindergarten
- A time for children to develop their social skills while they play with other children their own age
- Introduction to participating in structured group activities
- Room set up according to guidelines in the Creative Curriculum series to promote learning, since children learn by playing
- Parents receive parenting tips and resources
- A “Lending Library” which includes children’s books and toys are available for checkout in each classroom

## **Typical day at PACE**

Each group starts out with free play. During that time parents can network with each other or play with their children. Following that is calendar, story time and group learning time. The remainder of the day is spent participating in activities such as arts and crafts, games, gym time, and songs. PACE finishes with a healthy snack option.

## **PACE Location and Schedule**

The PACE Program is held during the day and evening in Room 703 in the Rock Ledge Primary School, and in Room 108 in the Black Creek Elementary/Middle School. Two sessions (about 17 weeks) are offered during the school year, concurrent with the Seymour School District fall and spring semesters. Please refer to CFRC website for specific dates and times of each session offering.

## **Cost of PACE**

Children under the age of one are free; donations are welcome. Cost per session for children one year and older are \$30 for the first child with a maximum of \$60 per family. Scholarships are available upon written request.

## **PACE Participation**

PACE is open to any child living in the area, ages birth to five years old. Every child must be accompanied by a responsible adult that is actively participating during the PACE Program.

All PACE adult participants must agree to and abide by the **Code of Conduct for Community Family Resource Centers (CFRC) for the Parent and Child Enrichment (PACE) Program** as noted below.

Because the PACE Classrooms are located in the two area elementary schools, some parents choose to use the PACE Program time to volunteer in the classrooms of older siblings. CFRC staff is open and even encourages this practice, we only ask that another responsible adult attending PACE be assigned by the parent to watch over their child/children.

We understand that all children develop and learn at different levels and may not be able to participate in all activities or may choose to just play. We only ask that they do not disrupt the children who do want to participate.

### **Illness Policy**

If your child is sick, please keep them home so as not to expose other children and adults.

If the PACE Facilitator is ill or cannot run the PACE for whatever reason, PACE will still be held. CFRC will strive to find a substitute, but if one cannot be found, the PACE classrooms will still be open for use to families signed up for PACE. A sub folder is located at both locations and can be used to run PACE if a parent would like to volunteer.

### **Cell Phone Policy**

Because one of the goals of PACE is for parents to interact with their children during this time, we ask that all cell phones be silenced.

**Snack time** is an integral part of the PACE Program, and due to increased funding through the United Way Fox Cities, children will be served healthier snacks such as fresh fruits and vegetables, protein, and dairy products. According to research, fewer than 1 in 3 children eat fruits and vegetables daily. As part of the PACE curriculum, we will teach parents the importance of eating nutritiously, and provide ideas for easy, healthy snacks. CFRC will do our best to accommodate any food allergies.

### **\*\*\*Inclement Weather**

PACE will be cancelled if Seymour Community schools are cancelled due to inclement weather. PACE will also be cancelled if Seymour Community schools have a delayed start.

# **Code of Conduct for Community Family Resource Centers (CFRC) for the Parent and Child Enrichment (PACE) Program**

## **Caregiver Guidelines**

In order to maintain an orderly, respectful and secure educational environment for the children, parents/caregivers and staff of CFRC's Parent and Child Enrichment (PACE) Program, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this document.

## **Parents/Caregivers are expected to:**

- Recognize that the education of children is a joint responsibility of the parents and the CFRC/school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program during PACE.
- Know school and PACE classroom rules and help their children understand them.
- Convey to their children a supportive attitude toward education and CFRC/school district.
- Build good relationships with PACE Facilitators, other parents and their children's friends.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.

## **Public Conduct on School Property**

Schools/PACE Classrooms are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a CFRC/school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member will be considered a visitor.
- All visitors to the school will be required to sign the visitor's register (at the office in Black Creek; in the PACE Classroom in Seymour) and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

## **Conduct Prohibited on School Property**

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school/CFRC property or the property of a PACE Facilitator, teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of PACE classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at CFRC/school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, economic status, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a CFRC/school function.
- Possess or use weapons in or on school property or at CFRC/school function, except in the case of law enforcement officers. Loiter on or about school property.
- Gamble on school property or at CFRC/school functions.

- Possess or use tobacco products, including vapes, cigarettes, or tobacco products in or on school property or at CFRC/school function is strictly prohibited.
- Refuse to comply with any reasonable order of identifiable CFRC/school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

**Persons in violation of the Code of Conduct**

The authorization of a visitor, to remain on school grounds or at any CFRC/school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. CFRC and the district reserves their right to deny participation and/or pursue a civil or criminal legal action against any person violating the code.

\_\_\_\_\_  
Student(s) name

\_\_\_\_\_  
Printed Name of Parent/Caregiver

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature of Parent/Caregiver

\_\_\_\_\_  
Date

Community Family Resource Centers, Inc. (CFRC) is a non-profit charitable organization sponsored by United Way Fox Cities and the Seymour Community School District to help residents form strong family foundations. CFRC operates under the mission "Strengthening Families to Strengthen the Community." Programs are offered to enrich families in parenting education, resources and support while providing opportunities for fun time spent together. CFRC programs are open to ALL area residents.

For more information on PACE or any other CFRC programs, call (920) 833-5155 ext. 703, e-mail [cfr@cfrcseymourbc.com](mailto:cfr@cfrcseymourbc.com), and like CFRC Seymour/Black Creek on Facebook.