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 is a Christian ministry established to glorify God by providing homeschooling families the opportunity to enhance their education and socialize in a conservative, wholesome, Christian environment. All PACE teachers are born-again Christians, with the exception of a few who were grandfathered in before this requirement was instituted. If you have any questions regarding this, please feel free to contact us.

Before registering, please carefully review the current Policies to ensure that you and your children understand and can comply with all rules during any and all PACE activities, including but not limited to classes, field trips, and outings. All fees, including registration, class, and supply fees, are non-refundable. If you are unsure whether you can meet specific requirements—such as remaining on campus, placing an infant or toddler in Childcare during your required volunteer hour, or not assisting in your child's class—we recommend delaying your registration.

Please understand that PACE's structure and rules may not suit every family. Some may find them too restrictive. As with any program, we encourage you to prayerfully and honestly assess whether you and your children will be able to abide by the policies before committing to participate.

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, and appointments are obtained by paying your family Membership Registration fee. All Membership Registration Fees are separate from class and supply fees. **Payment for the first month of classes and any applicable semester supply fees must be made within the registration process (see Payment schedule below).** All class, semester supply, and registration fees are non-refundable once registration is completed, with the only exception being if a class is canceled due to low enrollment; in such cases, you will be notified, and your payment will be refunded. Class schedules cannot be changed once selected, so please choose carefully. All members must participate in a **mandatory Parent Orientation** meeting hosted by the Board. Students will not be permitted to attend any classes if their parent has not attended the orientation, and no refund will be given for missed class(es). Families who register for enrichment classes but do not attend during the first semester will automatically be enrolled in the Support Group for the remainder of the year. Students must register for classes within their designated age group unless they are enrolling in a designated academic class and can demonstrate they have met the prerequisites. A child's age is considered to be their age between the PACE calendar start date and November 30th, for both semesters, except for students enrolling in the 2½ and up classes, who must be 2½ years old by the first day of the fall semester. If your child has a birthday between the first day of the PACE calendar start date and November 30th, you may register them using either age, but you must clearly indicate this on the Registration Form. Please be aware that if you place your child in a higher age-range class and they are unable to keep up, **no refunds will be issued.** (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

If you need the age requirement waived due to a child's learning disabilities, you must receive prior approval from the PACE Board. Please email your request to **info@pacemiami.org** before registration, clearly stating your specific circumstances and the class you wish to enroll in. Class descriptions and the schedule can be viewed on our website at **www.pacemiami.org**. Please note that some classes have prerequisites for registration. For spring registration, some classes may already be full due to continuing enrollment from the fall semester. Any room assignments listed on the schedule are subject to change before classes begin. Families should plan to arrive early enough to check final room assignments. All matters related to class availability, scheduling, age exceptions, and registration must be handled through the Board—**teachers will not be able to assist with these issues.**

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 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 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 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 2026-2027		**DUE DATE:**
September 2026	(4 weeks) Class begins Sept. 4th	May 15th
October 2026	(5 weeks)	September 25th
November 2026	(3 weeks)	October 30th (Semester ends 11/20)
January 2027	(4 weeks) Class begins Jan.8th	At time of class registration
February 2027	(4 weeks)	January 29th
March 2027	(4 weeks)	February 26th (Semester ends March 26th)

3. **DROPPING and ADDING CLASSES: DROPS:** No refunds of class or semester supply fees will be given after payment has been made even if payments have been made before the semester begins. 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. 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 semester 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**: PACE is an entirely volunteer-run enrichment program, and the participation of our families is what allows us to offer classes each week. Every member family is required to serve one Required Assistant Hour every week that their family is enrolled in PACE Enrichment classes. This weekly commitment is a condition of participation and an important part of making PACE work for all of our families. Required Assistant Hours are assigned by the Schedule Coordinator according to the needs of PACE and will take place during one of the hours your child(ren) are attending classes. Because each position is assigned where help is needed most, members do not select their position or hour. By registering your child(ren) for a class during a specific hour, you are confirming that you are available to serve PACE during that hour if assigned. If your child(ren) are registered for classes during multiple hours, the PACE Board may assign your Required Assistant Hour during ANY of those registered class hours, based on the needs of the program. Required Assistant Hour assignments are not guaranteed to remain the same throughout the semester. Your assigned hour and/or position may change from one week to another according to PACE's staffing and program needs. Members are responsible for checking their current assignment and reporting to the position and hour assigned to them for that week.

Parents will not be assigned to their own child's class. When registering for classes, please select only class hours during which you are also available to serve. If a particular hour does not work with your personal or family schedule, please do not register your child(ren) for a class during that hour. While we appreciate everyone's individual circumstances, PACE cannot guarantee preferred positions or hours, and an inconvenient assignment does not remove the responsibility to serve. No fees will be refunded if a family chooses to leave the program because their assigned Required assistant Hour does not work with their schedule. Members are expected to report to their assigned position every week, on time, and remain for the entire hour. We understand that illnesses, emergencies, vacations, and other circumstances arise. If you are unable to serve, it is your responsibility to arrange for a substitute to cover your entire assigned hour. The Schedule Coordinator and PACE Board are not responsible for securing substitutes for members. Tardiness, missing an assignment, leaving before the assigned hour is completed, or failing to arrange a substitute will be considered an unfulfilled Required Assistant Hour and a policy violation. The 1st unfulfilled assignment will result in notification of the violation; the 2nd will result in a second violation; and following a 3rd unfulfilled assignment, the family may be dismissed from the PACE Enrichment Program without refund.

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 and bringing any student exhibiting disrespectful or disruptive behavior to the PACE office; (6) ensuring the classroom is clean and tidy at the end of class; (7) accompanying students to the restroom; and (8) assisting with other needs of the Enrichment Program.

Assistants are expected to remain attentive and available throughout their hour; phone use, socializing, or other distractions should be avoided while serving. Teens may not fulfill a parent's Required Assistant Hour but are welcome to volunteer separately for community service hours. Because parents serve during an hour in which their child(ren) are in class, children must be able to remain in their class without their parent during that time. If your child has special needs, please contact PACE in advance so the Board can determine whether an appropriate accommodation can be made without interfering with the staffing needs of the program. Please understand that PACE may not be equipped to provide specialized assistance.

Children under four who are not enrolled in a class during their parent's assigned hour and do not have another caregiver available on campus must be signed into Childcare. Nursing mothers with infants will be given priority in Childcare; however, having an infant or young child does not guarantee an assignment in Childcare. If your family is not yet comfortable with these arrangements, we completely understand and encourage you to consider joining PACE during a future season when the Required Assistant Hour commitment will work for your family.

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 with children enrolled in the program, 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:** PACE provides **complimentary Childcare for children under 4 solely while a member is teaching, completing set-up, or fulfilling their Required Assistant Hour.** Childcare is not available simply because a parent is on campus with a young child who is not enrolled in a class, nor is it a place for parents to wait or socialize with their children. Only assigned helpers may remain in the Childcare room. Children must be signed in with the parent's assignment location, phone number, any special needs, and a name tag. Parents must provide and label all snacks, diapers, wipes, and belongings. There is no early drop-off, and children must be picked up immediately when the parent's assigned responsibility

ends. Children may not be in a classroom unless registered for that class. We will try to assign members with infants to Childcare for their Required Assistant Hour when possible; however, assignments are based on the needs of PACE and cannot be guaranteed. If you are unable to use Childcare or make alternate arrangements during your Required Assistant Hour, please consider participating in a future semester when these requirements will work for your family.

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**: 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 AT 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

PACE Board of Directors for 2026-2027

Dyanna Cespedes –	President	Helmy Capote-	Board Member
Javiera Salstein-	Treasurer	Chikako Wade-	Board Member

(Revised August 2026)