

Parent and Child  
Together  
(PACT) for  
West Central Illinois

Center-Based  
Parent Handbook

2016-2017

[www.pactheadstart.com](http://www.pactheadstart.com)



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**Evacuation Plan - PACT**  
**Macomb, Beardstown, and Camp Point Centers**

*centers with dial-in alarm system*

Program Year: \_\_\_\_\_

Center: \_\_\_\_\_

DCFS Designated Staff in charge when Site Supervisor is off site: \_\_\_\_\_

Location of "PACT Employee Change of Status" Notebook (staff emergency numbers)

---

Sound the alarm

One Teacher leads children to the exit door.

Co-Teacher will collect:

A. Health & Safety Notebook for Emergency Numbers & Releases

B. Arrival/Departure sign-in log

**C. First Aid Kit**

One Teacher will lead children to the exit and to the designated location used during a fire drill.

Co-Teacher follows and checks rooms for other children

The last Teacher in the room yells, "Is everybody out" to ensure all adults have made it out.

Designated Staff/Site Supervisor will give an all clear signal after the fire drill

**When you cannot return to the center**

Do a head count using the sign-in sheet to ensure all children are accounted for.

Lead Teacher will accompany children to the location listed below.

Designated Staff/Site Supervisor will call 911 with an available cell phone, if ER is not on site.

Designated Staff/Site Supervisor will call Executive Director after reaching location.

Designated staff with consultation with emergency personnel & supervisor will contact parents.

Teachers will release children and obtain parent signatures on the Departure Log.

Refer all media inquiries to Executive Director.

**Fire, Bomb Threat or other serious condition**

*Note: Bomb Threat*

If it's a Bomb Threat - do not sound the alarm or use cell phones inside center (Bombs can be activated by electronic devices) (Macomb Only – WIU bomb threats on campus will follow WIU instructions related to lock down.)

**Note: In case of a Fire** or when the alarm is pulled to evacuate for other reasons

The central alarm system will automatically dial-in and alert the Fire Department, BUT once the children are taken to a safe location, the lead teacher or site supervisor will need to call the fire department to check to see if they received the alarm.

Emergency Temporary Housing Site			
Location of Shelter	Shelter Phone #	Contact Person	Phone #

Post this form on the classroom Health & Safety Bulletin Board. At the end of year, forward to site supervisor. 4/14

**Evacuation Plan - PACT  
Pittsfield and Carthage Centers**  
*centers without dial-in alarm system*

Program Year: \_\_\_\_\_

Classroom: \_\_\_\_\_

Designated Staff in charge when Site Supervisor is off site: \_\_\_\_\_

Location of "PACT Employee Change of Status" Notebook (staff emergency numbers)

1. Sound the alarm
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3. Co-Teacher will collect:
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  - B. Arrival/Departure sign-in log
  - C. First Aid Kit

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The last Teacher in the room yells, "Is everybody out" to ensure all adults have made it out.  
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www.pactheadstart.com

**HEAD START  
CENTRAL OFFICE STAFF**

Executive Director .....	Denise Conkright
Assistant Director.....	Shanna Edison
Fiscal Officer .....	Diane Knight
Administrative Assistant.....	Sheila Vose
Office Manager.....	Lynn Foote
Center Based Education Coordinator.....	April Darringer
Home Based Education Coordinator.....	Millie Young
Health Coordinator.....	Melissa Tschirgi
Disabilities/Mental Health Coordinator.....	Fran Parker
Social Service Coordinator .....	Sara Mixer
ERSE/Transportation Coordinator.....	Mary Dunmire
Clerk/Typist.....	Diann Aden
Social Service Aide.....	Natalie Schneider
Health Aide .....	Sherri Cook

The Central Office is located in the former South Grade School building in Mt. Sterling.  
Mt. Sterling is the approximate geographical center of our 8 county service area.  
Office hours are Monday through Friday 8:00-4:30

Communication Device for persons who are hearing impaired: Illinois Relay Center & Voice  
**1-800-526-0844**

IF YOU HAVE QUESTIONS AT ANY TIME, PLEASE CALL US COLLECT OR USE OUR  
TOLL FREE NUMBER. WE WANT TO HEAR FROM YOU!!

## **Our Program Philosophy.....**

### **PACT BELIEVES.....**

Parents are their children's first and most important teacher.

Parents care about their children and will put forth strong efforts to improve their child's well being.

Parents can and do learn new and better ways of interacting with their children given sufficient information and encouragement.

Resources for health and human services in West Central Illinois are limited and must be delivered without duplication to produce the most effective results.

Involvement of parents and the community in decision-making increases the commitment to the program while enhancing the quality of decision-making.

## **Our Mission.....**

**The mission of Parent and Child Together (PACT) for West Central Illinois is to provide a high quality comprehensive program of education, health, and social services to children and their families, developing life-long learners.**

### **WELCOME TO PACT**

Welcome to the exciting learning adventure called Parent and Child Together. Your family will be embarking with us on a wonderful trip through the world of early learning. The PACT program has been in existence since 1978 serving young children and their families.

This handbook will explain our basic philosophy, goals, rules, and policies. Please read through this handbook, and if you have any questions, concerns, or suggestions, feel free to contact us. We hope your family enjoys their time with us. Thank you for entrusting your child to our care.







Our PACT/WIU Child Care Center on the campus of Western Illinois University is accredited through the National Accreditation Commission for Early Care and Education Programs (NAC). This accreditation is offered through the Association for Early Learning Leaders, formerly known as National Association of Child Care Professionals (NACCP). The association for Early Learning Leaders is the nation's leader among associations serving child care owners, directors and administrators, as well as emerging leaders and other professionals who are dedicated to early care and education.

For more information about the Association for Early Learning Leaders and NAC, please visit:  
[www.earlylearningleaders.org](http://www.earlylearningleaders.org).

The purpose of the National Accreditation Commission for the Early Care and Education Programs (NAC) is to identify and acknowledge early care and education programs demonstrating practices that have been identified as leading to best outcomes for children.

Programs demonstrating the following characteristics are good candidates for participation in the NAC Accreditation process:

- Devote the highest priority to the sound and appropriate development of individual children
- Adopt and implement curricula that promote cognitive, language, motor, social, and emotional development of children in a creative and explorative manner
- Foster curiosity, self-esteem and positive outlook in all children in the program
- Demonstrate appropriate attention to the areas of health, safety, and nutrition
- Conduct ongoing and continual assessment of the progress and needs of children
- Promote and welcome parent participation and involvement
- Demonstrate that the staff relate professionally and comfortably with parents and children
- Plan and implement the professional development of the staff based upon needs, interests, and abilities as identified by ongoing evaluation and assessment
- Articulate, adopt, and implement appropriate goals that are utilized in program planning and evaluation and that reflect multi-cultural sensitivity
- Operate in a professional and ethical manner with accountability to its governing body, families, staff, and the public
- Demonstrate best practices in leadership and management
- Manifest a superior degree of compliance with applicable state and local licensing requirements
- Maintain interior and exterior premises in a sanitary, attractive and safe manner

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## **MY RIGHTS AS A PACT PARENT**

1. To take part in major policy decisions affecting the planning and the operation of the program.
2. To help develop adult programs which will improve daily living for me and my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my child's right to be in the program.
5. To be informed regularly about my child's progress in Head Start.
6. To always be treated with respect and dignity.
7. To expect guidance for my child from the teachers and staff, which will help his/her total individual development.
8. To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
9. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
10. To be informed about all community resources concerned with health, education and improvement of family life.

## **MY RESPONSIBILITIES AS A PACT PARENT**

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept the program as an opportunity through which I can improve my life and my children's lives.
3. To take part as an observer, a volunteer, or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.
4. To provide parent leadership by taking part in elections, to explain the program to other parents, and to encourage their full participation.
5. To welcome Teachers and Staff into my home to discuss ways in which Parents can help their children's development at home in relation to school experiences.
6. To work with the Teacher, Staff, and other Parents in a cooperative way.
7. To guide my children with firmness, which is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism, and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education, and recreation for all.
11. To teach my child to show proper respect and correct language to use in the classroom

## **POLICY COUNCIL PROCEDURE TO RESOLVE COMPLAINTS**

PACT Policy Council has established the following procedures to govern the hearing and resolving of parent complaints regarding the PACT Program.

### **PARENT COMPLAINTS**

- Step 1:** Parent complaints should be remitted to the staff member currently working with their family.  
If complaint is not resolved to parent's satisfaction, parent proceeds to Step 2.
- Step 2:** Parent should submit complaint, dated and in writing to the Center Based Education Coordinator.  
Parent should receive response within 3 days. If complaint is not resolved to parent's satisfaction, parent proceeds to Step 3.
- Step 3:** Parent complaint (in writing) will be remitted to Policy Council for consideration and resolution. Parent will be notified as to when committee will consider complaint and given sufficient opportunity to be present. Complaint will include written documentation of steps taken by staff to resolve complaint prior to Step 3.

In the event of a variety of complaints or in a quest for more information, the Policy Council members may wish to schedule a special meeting to give parents and/or community members a chance to ask questions and provide input to Policy Council members.

## WHAT IS PARENT ENGAGEMENT ALL ABOUT?

Parents can work together with PACT to decide what kinds of learning experiences they want their children to have in PACT. That's what this handbook is all about. Parents should be involved in running PACT because it is their children who are affected by the program.

Making a good program calls for many people to work together sharing their talents, knowledge, and energy so that children can receive the greatest benefit. The more knowledge and energy Parents and Staff can invest in the program, the better the program will be.

Head Start Center Based Parents are not required to permit home visits in order for their child to participate in the Center Based program. However, PACT feels there are three areas of special knowledge Parents have which can make the program a better one, especially through the communication channel that home visits provide.

1. The world's most informed expert on any child is the Parent. No one else knows as much about a child as the Parents. For PACT to help a child as much as possible this knowledge must be shared with other people in the program.
2. Parents know the ways in which they want their children to be growing and learning. PACT experiences should be helping children to develop in ways their Parents want them to grow and learn. Young children are learning all the time! Only if the Program Staff, Volunteers, and Parents are working together can a child grow and learn as much as he is able. It is necessary for PACT PARENTS TO SHARE their thinking about the program so it can be the kind of program they want.
3. Parents know the community they live in. As a result, they may know of community problems which need to be worked on for the benefit of their children and their families. PACT Parent Groups provide a chance for Parents to discuss and act on community problems that affect their children.

The more Parents contribute their knowledge to the program, the stronger the program can be. We encourage you to become an informed and involved parent leader. PACT has an "open door" policy. Parents are encouraged to attend all program activities.

### **MALE INVOLVEMENT**

PACT encourages all men involved in the Head Start child's life to participate in home visits, classrooms, field trips, socializations, and monthly male involvement activities.



## **HOW PARENTS CAN PARTICIPATE IN PACT FOR WEST CENTRAL ILLINOIS**

Statistics have shown that children who have experienced the Head Start Program have a greater opportunity for lifelong success. It is also known that parental engagement increases the chance for success even more. We offer many avenues for Parent Engagement:

- ✿ Be actively involved in Home Visits and planning goals and activities for children
- ✿ Achieve skills in decision making, group processes, and leadership
- ✿ Join Parent Committees and Policy Council
- ✿ Volunteer in the classroom
- ✿ Apply for a job with PACT
- ✿ Work together with other parents on community problems
- ✿ Do volunteer work at the PACT office or Center Based site
- ✿ Attend Family Events
- ✿ Make materials for teaching the children

These are just a few of the general ways for you to be involved. Please feel free to talk with your Teacher or Family Advocate about volunteering.

### **PACT Head Start is Here for YOU and Your Entire Family**

#### **FAMILY EVENTS**

Family events are planned by the parent committees, with input from the parent group. Each site has an event planned for each quarter, with additional events planned and held based on parent interest/attendance.

The goals of Family Events include:

- To provide parents an opportunity to meet other parents in the program
- To provide opportunities for parents to participate in program planning and assist with activities
- To provide a forum for parents to explore areas of common interest and develop plans for dealing with common concerns
- To improve communication between parents and program staff
- To enhance parenting skills
- To provide leadership opportunities and growth
- To provide enjoyable activities for the whole family while providing support for their children's readiness for school

The first Family Event is the Orientation that is held at each Center. Parents will learn more about the PACT program and Parent Committees will be elected.

Family events may be held at the PACT centers, local parks and playgrounds, libraries, and/or other public locations such as bowling alleys, skating rinks, etc. based on the activities planned.

### **PARENT COMMITTEES:**

Parent committees are made up of representatives from groups of currently enrolled parents from each program option (Head Start, Early Head Start, home based & center based, as well as child care) and are selected at the Family Event/Orientation held at the beginning of the program year. Responsibilities of the parent committee include:

- Planning activities and programs for Family Events
- Communication with the Policy Council representative at the committee meetings
- Bringing parents together to share common interests
- Locating resources to carry out program activities & Family Events
- Attending planned activities & encouraging other families to participate

Parent committees will meet, at a minimum, on a quarterly basis, during September, December, March & June.

### **POLICY COUNCIL**

The Policy Council is a decision making and advisory council to the PACT program. Policy Council is made up of parents that are elected to represent each Head Start parent group. Any major decisions made by management staff at PACT are subject to input from this group of parents and often the Policy Council group must approve those decisions before they can be implemented.

Parents who are elected to Policy Council must attend meetings once a month in Mt. Sterling. PACT will reimburse parents for mileage and babysitting costs at a rate determined by PACT policies.

Being a Policy Council representative can be a great experience. Members have the opportunity to attend conferences. They learn how a Board or Council operates. The parents on the Council have time to share information and ideas with other parents. All parents have an opportunity to hear Policy Council information from the Policy Council representative at Family Events. Be sure to attend the Family Event Orientation and learn more about being a Policy Council Member!

### **HEALTH ADVISORY COMMITTEE**

The Health Committee members are selected from the eight county service areas served by PACT. The Committee meets at least once each year to evaluate services, identify and plan for screening of community health problems, and help plan and advise in areas of difficulty. Three parents are elected from Policy Council representatives.

### **SCHOOL READINESS TEAM**

The School Readiness Team members are selected from the eight county service areas served by PACT. The School Readiness Team is responsible for reviewing child outcomes, the annual self-assessment education findings, the federal review team education findings, etc. The School Readiness Team will advise and recommend program changes to the education coordinators. (Parents are asked to assist the School Readiness Team by the Policy Council members.)

## CENTER BASED INKIND CONTRIBUTIONS

The PACT program operates through the support of federal and state funds. In addition, PACT must match certain funds by obtaining inkind contributions from parents and members of the community to show their support of the program. Inkind contributions are services, time, mileage, supplies, etc., donated by parents and the community.



PACT must match 20% of the Grant with INKIND. We cannot meet that match without parents contributing weekly. The time you spend in face to face intentional teaching with your child is INKIND for PACT. Parents are encouraged to use the Weekly Goal Chart/Inkind Record to document time spent teaching their child during the week. Please complete these weekly and return to your child's Teacher.

Parents can contribute Inkind Hours through a variety of other means. Your Family Advocate can explain how to complete a Non-Federal Share Inkind Contributions Form (A200) yellow copy.

The following can be counted as Inkind:

### Donated Time

- Time spent attending a Head Start Policy Council meeting or reading Policy Council materials.
- Time spent attending Health, School Readiness, Advisory Meetings, and reading the materials from these meetings.
- Time spent making games, name tags, or other things for the classroom as requested by the Teacher.
- Time spent interacting with children on Field Trips or other activities with learning experiences.
- Time spent at Family Events, Parent/Teacher Conferences, Parent Committee Meetings, or other contact visits as requested by PACT staff.

### Donated Mileage - Using Your Own Vehicle

- Mileage cost attending Health, School Readiness, Social Service Advisory, Parent Committee, or Policy Council Meetings.
- Mileage cost transporting your child to and from Field Trips.

**Parents volunteering in the classroom sign in on a Volunteer Sign In Sheet posted in the Classroom.**

**School Readiness Statement:**

Parent and Child Together (PACT) believes that relationships with families, schools and communities are the foundation for school readiness. Developing those relationships will assist us in creating safe and nurturing experiences which support young children to develop their individual interests, talents and goals to become successful lifelong learners.

**Approaches to Learning**

Children will develop the ability to stay focused, interested and engaged in experiences.

**Social Emotional**

Children will develop social relationships and self regulation.

**Physical Development & Health**

Children will understand and maintain safe and healthy practices. Children will achieve control of large and small muscles for movement, balance, self care and exploration.

**Language and Literacy**

Children will develop the ability to use and understand English and/or home language.

**Cognitive**

Children will use logic and reasoning skills to understand math concepts, scientific exploration and their history, culture and environment.

The children will progress in meeting expectations of the objectives.

**Objectives**

- 8b. Follows directions
- 11a. Attends and engages
- 11c. Solves problems

**Objectives**

- 1b. Follows limits and expectations
- 2b. Responds to emotional cues
- 3a. Balances needs and rights of self and others

**Objectives**

- 1c. Takes care of own needs appropriately
- 4. Demonstrates traveling skills.
- 6. Demonstrates gross-motor manipulative skills
- 7a. Uses fingers and hands
- 7b. Uses writing and drawing tools

**Objectives**

- 9c. Uses conventional grammar
- 15a. Notices and discriminates rhymes
- 16a. Identifies and names letters
- 16b. Uses letter-sound knowledge.
- 19a. Writes name.
- 18c. Retells stories
- 37. Demonstrates progress in listening to and understanding English (DLL only)
- 38. Demonstrates progress in speaking English (DLL only)

**Objectives**

- 20a. Counts
- 20b. Quantifies
- 21b. Understands shapes
- 23. Demonstrates knowledge of patterns.



**School Readiness**  
Statement:

Parent and Child Together (PACT) believes that relationships with families, schools and communities are the foundation for school readiness. Developing those relationships will assist us in creating safe and nurturing experiences which support young children to develop their individual interests, talents and goals to become successful lifelong learners.

**Family Well**

**Being**

Families will understand and maintain safe and healthy practices, and meet basic economic needs.

**Positive Parent Child Relationships**

Families will understand the elements of positive relationships and have the ability to identify and address the challenges of parenting.

**Families as Life Long Educators**

**Family Engagement in Transitions**

Families will see themselves as their child's first and most important teacher.

**Families as Learners**

Families will identify their strengths and address their needs to support their parenting, career and life goals.

**Family Connections to Peers and Community**

Families will engage with social and service networks to achieve personal growth and enhance community life.

**Families as Advocates and Leaders**

Families will develop and utilize decision making and leadership skills within program, community and state to support children's well being.

**Family Objectives**

Families complete and return weekly goal chart .

Families ensure their child has good attendance.

Families read to their child daily.

**Family Objectives**

Families attend 25% of socializations.

### **Guidelines for Volunteers**

Parents are encouraged to volunteer and assist the Teacher in the classroom during class time. Please stop by the Site Supervisor's office to get a name badge to wear while volunteering. Guidelines will be posted in the classroom to help volunteers. As a volunteer you will interact with all of the children following the guidelines listed below:

1. Use positive ways to encourage self-control, self-direction, and positive self-esteem. Avoid using negative such as "NO", "Don't", etc... Instead, encourage the child to change their behavior with a positive statement such as, "Remember, John, in this classroom we share."
2. Sit with the children during circle time, and interact with them in their activity.
3. Greet children by name and help with zipping and unbuttoning coats/jackets, if help is needed.
4. Watch to see which children may need assistance to join in activities and offer gentle encouragement.
5. Move from child to child during free play, asking questions and joining in their play. Encourage children to tell you about what they are doing.
6. Encourage children to clean-up after they finish an activity before they begin a new one.
7. Praise children when you see appropriate behavior and compliment them on their activities.
8. Wash your hands and assist children in hand washing at appropriate times.
9. Sit and eat with children during snack time, encouraging such skills as passing, pouring, manners, and trying new foods.
10. Volunteers are not to be left alone with children. This does not prohibit a parent from being left alone with his/her own children.

#### **Subs/Volunteers:**

Subs and Volunteers (including PACT parents) may not have their minor children present in the workplace, during the hours that they are subbing or volunteering to work for PACT.

**Anytime you are volunteering and have questions or are unsure of what to do, please ask the Teacher in charge. They are glad to have your help!**

REMEMBER TO SIGN THE CLASSROOM VOLUNTEER SIGN IN SHEET.



**Service Area:**

Counties of Hancock, McDonough, Adams, Brown, Pike, Scott, Cass, and Schuyler, except for the Quincy School District which is served by another Head Start program.

**Early Head Start Service Area:**

Counties of rural Adams, Brown, Cass, Hancock, McDonough, Pike, Schuyler, and Scott

**Program Funding:** The Head Start Program is funded by a **Federal** grant from the Department of Health and Human Services and in-kind contributions from families, civic organizations, and other community resources.

**Program Description:**

Center Based: Center Based service varies in each community, according to the needs of families.

All families enrolled in center based services receive two home visits for Head Start and Early Head Start from the Teacher, and at least two Parent/Teacher conferences. Social Services are provided by Family Advocates, who visit the home on an as-needed basis. Evening or weekend visits are available to meet the needs of each family.

The following classroom services are available:	Pittsfield	Beardstown	Camp Point	Carthage	Macomb
HS 3½ hrs session- 4 days per week	yes	yes	no	no	yes
HS 5hr session- 5 days per week	no	no	yes	no	no
HS 7 hr. session- 4- 5 days per week	yes	no	no	no	yes
EHS 7 hrs- 5 days per week	yes	no	yes	yes	yes
Transportation for 3½ or 5 hr session only	yes	no	yes	no	yes
Before and After school child care for EHS	7:00-4:30	n/a	7:00-4:30	7:00-4:30	7:00-6:00
Before and After school child care for HS	7:00-4:30	7:00-4:30	no	n/a	7:00-6:00
DHS Child Care Assistance	available	available	available	available	available

NOTE: Parents must be working or in school/training to be eligible for the Early Head Start Center-Based or Full-day Head Start program.

**Child Care Service**

At centers where Early Head Start or Full Day Head Start services are operated, PACT provides before and after school child care for parents who may be working or in school outside of the regular hours of operation. There is a charge for this service. Parents may be eligible to apply for Department of Human Services subsidized child care. The parent portion on the DHS co-pay will be adjusted for part-time care.

### **IDHS Child Care Application**

Families are encouraged to apply for IDHS subsidized child care assistance by completing the IDHS Child Care Assistance application and providing two current paycheck stubs or verification of income. The Illinois Department of Human Services determines if a family is eligible for subsidized care. The family is responsible to notify PACT of any changes in employment or income, if they are receiving DHS subsidized care.

### **Fees and Payment Information**

The Weekly Fee Must be paid (52 weeks per year) and is not reduced for illness, extended absence, emergency leave, vacation, etc. (Western University school breaks may be negotiated). HS & EHS families will not be required to pay a deposit for child care services; however, child care fees must be paid no later than the Friday of the week of care. Fees can be paid in cash or by check. Sorry, no credit cards are accepted. A deposit box for child care fees is located outside the Site Supervisor's office. (Only at the Macomb Center) There will be a \$20.00 charge on returned checks and checks will no longer be accepted for payments. A \$10.00 late fee will be assessed if the fee is not paid by the Friday of the week of care. Parents will immediately receive written notice of late payment and/or returned checks. The notice will indicate that termination of child care services will occur at the end of the week, unless full payment is not received prior to the date indicated on the notice. No parent will be allowed to leave their child the following week if a previous outstanding balance exists. PACT reserves the right to deny services to families' delinquent in their payment.

### **Daily Child Care Rate**

DHS approved part-time families wanting a full-time slot will need to pay the weekly difference. The difference will be the weekly family's co-pay and what a private family pays for their weekly full-time slot.

### **Family Awaiting DHS Approval**

Families that have completed DHS applications and are awaiting approval will pay the private full-time and/or part-time rate per child. The Site Supervisor or Assistant Site Supervisor will determine the age of the child and use the corresponding private pay rate for that child. Once the family's co-pay has been determined and PACT has received written notification of the approval, the family's account will be adjusted accordingly.

### **Private Pay Family**

Families who do not qualify for DHS will be considered private pay. The Child care rates are listed on the Child Care Rate Certification form. Site Supervisor or Assistant Site Supervisor will have to determine age of child and use those rates listed on the form to determine the family's weekly rate.

### **Late Pick-up Fee for Child Care Services**

(late pick up procedure for HS/EHS services is addressed on p. 23)

A late pick-up fee of \$5.00 per child for the first five minutes and \$1.00 for every minute thereafter will be charges for children not picked up by their regularly scheduled time. Therefore, parents should make sure that the hours they indicate the child will be there for are the maximum amount of time they need child care for.

Families receiving IDHS subsidized child care must pick up their children as determined on their application.

Official time will be based on the child care center's clock, since it is the clock used to determine staff hours.

Parent(s) will be expected to pay late pick-up fees the following week the fee is assessed.

The PACT program works because we believe that. . . .

**Parents are their child's first and most influential teachers. It is hoped that by working together, parents and staff will be better able to help children make the most of school and life experiences.**

How does PACT do this?

1. **Parent Engagement** through Family Events, Advisory Committees, Parent Committees, Policy Council, and through parent initiated activities, including parents' ideas and interest in their child's development and learning. Although parent participation is not mandatory, we believe it is the single most important factor in determining how much benefit your child will receive from our program.
2. **Education** is designed to meet each child's needs through individualized learning experiences. The curriculum includes developmental screening, ongoing assessment, goal setting, individualized activities, and parent involvement. The pre-school education program is delivered in an informal, child-centered setting, emphasizing learning through play.
3. **Health** emphasizes early recognition of health problems as well as preventive health care. Physical and dental exams, vision and hearing testing, and mental health and nutrition activities are all emphasized in this component.
4. **Social Services** are provided to the families of Head Start children through referrals to appropriate community agencies with support services being provided by PACT staff as needed. Staff assist families to achieve educational goals as well as individual family goals.
5. **Special Services:** At least 10% of PACT's total enrollments are reserved for children with special needs. Provisions are made based on the child's needs and the families' wishes.
6. **Transitions** assist parents in becoming their child's advocate as they transition into Early Head Start, from the home or other child care setting, and from Early Head Start into Head Start or other setting, and from Head Start to elementary school, preschool programs, or a child care setting.

## **ABSENCES AND IRREGULAR ATTENDANCE FOR CENTER BASED CLASSROOMS**

It is important that parents help their child maintain 85% attendance or better. Your Family Advocate has shared classroom days and times with you. It is important for your child's development, as well as essential to the overall operation of the program that your child attends school regularly and on time. Good attendance now will help your child succeed in elementary school and beyond. Teachers record attendance daily in the classroom. Continued missed classes may result in your child being dropped from the program.

PACT recognizes and appreciates the importance of family involvement in the development of the child participating in Head Start services. Home visits, parent teacher conferences and family events will be conducted throughout the year. Therefore, please keep in mind we depend on families to make the program a success!

PACT realizes there will be some sickness or other emergencies that may cause a family to occasionally cancel a home visit or miss class. However, when at all possible, we ask families to schedule other appointments (dentist, doctor, etc.) at times that do not interfere with your child's classroom time.

Our Head Start/Early Head Start program policy states that if a child misses three consecutive classes for unexcused reasons OR has an actual attendance of 65% in class, the family will receive a warning drop letter and the family will have five days to contact the family advocate to discuss staying in the program. If the family chooses to stay in the program, the family advocate will write a Family Action Plan with the family to improve attendance. If the family continues to miss class and attendance is close to 50%, the child may be dropped from the program and placed back on the waiting list.

The following are acceptable reasons for missed visits or classes:

The child or another member of the family in the home:

- is hospitalized
- is incapacitated due to serious illness or injury
- contract a communicable disease  
(Our procedures state that if a family contracts a communicable disease such as lice, scabies, impetigo, pink eye, or others that could be transmitted to other homes, the Teacher can not enter the home until the disease has been treated.)
- has a health ailment which temporarily prevents attendance
- has a medical appointment at the time of the scheduled activity which cannot be scheduled at another time.

Where participation is affected by a temporary family situation:

- There is a death in the family
- The Teacher cannot make the visit or class due to weather conditions, etc...

PACT will allow a one-time 30-day grace period for families who take vacation or are out of the area during the Head Start/Early Head Start Program year. The parents/guardian must communicate this request to their family advocate or home based teacher in advance of the absences. After 30 calendar days the enrollment slot will be deemed vacant if child is not present, and the child will be returned to the waiting lists.

**Parents must call the Teacher when the child is absent. Reasons for missed classes are recorded weekly.**

\*\*\* If your child has to miss a class, please notify us as soon as possible by calling your child's center: Pittsfield 217-285-2234, Beardstown 217-323-9422, Camp Point 217-593-6777, Macomb 309-298-3143, Carthage 217-357-6764

### **EDUCATION HOME VISIT & ENROLLMENT:**

The Family Advocate will visit your home to complete enrollment paperwork before your child attends class. The Teacher will schedule the First Education Home Visit before your child's first day of class and a 2<sup>nd</sup> home visit in November. Families wishing to enroll their child after the initial enrollment period (August) must schedule a home visit with the Teacher within 5 days of the Family Advocate's Intake Visit.

### **CERTIFIED COPY OF BIRTH CERTIFICATE**

**Within 30 days of enrollment, the parent or guardian must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child.** If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. **PACT is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30-day time frame.**

### **CHILD PICTURE POLICY**

Parents/families who take pictures of their children at PACT activities may not post any pictures that include other children on any social site such as Face Book, My Space, etc., May not post them anywhere on the internet or send them via email to anyone else. It is very important to respect the safety and privacy of all families in the program. Anyone who violates this policy will not be allowed to take pictures at PACT activities in the future.

### **SECURITY SYSTEM**

PACT centers are equipped with a security system that requires each person to enter a 4 digit pin and scan a security card in order to gain entry into the center. Each family is offered 2 cards at the beginning of the year and asked to return these cards at the end of the year. Only the person assigned the security card is authorized to use that card and pin. Any person without a pin and security card will have to be buzzed in by staff who monitor each person's entry through the use of security cameras.

### **ARRIVAL AND DEPARTURE POLICIES:**

Children must be escorted into the classroom by an adult and see that he/she is under the supervision of his/her Teacher before they leave the premises. The parent or guardian must tell the staff member that the child is present and sign the child in on the sign-in sheet. No child is ever left alone or unsupervised.

Best practices...Never leave without saying good-bye to your child. Give the child a warm hug and kiss, say goodbye and then leave without hesitation and without looking back. Usually if a child cries when you leave they are finished before you shut your car door. (The length of time a parent hangs around trying to comfort the child they are leaving is the length of time it takes the child to settle down after the parent leaves). We will never allow your child to cry any length of time. We will call you if the child needs you.

Please make arrangements to pick up your child on time. Families receiving IDHS subsidized child care must pick child up as determined on the application. The date, time, and signature of the adult to whom the child is released are recorded on a daily departure log. It is **not okay** to call and tell us you will be late. If you feel that you may not make it on time, you need to make arrangements for another adult to pick up your child. If you will not be picking the child up, please make sure that your child knows who will come for him. PACT must have written permission in order to release a child to someone other than a parent or guardian. The children are released only to adults (18 and older) authorized on the release form. **WE WILL NOT RELEASE YOUR CHILD TO SOMEONE WE'VE NEVER MET WITHOUT A PHOTO ID.**

## **UNATTENDED VEHICLES**

When you bring children to the center or pickup children from the center, young children should not be left unattended in vehicles in the PACT parking lot. Under DCFS standards this is considered a required call to the DCFS Hotline. If this creates a problem for you during drop off or pickup please discuss with the Site Supervisor.

## **LATE PICK-UP PROCEDURE**

When a parent or guardian is late picking up his or her child from the classroom, the child will remain at the center. The Teacher or Site Supervisor will use the child's emergency numbers listed on the *Emergency Care* form to contact the names listed on the *Release of Children* form.

If the parent or authorized persons cannot be reached, the child will be made as comfortable as possible. The late pick-up concerns will not be discussed with the child or in front of the child.

Staff will make every attempt to reach the parent, guardian, or authorized persons until the last staff is scheduled to leave. Attempts will be made every 15 minutes to contact the parents, guardian or authorized persons listed on the *Release of Children* form.

Staff will contact the legal authorities when the parent, guardian, or authorized persons cannot be located or contacted and it is time for the last staff to leave (4:30-6:00 pm). The closing staff or site supervisor will supervise the child until the parent or outside authorities arrive.

## **CHILDREN RIDING THE BUS**

If a parent or guardian is not home at the time their child is scheduled to return home from school, **the child will be returned to the center.** The Teacher or Site Supervisor will use the child's emergency numbers listed on the *Emergency Care* form to contact the names listed on the *Release of Children* form. If no one is reached the Teacher will follow the late-pick-up procedure.

## **INSURANCE COVERAGE FOR CHILDREN**

PACT carries general liability and student risk insurance for students during program operation times.

## **FIREARMS/WEAPONS POLICY**

PACT employees and contractual workers, while in pay status and/or on PACT property or at PACT sponsored activities, are prohibited from introducing, possessing, using, buying, or selling unauthorized weapons, firearms, ammunitions, explosives, or items deemed by PACT management to be dangerous.

### **Parent/Visitor Policy:**

PACT parents and visitors, while on PACT property or at PACT sponsored activities, are prohibited from possessing unauthorized firearms or other weapons. Unauthorized means any weapon, even if the owner has a legal state permit to carry the weapon. The following exception applies:

- a. A firearm in the possession of a law enforcement officer on duty who is authorized to possess the firearm by the employing law enforcement agency.
- b. PACT requests officers who are visiting classrooms for the purpose of safety education to refrain from bringing their weapons into the buildings.



## **PEST MANAGEMENT PLAN AND USES OF PESTICIDES/HERBICIDES AT PACT FACILITIES**

Any extermination of pests or rodents at PACT centers will be conducted by a commercial pest control business, with certified technicians, and under the direct observation of a staff member. PACT will request the use of a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides.

The center Site Supervisor is responsible for the oversight of the pest management practices and lawn treatment and for the record keeping requirements. A *Record of Pesticides or Herbicides* form is used to document spraying for pests. The pest contractor's business license number, address, and telephone number will be available at the center.

Parents and guardians of children enrolled at the center will be notified within 30 days before application of the pesticide and/or no later than 2 business days before application of the pesticide application. The written notification will include the intended date of the application of the pesticide and the person responsible for the pesticide application program. The notification will be provided through notes, newsletters, calendars, etc.

If there is an imminent threat to health or property, the children will be removed from the center and families will be notified the day of the application. A written notice will be sent to parents and guardians of children enrolled. Children will not be present during the application and will not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied.

## **GIFTS**

Employees of PACT may not receive any gifts, money, or other gratuities from persons receiving benefits or services except under the following circumstances:

1. The gift is from an enrolled family and of nominal value.
2. The gift must be reported to the Supervisor.

## **SOLICITATION POLICY**

Parents are asked not to solicit funds, supplies, or anything of value from local businesses and/or the community for use by participants of the program. Questions regarding solicitation should be directed to Denise Conkright, PACT Executive Director.

## **FUND RAISING**

Parents and staff are not allowed to fund raise for PACT Head Start.

## **PET POLICY**

### **Animals in the Classroom-DCFS & NAEYC 5.C.05**

Pets or **visiting animals** must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

## **CELL PHONE POLICY**

All personal cell phones must be set on vibrate while in PACT facilities or during PACT activities/work hours and adults will refrain from using them when with children. This policy includes cell phones belonging to staff, volunteers, substitutes and parents.



## **HEAD START PHILOSOPHY REGARDING GUIDANCE AND DISCIPLINE**

The focus of Parent and Child Together (PACT) for Western Central Illinois is on meeting the needs of children and families in ways that reflect the principles of child and family development. This focus is based on a belief that both the early childhood environment and the staff must provide and reinforce limits and realistic expectations that are consistent, clear and positively defined. The philosophy for guidance and discipline in the agency is based on the belief that children develop self- or inner-control by being given opportunities to learn, understand and follow simple rules.

Children are most secure when they know what is expected of them and when the expectations take into account each child's needs and strengths. Just as children need the security of being loved, they also need secure boundaries and limits that are geared toward the development of self-respect, healthy interpersonal relationships, skills in problem solving and ultimately the ability to make wise decisions for themselves.

The ultimate goal of PACT's Guidance and Discipline Policy is to promote basic human values, such as respect, trust, honesty and caring for others. Every effort is made to provide the child with the type of learning environment which leads to development of inner controls and positive self-discipline.

### **How discipline will be implemented by staff**

All teaching staff, including volunteers, entering our program will receive orientation to our "Child Management Training Guide" in order to ensure consistency. Only staff members and those trained in the appropriate guidelines outlined in this policy may discipline children while participating in any Head Start activity/ function. The mental and physical well being of every child enrolled in PACT will be the primary concern of the organization. Staff will assist parents to set reasonable limits, guide and teach them, and follow through with dignity and respect.

PACT recognizes the importance of social-emotional development as a foundation to early they become more focused and engaged in learning.

Children will have reasonable opportunities to resolve their own conflict. Discipline will be the responsibility of the staff that has an on-going relationship with the child. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who work with the child will be aware of the plan and cooperate in its implementation, which may include a consultation with the Mental Health Professional in conjunction with parental and staff input and cooperation.

When challenging behavior occurs, the child will be disciplined appropriately, in a positive manner, to ensure the safety of others. If an unruly child endangers others, the adult will make accommodations for the child away from the group while the child works to regain their composure. Teachers will document challenging behaviors to determine if there are any patterns or daily triggers. In case of severe behavior, the child may be temporarily withdrawn from class until a Positive Behavior Support meeting can be held with the parents in attendance.

Severe behavior is defined as behavior which injures the child, the teacher or classmates, or remains disruptive for an extended amount of time. No child will be removed without joint agreement of the teacher, site supervisor, and Education Operations Coordinator and in consultation with the Executive Director. The parent/guardian must attend the PBS meeting before the child may return to class. During the PBS meeting staff and the family will work together to plan techniques and strategies to implement in the classroom and at home to teach the child self-regulation and problem solving.

When intervening in a situation that necessitates child management, the technique chosen will be positive. Multiple approaches such as re-direction, cool down, solution kit, breathing techniques, restating behavior expectations, pictorial cues, buddy system and social stories are addressed in the Child Management Training Guide. Only a trained staff member can use restraint and holding.

**NOTE: The following behaviors are prohibited:**

- Corporal punishment- includes hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest outdoor play, or use of the bathroom.
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse, Including shaming, rejecting, terrorizing, or isolating a child

Any staff or volunteer involved in any of the behaviors listed above will be subject to suspension or termination pending investigation.

Effective discipline begins long before disruptive behaviors that require child management responses ever occur. The teacher's primary role in terms of child management is **prevention**.

**DCFS Question: How will parents be involved in the guidance and discipline process?**

The classroom teacher or assistant site supervisor for childcare will discuss guidance and discipline policy with parents during their enrollment visit.

**DCFS Question: What is the written procedure for termination of a child's enrollment because of disciplinary issues?**

PACT will not terminate a child from enrollment solely on the basis of disciplinary issues.

**EMERGENCY CONTACT INFORMATION**

*Emergency Care and Release of Children* forms are completed with each family during enrollment into PACT Head Start/ Early Head Start. During the program year, the parents are responsible for contacting their child's teacher to update emergency telephone numbers and release information. It is very important for PACT to have your child's up-to-date emergency contact numbers on file.

**CRISIS MANAGEMENT**

In case of an emergency situation, parents should stay home and wait by the phone until they are contacted by either emergency personnel or PACT staff.

Following consultation between emergency personnel and the Executive Director of PACT, parents will be contacted and provided with instructions regarding transportation arrangements and responsibilities and an update on their child's health status.

**CONFIDENTIALITY**

Information shared with PACT staff is confidential. A signed release from parents must be obtained before sharing or discussing information with other agencies.

## **CHILD ABUSE AND NEGLECT**

PACT personnel are required by law to report suspected cases of child abuse and neglect and to cooperate with the Department of Children and Family Services in investigation of such cases.

## **CHILD SEX OFFENDERS AND MURDERERS**

No convicted child sex offender or murderer on the community notification lists shall be permitted to participate in Socializations or Center Based activities for children, nor be on PACT property where children are present. The Illinois Sex Offender Registry is available online at the website [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

According to legislative law regarding registered sex offenders these two questions/statements are in place:

### **Can a child sex offender live with children?**

There are no Illinois laws which prohibit a child sex offender from being around children, unless it is at a park, school, or any location designed exclusively for people under the age of 18. If you would like a further investigation into the welfare of a child present in the same house as an offender, you should contact the Department of Children and Family Services. The Department of Children and Family Service Hotline is 800-25-ABUSE. Within three days of beginning to reside in a household with a child under 18 years of age who is not his or her own child, the child sex offender must report this information to the registering law agency.

### **Can a child sex offender have unsupervised contact with children?**

It is unlawful for a parent or guardian of a minor to knowingly leave that minor in the custody or control of a child sex offender, or allow the child sex offender unsupervised access to the minor. This does not apply to those child sex offenders who 1) is a parent of the minor, 2) convicted of Sexual Abuse (720 ILCS 5/12-15-c), or 3) is married to and living in the same household with the parent or guardian of the minor. A person who violates this provision is guilty of a Class A misdemeanor.

This information taken off of the Illinois Sex Offender website [www.isp.state.il.us](http://www.isp.state.il.us)

## **WEATHER CLOSINGS**

In case of inclement weather, Family Advocates and Center-Based Teachers have the option of rescheduling their home visits. Staff will make every effort to notify the family by phone if that happens.

If the Pittsfield School District, Beardstown School District, Camp Point Central School District, Carthage School District, or Macomb School District cancels school, the **transportation** for part-day Head Start classes in that area will also be canceled. Classrooms will remain open. Parents will need to transport their children to and from the center if they want to attend class that day. Parents should listen to local radio stations to hear the public school closings. If you do not hear information on the radio and the weather is questionable, you may call the Central Office or the center for information. In the event that the center is closed due to inclement weather, all parents and/or guardians will be notified by telephone.

## **DROP IN POLICY (OPEN DOOR POLICY)**

Parents are welcome and encouraged to drop in at any time to observe their child participating in program activities. Parents are welcome to come everyday. Upon entering the premises, please report to the site supervisor's office to pick up a name badge. This will help us identify who is in the building. If your visit to the center is to discuss your child's progress, etc., a convenient time must be scheduled to talk to the teacher so that activities are not disrupted. Families are also invited to attend special programs, training, and field trips. A weekly classroom newsletter will keep families informed.

### **HS IN-SERVICE TRAINING SCHEDULE**

Head Start classrooms will be closed to allow all staff to attend monthly staff meetings.

September 23	October 21	November 18	December 16	January 27
February 26	March 24	April 28		

### **EHS INSERVICE TRAINING SCHEDULE**

Early Head Start classrooms will be closed to allow all staff to attend monthly staff meetings.

September 25- including Child Care  
December 18  
April 22

### **HOLIDAY SCHEDULE**

The following 13 Holidays are observed by the PACT Program and there will be no classes or home visits on these days:

New Year's Day	Labor Day
Martin Luther King's Birthday	<i>Columbus Day*</i>
<i>President's Day*</i>	Thanksgiving Day
Spring Break (Good Friday and <i>Monday*</i> after)	Thanksgiving Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Holidays which fall on Saturday will be observed on the preceding Friday. Holidays which fall on Sunday will be observed on the following Monday.

\*EHS: Macomb EHS classrooms will operate on these days

WINTER BREAK: From December 20, 2016 – January 2, 2017 is considered Winter Break and the PACT Program will not be in operation.

### **SMOKING POLICY**

**Smoking is prohibited on property owned, leased, or utilized by Parent and Child Together (PACT) for West Central IL. This includes both indoor and outdoor premises, including parking areas. PACT staff or parents who smoke must do so off of PACT leased/owned property and out of children's view.**

#### **Smoking on Home Visits**

PACT staff will discuss the Smoke Free Environment Policy with parents enrolled in the program. PACT encourages an open dialogue between the parent and staff member regarding the use of tobacco on home visits. PACT does encourage parents to refrain from smoking on home visits, however PACT does not feel that it can mandate that parents not be allowed to smoke in their own homes if they so desire. PACT staff will provide parent education on the effects of secondhand smoke on young children.

### **NO PARKING ZONES**

At each center there are no parking zones. The zones are found in the front of the centers where the buses load and unload children. We ask that no one park in those areas for the safety of the children. If you park in one of those areas you will be asked to move your vehicle

## PROGRAM TRANSPORTATION



Transportation is provided on a daily basis to children attending the Center Based Half-Day programs (except in Beardstown where there is no transportation provided). Children enrolled in Full-Day classrooms do not receive transportation services unless the families express a need, if the pick-up point is on the scheduled route, and there is room on the bus.

The Transportation Coordinator must approve requests for Full Day Transportation in writing before the Child can be added to the route. Children enrolled in EHS Center Based do not receive regular transportation.

\*During the Intake Visit the Family Advocate will establish a pick up point and drop off point for your child. In order for us to run the bus in a timely manner, changes to your child's pick-up and drop-off points will be limited. If you need to change the location of your child's pick-up or drop-off point you must receive approval from the Transportation Coordinator or Director prior to the change taking place. PACT prefers the request to be done in writing with parent's signature 1 week prior when possible. Please talk to the Site Supervisor and your child's bus driver once approval of changes are received. If your child rides the bus, please review the bus rules on the back of the Pedestrian Safety handout you received on the intake visit from your Family Advocate. If your child is sick or not riding the bus please call your child's teacher and tell them why your child is absent.

\*If changes in your family situation occur (i.e. moving, change of baby-sitter, etc.), after the route has been established, it may not be possible for the bus to continue transporting your child.

\*Buses may not be able to pick up a child at their door if there is a safety risk or time factor. The Site Supervisor and bus driver will work with the parent to make safe arrangements to establish a pick-up point.

The PACT program has limited resources to meet other transportation needs of participants.

Transportation is limited to enrolled families who would otherwise be unable to participate in program activities. Transportation may be provided to medical and dental exams, follow-up treatments, health screenings, parent meetings, and social service appointments. Parents are encouraged to provide their own transportation whenever possible.

## **HEAD START TRANSPORTATION GUIDELINES**

All transportation for program activities must be conducted according to the following guidelines: Please have your child ready 5-10 minutes before the scheduled pick-up time. Pick-up time will be approximately the same time each day. When possible, parents will be notified of changes. The driver will wait one minute after arriving at the pick-up point.

1. All riders, including parents, children, the bus driver, and the bus monitor are required to wear seat belts or approved child restraint system while being transported on the bus.
2. Parents, or another adult, should accompany each child to and from the bus. This prevents accidents while boarding. Encourage your child to always walk not run and to hold the hand rail when getting on or off the bus. When exiting the bus move away from the bus, towards the house, never stop to pick up something that has blown under the bus or on the ground in front of or behind the bus.
3. If your child must cross the street to get from the bus to your home, you must meet your child at the bus door and accompany him/her across the street.
4. **Eating and drinking on the bus is not allowed. Do not send food with your child.**
5. Pets are not allowed on the bus unless previous permission has been given by the Director.
6. Siblings of enrolled children may ride the bus only when accompanied by a parent or other primary caretaker.
7. When returning home, your child may only be released to a parent or guardian, or another adult designated in writing by the parent on the *Release of Children form*. Persons not known by the driver must identify themselves with picture identification prior to the child's release to them.
8. The driver may not leave the bus unattended at any time while passengers are on board.
9. Because the driver has the safety of your child uppermost in his/her mind, please avoid any unnecessary conversation with the driver while the vehicle is in motion.
10. Use inside voices and no talking at railroad crossings.
11. All medications need to be given to the bus driver or monitor. The driver will place it in a box out of reach of children.

## **HEAD START CENTER BASED PRESCHOOL CURRICULUM**

The Creative Curriculum 4<sup>th</sup> Edition is used as the framework of our curriculum. The comprehensive curriculum applies theory and research to everyday practices, giving our Teacher a road map for teaching.

PACT's Individualized written education plan is guided by the Head Start Early Learning Outcomes Framework.

The Center Based curriculum will provide children with the following:

1. A daily schedule and routine that includes a variety of concrete learning experiences in:
  - Social and Emotional Development
  - Mathematics
  - Creative Art
  - Health and Safety Prevention
  - Language/ Emergent Literacy
  - Science/ Discovery
  - Gross/ Fine Motor Development
  - Music/ Drama/ Movement
2. A positive, warm, environment where adults:
  - respect children
  - allow children to make decision and choices
  - allow children to express their feelings
  - use positive guidance techniques to encourage self-control
3. Opportunities to experience the community through field trips and special visitors
4. Learning experiences that are multi-cultural, and free of racial and gender bias

### **DEVELOPMENTAL SCREENING FOR PRESCHOOL CHILDREN**

DIAL, which stands for Developmental Indicators for the Assessment of Learning, is an individually administered screening tool. It is designed to identify young children in need of further diagnostic assessment.

The DIAL will be administered to preschool children with parent/guardian permission. The DIAL will allow us to make one of **two statements** about each child we screen: The child has potential developmental problems or the child appears to be developmentally OK for his or her age.

The screening includes a Parent Questionnaire. The Parent Questionnaire will aid in the assessment of the child's social and self-help development, as well as an overall development view, including any concerns the parent might have about the child.

### **ONGOING ASSESSMENT- PRESCHOOL CHILDREN**

*Teaching Strategies GOLD™* is an authentic, observational assessment system for children from Birth through Kindergarten. It is designed to help teachers to know children well- what they know and can do, and their strengths, needs, and interests. With this information, teachers can guide children's learning by planning engaging experiences that are responsive to individual and group needs.

The *Teaching Strategies GOLD™* assessment system measures the knowledge, skills, and behaviors that are most predictive of school success. In addition, *Teaching Strategies GOLD™* helps teachers focus on competencies valued in Illinois Early Learning Standards and Head Start Child Development and Early



Learning Framework. The GOLD has 38 objectives, including 2 objectives related to English language acquisition. Thirty-six objectives are organized into nine areas of development and learning.

Teachers collect evidence of children's knowledge, skills, and behaviors during meaningful everyday experiences in classrooms or home visits. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English- and dual-language learners.

The primary purposes of the *Teaching Strategies GOLD*® assessment system are to help teachers:

- To observe and document children's development and learning over time
- To plan instruction and scaffold children's learning
- To identify children who might benefit from special help, screening, or further evaluation
- To report and communicate with family members and others

## **TRANSITION TO KINDERGARTEN**

Information via parent hand-outs and checklists, The Kindergarten Transition packet, and workshops can be available to all Head Start families, especially those with children entering and exiting the program. Topics include: preparing for Kindergarten (or other placement), what to expect, self-advocacy, how to stay involved in your child's education, and more.

Parents of children leaving Head Start to go to Kindergarten (or another placement) will receive a packet of information about preparing your child for school and your rights and responsibilities. If you would be interested in a workshop on Transitioning to Kindergarten, contact the Family Advocate or your child's Teacher.

## **EARLY HEAD START INFANT/ TODDLER CURRICULUM**

The Creative Curriculum for Infants, Toddler, and Twos, 2<sup>nd</sup> Edition is a research based curriculum used in our Early Head Start classrooms. The Creative Curriculum helps teachers to be intentional about the experiences they offer infants, toddlers, and twos while still having the flexibility to respond to the changing interests and abilities of young children. The importance of building responsive relationships is emphasized throughout *The Creative Curriculum*. Teachers must observe children purposefully, think about what they learn about each child, and respond in supportive ways. Even though teachers develop a plan for each day, teachers must always be open to following children's interests and addressing their needs.

To individualize and to meet the goals and objectives of our children, they will be provided with learning experiences in:

- ☺ Exploring with toys and materials at their developmental age level
- ☺ Art experiences- finger paintings, markers, crayons, paint, scissors, pencils, etc.- daily
- ☺ Imitating and pretending- home living area, puppets, etc. - daily
- ☺ Stories and books- children will have books read to them, make books, tell stories - daily
- ☺ Nutritional activities- during meal service - daily
- ☺ Sensory activities- sand and water play
- ☺ Music and movement- singing, finger plays, dancing, instruments, etc. - daily
- ☺ Gross motor- inside/outside- running, crawling, climbing, etc. - daily
- ☺ Fine motor- stacking blocks, pouring, writing, tools etc. - daily

Experiences are part of everything we do with infants, toddlers, and two year olds throughout the day. Daily routines of infants and toddlers are tied into all of their learning experiences. We provide children with a positive, warm, environment where adults:

- ☺ Respect children- Respectful Care
- ☺ Allow children to make decisions and choices- Relationship-based Care
- ☺ Allow children to express their feelings and interact- Responsive Care
- ☺ Guide children toward increasing autonomy and responsibility through self-help experiences by using positive guidance techniques to encourage self-control

### **Primary Care Teacher**

In a primary caregiving system, your child is assigned to one teacher who is principally responsible for your child's care. The consistent attention from a primary care teacher goes a long way toward meeting your child's need for stability and familiarity. When children spend a longer day in care than their primary care teacher, a second primary care teacher will be assigned. To make the transition from the morning shift to the afternoon shift as smooth as possible, the two teachers share information and concerns about the children.

### **TRANSITION SERVICES FOR EARLY HEAD START**

Children leaving EHS for Head Start or another placement will receive a packet of information. This packet includes a booklet for you and your child to do together, a brochure about preparing for a new setting and information on placement choices.

At 2 ½ years of age or 30 months, an Articulation Screening will be done to determine if your child's speech sounds are appropriate for his/her age. If there are speech or language concerns, your Teacher can help refer you to someone who can do a speech and language evaluation.

The EHS transition process will include written and verbal information describing services available in your community. Health and Developmental Records can follow your child into their Preschool placement. EHS teachers or Family Advocates will be available to attend all relevant meetings involving placement and transitioning practices, when possible.

EHS families remain in EHS until your child is eligible to transition into Head Start. At that time a new application will be completed to determine if child is still eligible. For EHS children turning three years old before December 1, a Head Start Application will be completed in the spring recruitment season. Priority for HS selection is given to income eligible children previously enrolled in EHS.

### **INFANTS, TODDLERS, AND TWO YEAR OLDS DEVELOPMENTAL SCREENING**

PACT believes assessment of infants and toddlers should be done on a regular and periodic basis because of the rapid developmental changes in the early years. The ASQ-3 screens children systematically over time.

The ASQ system's involvement of parents meets the mandates of the Individuals with Disabilities Education Act (IDEA) of 1990 (PL 101-476) and its 1997 amendments (PL105-17), including the ASQ-SE, the mandate for early detection of social or emotional problems in young children.

### **ASQ-3 – Ages and Stages Questionnaire**

The Ages and Stages Questionnaires (ASQ-3): A Child-Monitoring System, Third Edition is composed of 19 questionnaires.

## **ASQ-SE - Ages and Stages Questionnaires: Social-Emotional**

The Ages and Stages Questionnaires: Social-Emotional takes the ASQ a step further by concentrating on the importance of considering social and emotional competence in young children at eight stages. The ASQ-SE is used in conjunction with the ASQ-3 to identify the need for further social and emotional behavior assessment in children.

## **ONGOING ASSESSMENT - Early Head Start**

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- To report and communicate with family members and others

### **CLASSROOM RULES – PRESCHOOL AND EARLY HEAD START**

PACT has developed a universally accepted set of rules for behavior expected of the children in classroom settings. The Teacher has some flexibility in the interpretation of these rules but they are generally the same in any classroom. In order to implement these rules for young children and be age appropriate, these rules are role modeled by the teachers.

The Program-Wide Rules are:

- We take care of our room and materials
- We keep our hands and feet to ourselves
- We are nice to everyone
- We keep each other safe and healthy

Siblings can be in the classroom under the following special circumstances:

- a. The parent understands our insurance covers only the enrolled child
- b. During arrival, departure, and introductions
- c. There is a special activity planned to include everyone

## **EVENTS IN THE CHILD'S ENVIRONMENT**

If there is something unusual going on in your home, please take a minute to let us know. (This could include illness or death in immediate family, separation, divorce or remarriage of a parent, being involved in an accident, or numerous other occurrences).

Even though your child seems unaffected, we may see by their behavior that they are upset. If we know what the cause may be, we will be better prepared to help the child. Any and all information that we are given for this purpose remains strictly confidential.

## **DIAPERS FOR EARLY HEAD START**

Early Head Start classrooms will provide diapers, pull-ups, and wipes for your child. PACT will purchase one brand of diapers, pull-ups, and wipes. If you would happen to choose to bring in your own diapers, pull-ups, and wipes, be sure to fill out a yellow non-federal inkind sheet provided by your child's teacher.

## **NAPPING**

DCFS requires that all children 6 years and under rest daily. Quiet time for all children will be from approximately 12:00 pm to 2:00 pm. It is not required that they sleep at this time, but it is necessary that they rest quietly for at least 45 minutes in order not to disturb others who need to sleep. The classroom lights will be turned on by 2pm.

## **NAP SUPPLIES FOR EXTENDED AND FULL-DAY CLASSES- HS AND EHS**

Your child will have his own cot/crib and sheet to lie on. EHS classrooms will wash cot/crib sheets twice a week or when soiled. HS classrooms will wash cot sheets once a week, or when soiled. Parents may bring a thin child sized blanket for their child to use at naptime. Children's blankets will be sent home weekly for parents to wash.

## **EHS – 0-3 NAPPING AND SLEEPING**

To minimize the risk of sudden infant death syndrome, children will be placed on their backs when put down to sleep. When the infant cannot rest or sleep on his or her back due to a disability or illness, PACT will ask for written instructions, signed by a physician, detailing an alternative safe sleep position or special sleeping arrangements for the infant.

Infants that can easily turn over from the back to stomach position will be placed down to sleep on their backs, but allowed to adopt their preferred position while sleeping; No infant will be put to sleep on a soft mattress, or in a car seat or infant seat. No positioning device that restricts a child's movement will be used in a crib without written instructions from the child's physician.

Soft bedding, bumpers, pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products will be removed from the crib when children are napping or sleeping.

## **PROCEDURE FOR PERSONAL BELONGINGS**

### **Cubbies- HS and EHS**

Your child will have a “cubby” in which to keep his/her things in. This includes a shelf for going home papers and a hook for your child’s outerwear. Please check your child’s “cubby” each day for going home papers.

### **TOYS FROM HOME- HS AND EHS**

Besides security items, we ask that you leave your child’s toys at home. We have toys at the center and would not want your child’s personal items to be lost. We do not permit toy guns or toy weapons of any type into the center. If there is a book or a CD that your child would like to share, please feel free to discuss this with the Teacher. We are not responsible for lost or broken toys.



### **HOW TO DRESS- HS AND EHS**

Children should dress in comfortable and washable play clothes which allow for self-dressing. We prefer a child to wear tennis shoes with socks or other soft-soled shoes suitable for running and climbing. Boots, jelly shoes, flip flops, and dress shoes with slick soles are extremely dangerous and not recommended.

Your child will spend time exploring outdoors daily. Please make sure your child is dressed for outdoor play every day.

If your child needs to stay especially clean for a special event, please send extra clothes and the teacher will see that your child is ready when picked up. We do not want to restrict a child from activities because of clothing.

### **CHANGE OF CLOTHES- HS AND EHS**

Please bring a change of clothes for your child for both summer and winter. For children who are not completely toilet trained, send two complete changes of clothes. All clothing should be marked with the child’s name. These clothes will be kept in your child’s cubby.

### **FIELD TRIPS- for Preschool**



Field trips are scheduled by your child’s teacher and parents are encouraged to participate.

Your child will not be able to go on a field trip without a signed Field Trip Permission Form. The Field Trip Permission Forms are backpacked home. Please check your child’s backpack daily.

For children’s safety, PACT requires 1 adult for every 5 children on field trips. We need parents or family members in order to meet staff- child ratio and to keep children safe. Please volunteer.

## HOLIDAYS/CELEBRATION EVENTS



When celebrating Holidays or special events, PACT staff will limit the activities to a one-day celebration. Guidelines will be followed so that holidays and celebrations do not overtake the importance of the *Creative Curriculum*. PACT will strive to validate everyone and not exclude anyone. No one holiday will be portrayed as more important than any other. Parents will be surveyed to determine celebration days important to each family in the class. Families will be informed about upcoming celebrations through the weekly classroom news, or at family events.

If parents wish to send items to school for celebrations they must be **non-food items** (pencils, stickers, crayons). Young children need concrete, hands-on activities with simple explanations of events making each child's age and developmental abilities important in deciding the best developmental approach in exploring holiday/celebration events. Families will be encouraged to share information in regards to their traditions within their child's classroom. Families may also help teachers incorporate developmentally appropriate activities in the classroom through sharing family traditions such as reading books, singing songs, showing artifacts and or dances. Staff and families may research holidays/events to help staff and families understand events that are important, that may not be familiar within the agency, to gain respect for all events important within a community.

PACT understands that holiday times can create hardships for some families due to finances or family issues. PACT teachers will not implement activities that will put financial pressure on families. All existing PACT policies concerning food, gifts, etc. will be followed when celebrating holidays. Teachers will not teach the religious aspect of a holiday. Children will be referred back to their families for explanations and information about the religious meaning of a holiday. Teachers will work with individual families that do not wish to have their child celebrate a holiday.

## SOCIAL SERVICES

The PACT Program believes that in order for a family to receive the most benefit from an educational program, the family's basic needs must first be met. It is unrealistic to expect a parent to be able to focus on their child if they are concerned about food, clothing, shelter, etc.

PACT will provide social services within the scope of its knowledge, resources and expertise. Where needs exist that are beyond that scope, families will be referred to appropriate available agencies. PACT uses a Family Partnership Survey as a way to identify needs & strengths, set family goals, & provide opportunities for involvement.

We offer:

- Workshops on an individual or small group basis
- Family Action Plans to target specific goals
- Videos and written resources such as books or pamphlets
- Referrals to outside agencies
- Website resources
- Parent mentoring groups



All information shared with staff by families is confidential and will not be released to other agencies without signed permission from the parent.

## **DISABILITIES SERVICES**

No less than 10% of PACT's enrollment is reserved for children who have special needs. PACT tries to ensure that children who have special needs receive the full benefit of all components offered.



The Disabilities/Mental Health Services Coordinator is available to help locate resources, make referrals for evaluations, and access professionals. The Disabilities/Mental Health Coordinator can also help facilitate communication between families and providers, and can attend meetings related to your child's special needs. We are also here to help you learn to advocate for yourself.

Also available for parents and staff is a Lending Library on a broad variety of topics related to disabilities, behavior, and inclusion. Parents may see a list shown to them by their Family Advocate or Home-based Teacher, or they may have a list if they wish. The Lending Library List will also be on the PACT website. To request a book, DVD/Video, or a pamphlet, parents make a request to their Family Advocate or Teacher, or call the Central Office. Parents may contact the Disabilities/ Mental Health Coordinator with questions and concerns about their child.

## **MENTAL HEALTH SERVICES**

Mental Health is a state of well-being. It is the ability to meet the ordinary demands of every-day life, and it is the ability to cope with normal stresses which life presents. This is true for both children and adults.

PACT has several ways of helping children and families who may be overwhelmed or experiencing difficult situations. This could include sadness, frustration, children's behavioral problems, substance abuse, family relationships, and many other conditions which make life less enjoyable.

One thing PACT does is have a Mental Health Services Consultant observe every classroom and socialization at least once through the year to observe all of the children and their interactions with staff and other children. The Consultant will be watching for signs of behavior which is not typical for the age of the child. If our consultant notices anything of concern, it will be discussed with your teacher. Your Teacher or Family Advocate will notify you of the concern and will assist you in locating and obtaining helpful resources. Our Consultant is also available during a family crisis. A parent may contact her Teacher or Family Advocate, and they will help you arrange a phone or personal consultation.

For children who require a Behavioral Plan to help him /her to be more productive in the classroom, the consultant may attend and the parent is offered private discussion with the consultant after the meeting if they wish. Our consultants also present a workshop at every center which involves parents in discussion of what is typical for children's behavior and emotional state.

Also available for parents and staff is the PACT Lending Library which houses a broad variety of materials (books, videos/DVDs, and pamphlets) on mental health related topics. These are available for you to check-out upon request of your Teacher or Family Advocate. They will have a list, or you may ask them for your own list. The Lending Library List is also on our website.

Parents should feel free to contact staff at the centers, in the field, or at the central office if they have a concern or issue. As with all components of PACT, parents can be certain that any information discussed with staff or our consultant will remain confidential.



## HEALTH

### *School Readiness Begins with Health!*



The Health Component consists of several different aspects of health including physical health, mental health, and nutrition. The PACT Program believes that good general health is important to learning. We intend to educate our parents to the importance of preventative health and link them to an on-going health care system in their community. The Family Advocate is the primary contact with the family in assisting them to seek health services.

## NUTRITION

The PACT Program provides an organized Nutritional Education Program for staff, parents, and children. All Center Based children receive meals and snacks which provide required percent of the daily nutritional needs, according to the length of class. Morning classes will receive breakfast upon arrival and a lunch prior to leaving. Afternoon classes will receive a lunch upon arrival and a snack before leaving. Full-day classes receive a breakfast, lunch, and an afternoon snack.

Since PACT provides nutritious meals and snacks, children are not allowed to bring food to the centers. An 8-week cycle menu will be used. Menus will be planned by the Nutrition Consultant, with input from staff and parents. The kinds and quantities of foods served conform to minimum standards for meal patterns. The Cook or Vendor service prepares the food in the kitchen that meets Public Health requirements for food preparation.

If your child has food allergies or intolerances, you will complete a *Dietary Form* so the Teacher has the information. PACT will have you complete a release to the physician for all food allergies that have been diagnosed.

## NUTRITION POLICY

Because of nutrition, safety of foods being served, and a variety of regulations, **PACT prohibits parents from providing any food items** at PACT sponsored activities, on or off-site. Parents are told to discuss other options (non-food) with their Teacher if they wish to help celebrate special occasions including classroom parties, birthday celebrations, etc. Menus are posted in the classroom and copies are given to parents upon request.

## HEALTH SERVICES

All enrolled children are required to be medically screened within 45 days of enrollment following an age appropriate schedule utilized by the EPSDT program of the Illinois Medicaid Program and by recommendation of your child's health care provider. These screenings include physical exams (well baby check), dental exams, vision/ hearing screening, blood lead level test, TB tests, Hematocrit or Hemoglobin tests, and immunizations.

Children will be excluded from attending class if physical exam, current immunizations, TB test or Doctor sign-off, and blood lead level test are not on file within 30 days of enrollment. PACT staff will discuss in detail what is needed and when. PACT can assist with transportation, referrals, and has a limited amount of funds to assist with cost, with approval of the Health Coordinator, if no other resources are available.



## **EMERGENCY MEDICAL PLAN**

PACT Teachers and Aides have been trained in first aid and CPR. They are required to keep emergency numbers for each child available during all activities as well as a first aid kit. Emergency numbers are posted in classrooms and homes.

In the case of an accident or emergency, first aid is administered as needed while the parents are contacted. Parents are notified of all accidents (minor or serious) by phone, note or direct contact. The child's parent or guardian makes decisions on what action is taken, if the parent is present. If parents can't be reached, care will be provided as needed using the Emergency Care Information and permission. Please notify PACT of any updates for emergency care.

Parents will also be notified when children are sick. If parents or an authorized person can't be reached, the child will be made as comfortable as possible away from other children. Staff will continue to try to reach parents until they either are successful in their attempts or it is time to go home. A list of what children will be excluded from class for is posted on the Parent Board at each site.

## **PROCEDURES FOR MEDICATIONS**

If your child must take a prescribed medication during class time, a medication form must be completed. You will need to see your teacher for this form and bring the medication to the classroom teacher. If this is not possible, there is an extra medication consent form in the back of this handbook. Parents may complete this and send medication with the consent form on the bus. The medication must be handed to the bus driver or monitor who will keep it out of reach of children until they get to the school. The bus monitor or driver will then hand the medication to the Teacher or Aide. If the medication form is not filled out correctly, the medication will not be given. The Family Advocate will be contacted to have them get the correct information from the parent. Medication is never to be sent with the child. No medication will be given without the medication form completed correctly. Medication should never be brought to the classroom by the child or in his/her back pack. The first dose of a new medication may not be given at school.

Non-prescribed medications (including topical ointments) must have a signed statement from the physician along with the medication form. There is a place on the medication form that the physician can fill out and sign. The signed statement must include all the information listed on the Medication form. The only exception to this is sun screen, diaper ointment, and hand lotion. Consent for these is obtained on intake visit. PACT will provide hand lotion and sun screen (during summer months) when needed. Parents provide their own diaper ointment.

## **CHILDREN WITH SEVERE HEALTH CONDITIONS**

If your child's *Health History* indicates a chronic health condition that may require emergency attention at school, a *Medical Alert* form must be completed and signed by the diagnosing physician. The form includes specific information for staff on how to treat your child when specific conditions occur and any rescue medications needed. Examples of conditions that would be included are asthma, seizures, or severe allergies that would require epi pens. If your child has a chronic health condition, you will be asked to sign a release to your physician. The physician will complete a health plan for your child. The teacher will then review the plan with you and make arrangements for any needed rescue medications to be on site. All paperwork and needed medications must be on Site prior to the child attending class.



Log on back→

**MEDICATION**  
**PACT for West Central Illinois**

Child: \_\_\_\_\_ Teacher: \_\_\_\_\_ Class: \_\_\_\_\_

1) Name of Medicine: \_\_\_\_\_ Rx # \_\_\_\_\_ Expiration date \_\_\_/\_\_\_/\_\_\_

2) Dosage amount: \_\_\_\_\_ Times: \_\_\_\_\_ am/pm \_\_\_\_\_ am /pm \_\_\_\_\_ am/pm Duration dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

3) Additional Instructions: \_\_\_\_\_

Physician name: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, state, zip)

Rx medication may be given without physician's signature as long as all information above is completed and medication is in original container properly labeled with child's name, RX #, duration and expiration dates, and directions.

NON-prescription medications or topical ointments may not be given without the information above AND a signature from the physician. Parents may take this form to physician to be completed, signed and return to Teacher. A signed note from physician may be used, but must contain all information above.

**The above is a NON-PRESCRIPTION MEDICATION**

Physician's Signature: \_\_\_\_\_ date: \_\_\_\_\_

(The above non-prescription medication may be given according to steps 1 to 3 above)

I give permission for PACT staff to carry out instructions above when my child is at PACT activities and for above listed physician to release to PACT all relevant information and records about my child's medication listed above for the purpose of treating my child while in PACT's classroom.

I understand that I may revoke this authorization by giving written notice. However, I understand that if I revoke this authorization, it will not have any affect on actions taken by the provider in reliance before I revoked it.

I understand that the information used or disclosed may be subject to re-disclosure by the agency receiving it and is no longer protected by the federal privacy regulations. However, PACT does not re-disclose information unless a written authorization requests it.

I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment or my eligibility for benefits from the provider releasing information (listed above).

I understand that this authorization is valid one year from the date signed, or until I revoke it in writing to the agency releasing information.

First dose of a medication may not be given at school. I (parent) verify the medication has been introduced to my child on (date) \_\_\_\_\_

Did or does child have any side effects from medication? YES, explain \_\_\_\_\_ NO

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List child, duration, and expiration date on Classroom Alert List on Health & Safety Board

Log on back when medication is given. When medication is completed or no longer needed, medication will be returned to parent.

**To be completed by staff**

Where medication will be stored:

- Medication box, located: \_\_\_\_\_
- Refrigerator, located: \_\_\_\_\_
- Other - list any equipment needed that will not fit in box and where stored \_\_\_\_\_

Staff person(s) designated to administer medication: \_\_\_\_\_

Copy:  Site Sup. to review, initial, & send to C.O. \_\_\_\_\_

Original:  Health & Safety Notebook

H5/15

## LOG for MEDICATIONS

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Log below when medication is given. (Review with parent when unusual symptoms or reactions occur and at Parent Teacher Conferences. Parent sign and date when reviewed.)

Date	Time	Staff Name	Notes and Observations Log any unusual symptoms, reactions, or changes in child's behavior. If not given according to the duration date or instructions on front, make note of why below (i.e. child absent or weekend, holiday, etc.)	Date parent review	Parent Initials

Complete for the year \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

When complete for year, teacher signs off and sends original to C.O. Copy: DCFS file.