

Parent and Child
Together
(PACT) for
West Central Illinois

Child Care
Parent Handbook

2019-2020

www.pactheadstart.com



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Our Program Philosophy/Values.....

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.

School readiness begins with an individualized approach to children's health and safety.

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.

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 and Emotional Development

Children will develop social relationships and self regulation.

Perceptual, Motor and Physical Development

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.

Cognition

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

For enrolled children, with at least 3 reporting periods in a program year, 80% will meet expectations of the listed objectives.

Objectives

- 1b Follows limits and expectations
- 11a Attends and engages

Objectives

- 3a Balances needs and rights of self and others

Objectives

- 4 Demonstrates traveling skills
- 7a Uses fingers and hands

Objectives

- 8b Follows directions
- 15a Notices and discriminates rhyme
- 16a Identifies and names letters
- 19a Writes name

Objectives

- 20a Counts
- 20b Quantifies

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.

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 be informed about all community resources concerned with health, education and improvement of family life.
3. To be welcomed in the child care 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 about my child's developmental progress in Child Care, through daily reports or parent/teacher conferences.
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.

SHARING RESPONSIBILITIES WITH THE FAMILY

1. Parents need to supply extra clothing for their children in case it is needed for accidents, or other messy situations.
2. Please call us as soon as you know if your child is going to be late, or absent before 8:00 a.m.
3. Please pick up your child on time. The child care staff works hard and deserves their rest at the end of the day. You will be charged for a late pick up of your child. If you are continually late, the Site Supervisor or Teacher will discuss changing your child's time to depart.
4. Parents are responsible to provide us with changes in information:
 - Changes in adults who are authorized to pick-up children.
 - Changes in addresses, phone numbers, emergency information, etc.
 - Families receiving DHS subsidized child care will provide PACT changes in employment, medical leave, maternity leave, sick leave or personal leave, shift changes, family size increases or decreases, etc.
5. Parents are responsible for walking into the building with their child each day to sign them in on arrival and out at dismissal. Parents are expected to pick up children by the reserved time and check his or her "cubby" daily for correspondence from the child care staff.
6. Parents are responsible for checking the Child Care Parent Bulletin Board for program information.
7. Parents are responsible for payment of fees on time. Children will not be allowed to attend unless their account is current.
8. Please do not bring your child if he or she is ill. Parents are expected to keep a sick child at home until symptoms have gone for 24 hours. A child who becomes sick at the Child Care Center must be picked up immediately. Children too sick to go outside should be kept at home.
9. Parents will notify the Child Care Site Supervisor two weeks in advance of a child's withdrawal from the center.

PARENT COMPLAINTS

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

- Step 1: Parent complaints should be remitted to the Teacher currently working with the family and at the Center level. If the complaint is not resolved to the parent's satisfaction, parent proceeds to Step 2.
- Step 2: Parent should submit complaint, by contacting the Executive Director or the Assistant Director. Parents should receive a response a week. If complaint is not resolved to parent's satisfaction, complaint proceeds to Step 3.
- Step 3: Parent complaint (is dated and in writing) will be remitted to Policy Council for consideration and resolution. Parent will be notified as to when the committee will consider the 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.

PARENT PARTICIPATION AT PACT

PACT is not just a program for children; it is a program for families.

Parents can be involved in many ways, including:

1. Attend Family Events and family activities
2. Participate in parent/teacher conferences
3. Be a member of Policy Council
4. Serve on Parent Committee or Advisory Committees
5. Volunteer in your child's classroom, or at the PACT office
6. Apply for a job with PACT
7. Check out books and videos from the Parent Resource Library

Policy Council

The Policy Council is a decision making and advisory council to the PACT Program. Parents are elected to represent a group of parents from their center. Any major decisions made by management staff at PACT are subject to input from this group of parents and many decisions must be approved by the council before they can be implemented.

ENROLLMENT CRITERIA

Child care services in Macomb are open to children of parents who are either Western Illinois University staff or students or PACT employees. Children will be required to have a Tuberculin Test, Lead Screening, and Physical Examination (updated every 2 years) prior to admission. All immunizations must be current or up-to-date (DPT, OP, MMR, HIB, Hept. B, Varicella) unless we have a Doctor's excuse.

REGISTRATION

A child is registered when an enrollment application and all state required forms including a complete medical and immunization record are on file at the center. The Registration packet will include the following forms:

- Enrollment Application
- Health History
- Certified Copy of Birth Certificate or other (see below)
- Child/Family Cultural Survey
- *Certificate of Child Health Exam with TB, Lead, and up-to-date Immunizations*
- Verification of Receipt - validating your receipt of DCFS Child Care Pamphlet
- Emergency Care Information Form
- Release of Children Form

- Permission and consent from Parents
- Parental Agreement
- Application for IDHS Child Care Assistance (DAP3455), if applicable
- Child and Adult Care Food Program Application

A child will not be able to attend if all of these are not on file within 30 days of enrollment.

Transfer Plan: If child qualifies for Head Start then Toddlers, who are age 30 months, will begin a transfer phase due to DCFS regulations and/or program policies. The phase allows children, age 30 months, to visit a new classroom at least monthly. When your child turns 35 months, your child may be transferred into a preschool classroom.

FEE AND PAYMENT INFORMATION

Weekly child care fees must be paid no later than the Friday the week of care. Fees can be paid in cash or by check. Sorry, no credit cards accepted. A deposit box for child care fees is located outside the Assistant Site Supervisor’s office. There will be a \$20.00 charge on returned checks and checks will no longer be accepted for payment.

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 received prior to the date indicated on the notice. PACT reserves the right to deny services to families delinquent in their payment.

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.

Additional Fee Information:

The weekly fee must be paid (52 weeks per year) and is not reduced for illness, extended absence, emergency leave, vacation, etc. Extended leave is deemed by PACT as being absent for one week or more. If a family that is receiving DHS subsidy pay for child care is gone for an extended period of time, then that family will owe for a full time or part time slot. The family’s co-pay will not apply for extended leave as PACT will not be allowed to bill DHS for this leave time. Therefore the families will have to pay what a non-DHS family pays each week to hold their child care slot. The amount owed will be determined by the Site Supervisor based upon if the family is considered part time or full-time.

Full-Time/Part-Time:

Weekly child care fees will be adjusted for children attending full-time or part-time days or weeks. Full-time is considered 3 days per week at 5 1/2 hours or more a day (or 20 hours or more per week for private pay.) Part-time is less than 20 hours a week or less than 3 days per week at 4 hours a day or more. If you are part-time you will need to specify what hours and days you will need child care. PACT will fill those other hours that you will

not be using with other families. If you can not be specific on the hours and days, then you will need to pay for a full-time slot.

Late Pick-up Fee:

A late pick-up fee of \$5.00 per child for the first five minutes and \$1.00 for every minute thereafter will be charged 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.

Please make arrangements to pick up your child on time. 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. 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.

DISCHARGE POLICY

We require a 2 week notice of withdrawal from the program.

DESCRIPTION OF THE DAILY PROGRAM:

The PACT/WIU Child Care Center provides full-time, year-round child care with developmentally appropriate curriculum incorporated into each day. Breakfast, lunch, and an afternoon snack are supplied following USDA guidelines. The Macomb child care center is open to children ages 6 weeks to 3 years of parents who are either Western Illinois University staff or students, or to children of PACT staff. After certain deadlines, a small percentage of the general population may be enrolled. Fees are based upon DHS rates.

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. 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.

NUTRITION POLICY

All meals will meet the CACFP/USDA Guidelines. Because of nutrition, safety of foods being served, and a variety of regulations, PACT prohibits parents or classroom staff from providing any food items at PACT sponsored activities held on or off-site.

INSURANCE COVERAGE FOR CHILDREN

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

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.

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 monitors each person's entry through the use of security cameras.

VIDEO SURVEILLANCE POLICY

Video surveillance is implemented in PACT classrooms, at entrances to the centers, and on buses to provide a safe and secure environment for children, staff and parents.

Video surveillance cameras are not used in areas where children and staff would have an expectation of privacy, such as the restrooms.

ARRIVAL AND DEPARTURE POLICIES:

Children must be escorted into the Center Classroom and see that he/she is under supervision of his/her Teacher before leaving the premises. The Parent or guardian must tell the center staff member that the child is present and sign the child in on the sign-in sheet provided. No child is ever left alone or unsupervised.

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 years or older) authorized on the release form. **WE WILL NOT RELEASE YOUR CHILD TO SOMEONE WE'VE NEVER MET, WITHOUT A PHOTO ID.**

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.

FUND RAISING

Parents and staff of PACT for West Central Illinois are not allowed to fund raise for the PACT agency.

CONFIDENTIALITY

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

PACT has entered into a written agreement with the Illinois Head Start Association and University of Illinois, Center for Prevention Research and Development, to gather and summarize child outcomes and family outcomes data for Head Start programs in our state. After the data is matched to child, family, and teacher, it is scrubbed of Personally Identifiable Information (PII) and then gathered and analyzed. No PII is reported.

CELL PHONE POLICY

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

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 Shanna Edison, PACT Executive Director.

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.

OPEN DOOR POLICY

Parents are welcome to come to the Macomb Child Care Center at any time during program hours. Please stop by the Site Supervisor's office to pick up a volunteer name badge. This will help us identify people in the building.

WEATHER CLOSING

In the event that the Center is closed, due to inclement weather, it will be announced on local radio stations by 5:30 a.m. Parents should listen to local radio stations to hear the 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. If the Center has to close early, all parents/guardians will be notified by telephone.

HOURS OF OPERATION AND HOLIDAY SCHEDULE

The PACT Center in Macomb is open year-round, Monday through Friday, 7:00 a.m. - 5:30 p.m.

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Thanksgiving Day
Spring Break (Good Friday and Monday 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.

CHILD CARE IN-SERVICE TRAINING SCHEDULE

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

September 20	October 11	December 20	January 17
February 14	March 13	May 1	

WINTER BREAK: From December 23, 2019 – January 3, 2020 is considered Winter Break and the PACT Program will not be in operation. This includes Child Care at the Macomb Center.

PACT PHILOSOPHY REGARDING GUIDANCE AND DISCIPLINE

The focus of Parent and Child Together (PACT) for West 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.

When a 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.

NOTE: The following behaviors are prohibited:

- a. Corporal punishment -includes hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear.
- b. Threatened or actual withdrawal of food, rest, outdoor play, or use of the bathroom.
- c. Abusive or profane language.
- d. Any form of public or private humiliation, including threats of physical punishment.
- e. 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**.

EDUCATIONAL CURRICULUM

The Creative Curriculum 6th Edition is used as the foundation of our curriculum. The comprehensive curriculum

applies theory and research to everyday practices, giving our Teachers a road map for teaching. PACT's Individualized written education plan follows the child development theory and research described in The Creative Curriculum.

DEVELOPMENTAL SCREENING

The *Ages and Stages Questionnaires* will be administered to children under the age of 3 years with parent/guardian permission. The screening is not an IQ test. The screening is conducted to help determine the child's developmental status, and he/she is not expected to pass all of the tasks. All screening instruments are standardized for validity and cover a full spectrum of developmental abilities. PACT can assist you with a referral for an evaluation if there are concerns on your child's screening.

ON-GOING ASSESSMENT

Teaching Strategies GOLD™ is an authentic, observational assessment system for children from Birth to 3. 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.

NAPPING

EHS – 0-3 Napping and Sleeping

To minimize the risk of sudden infant death syndrome, children in cribs will be placed on their backs when put down to sleep. Soft bedding/blankets and toys are removed from cribs when children are napping. 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.

NAP SUPPLIES

Your child will have his own crib or cot and sheet to lie on. Parents may bring a thin child-sized blanket for their child to use at naptime for children over 15 months. Children's blankets will be sent home weekly for parents to wash. 0-3 classrooms will have their crib/cot sheets washed twice a week or when soiled.

PARENT/TEACHER CONFERENCES

Parent Conferences are scheduled approximately every six months where teacher and parents can mutually decide on individualized goals for their child. These conferences will be an information sharing session that allows each to express his/her feelings and concerns about progress or problems that the child might be experiencing.

Classroom News (Daily Report for Infants under 15 months)

A Weekly Classroom News is sent home with information pertaining to the week your child had. Such information may include but is not limited to: preschool activities, length of nap(s), amounts and frequency of food, drink, potty training activity, overview of the child's day, etc. These notes are also a reminder if Parent needs to bring an item for a project or extra clothing. For infants under 15 months a daily report is sent home.

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 are better prepared to help the child. Any and all information that we are given for this purpose remains strictly confidential.

PROCEDURE FOR PERSONAL BELONGINGS

Cubbies

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.

Change of Clothes

Please bring at least one change of clothes for your child. For children who are not completely toilet trained, bring 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.

Diapering

Parents must provide disposable diapers, pull-ups, and wipes for children not toilet-trained. The staff will notify you when your child's supply is low. If any special lotions or powders are to be used, the parent must supply them. Parents must label each of these items. PACT will charge 50 cents for each disposable diaper, pull-up, or wipes used from the center supply room.

Toys from Home

Other than 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

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, thongs, and dress shoes with slick soles are extremely dangerous and not recommended. Children will spend time exploring outdoors daily.

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

HEALTH SERVICES

School Readiness begins with Health!

Children will be excluded from attending class if physical exam (every two years), current immunizations, TB test or doctor sign off, and blood level test (for children 12 months and older) are not on file within 30 days of enrollment. PACT staff will discuss in detail what is needed and when.

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 or site supervisor. Non-prescribed medications (including topical ointments) must have a signed statement from the physician along with the medication form.

HOLIDAYS & CELEBRATIONS

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. If parents wish to send items to school for celebrations they must be **non-food items** (pencils, stickers, crayons).