

Parent and Child  
Together  
(PACT) for  
West Central Illinois

Child Care  
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)

---

- n Sound the alarm
- n One Teacher leads children to the exit door.
- n 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

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Parent and Child Together (PACT) for  
 West Central Illinois  
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 Business hours are Monday-Friday 8:00-4:30  
 www.pactheadstart.com



**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 Planning Coordinator .....	Heidi Coe
Center Based Education Operations Coordinator .....	April Darringer
Home Based Education Coordinator.....	Millie Young
Health Coordinator.....	Melissa Tschirgi
Disabilities/Mental Health Services Coordinator .....	Fran Parker
Social Service Coordinator .....	Sara Mixer
ERSE/Transportation Coordinator.....	Mary Dunmire
Clerk/Typist .....	Diann Aden
Health Aide .....	Sherri Cook
Social Service Aide.....	Natalie Schneider

**CENTER LOCATION**

Macomb Center  
 PACT Head Start WIU CC Center  
 University Services Building  
 320 University Drive  
 Macomb, Illinois  
 309-298-3143  
 Teresa McGrew - Site Supervisor  
 Natalie Mitchell- Assistant Site Supervisor

**Communication Device for persons who are hearing impaired:**

Illinois Relay Center Voice - **1-800-526-0857**

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

## 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 pre-school learning. The PACT program has been in existence since 1978 serving pre-school children and their families.



This handbook will explain our basic philosophy, goals, rules, and policies. Please read through this handbook, and if you have 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 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.**



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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**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.

## **DCFS LICENSING STANDARD**

PACT Centers are licensed by the Department of Children and Family Services and are inspected annually by the County Health Department and State Fire Marshall. The Center's licensing record is available upon request from the Center Site Supervisor. PACT operates strictly in accordance with DCFS State Licensing Standards. 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.

## **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.

## **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 5 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.

## **NUTRITION POLICY**

All meals will meet the USDA Guidelines. All children in full-day programs receive 2/3 of daily nutritional needs. Since PACT provides nutritious meals and snacks, children and parents are not allowed to bring foods to the center. Menus will be planned by the vendor. The kinds and quantities of foods served conform to minimum standards for meal patterns.

Macomb meals are contracted through a food vendor and are not cooked on site, with infant meals supplemented as needed. 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. Parents are told to discuss other options (non-food) with their Teacher if they wish to help celebrate special occasions (birthdays, holidays, etc.) Menus are posted on the site parent board.

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 for the physician for all food allergies that have been diagnosed.

## **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.

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. It is designed to identify young children in need of further diagnostic assessment.

The screening also 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.

## **ON-GOING ASSESSMENT**

*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. 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

## **EDUCATIONAL CURRICULUM**

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.

The Creative Curriculum is used as the foundation 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 follows the child development theory and research described in The Creative Curriculum.

PACT will strive to establish continuity in the children's relationship with staff members, by having one primary care giver with your child the majority of the day. The PACT Child Care Program staff strongly believes in developmentally appropriate practices in providing a quality learning experience for young children. To implement this in our educational program, the curriculum and staff will be sensitive to each child's age and individual appropriateness.

Infants (6 weeks) to Toddlers (35 months)

- ◆ Fine and large motor skills
- ◆ Sensory learning
- ◆ Language-Communication
- ◆ Cognition
- ◆ Social-Emotional Development



Preschool 3 years to 5 years

- ◆ Language and Literacy Development
- ◆ Social and Emotional Development
- ◆ Cognitive Skills-Math and Science
- ◆ Physical Development
- ◆ Sound Health, Safety, and Nutritional Practices
- ◆ Creative Expression



### Primary Care Teacher 0-3 Classroom

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.

### **A CHILD'S WORK IS "PLAY"**

If you ask your child what they did all day and they say "I just played", then understand that during that play they developed the knowledge of an engineer and architect in the block area. They learned how to be a diplomat by getting along with their classmates. They learned hand-eye coordination by lacing beads on a string. They learned how to be a future parent and better family member by playing house in the dramatic play area. They developed their reading readiness skills and lengthened their attention span during group time.

They learned to be creative by making a picture using the colors and movements they selected. Last, but not least, they learned that they could be successful and that their day was important because you asked them what they did today.

In accordance with ADA (Americans with Disabilities Act) and section 504 of the 1993 rehabilitation Act, PACT cannot and does not discriminate on the basis of a disability and ensures accessibility to all program children and families.

## **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. 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, 3-5 classrooms will have their cot sheets washed weekly, or when soiled.



## **NAPPING**

DCFS requires that all children 6 years and under rest daily in a child care center. Quiet time for all children will be from approximately 12:00 p.m. to 2:00 p.m. every day. 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 2:00 p.m.

## **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.

## **FEE AND PAYMENT INFORMATION**

DHS approved families will be required to pay a deposit of \$25 which is due prior to your child's first day of child care. For private pay families you will be required to pay a deposit of the first week's child care fee which is due prior to your child's first day of child care. The first week's deposit will be retained by PACT until the last week of child care services are provided. If one week notice is given to PACT, the deposit will be used to help pay for your last week's child care fee.

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 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.

## **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.

### 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. (Western Illinois University School breaks may be negotiated.)

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 applications. 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.

### INSURANCE COVERAGE FOR CHILDREN

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

### HOURS OF OPERATION AND HOLIDAY SCHEDULE

The PACT Center in Macomb is open year-round, Monday through Friday, 7:00 a.m. - 6:00 p.m.

Except for the following:

New Year's Day	Good Friday and Monday	Thanksgiving Day
Martin Luther King's Birthday	Memorial Day	Day after Thanksgiving
Independence Day	Labor Day	December Staff Meeting (16th)
April Staff Meeting (28 <sup>th</sup> )	September Staff Meeting (23 <sup>rd</sup> )	Christmas Eve
		Christmas Day

### **WIU WINTER BREAK:**

December 20, 2016 thru January 2, 2017. If the majority of WIU parents indicate that child care services are not needed during WIU Winter Break, the Macomb Center will close. Parents will complete the “winter break survey” in November.



### **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.

### **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.

### **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: 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.

## **DISCHARGE POLICY**

We require a 2 week notice of withdrawal from the program

## **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.

## **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.

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 he/she is finished before you shut your car door. (The length of time a parent stays around trying to comfort the child they are leaving is reciprocal to the length of the period of adjustment after the parent leaves.) We will never let your child cry for any length of time, we will call you if they need you.

Please make arrangements to pick your child up on time. (Families receiving IDHS subsidized child care must pick child up as determined on application.) The date, time, and signature by 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 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 years or 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 drop off 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.**

## **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.

## **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. Your child (ages 3-5) will also receive a vision and hearing screening. Parents will be notified of when this occurs and provided with the results.

## **EMERGENCY CONTACT INFORMATION**

*Emergency Care* and *Release of Children* forms are completed with each family during enrollment into PACT Child Care. During the program year, the parents are responsible to contact 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.

## **EMERGENCY MEDICAL CARE**

PACT Teachers 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.

In the case of an accident or emergency, first aid is administered as needed while the parents are contacted using the emergency numbers on file. 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 cannot be reached, care will be provided as needed using the Emergency Care Information and permission.

Parents will also be notified when children are sick. If parents or an authorized person cannot 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 the day is posted on the Parent board at the center.

## **PROCEDURE FOR MEDICATIONS**

If your child must take a prescribed medication during class time, a consent form must be completed. You will need to see your teacher or site supervisor. 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. The signed statement must include specific information on dosage time, amount to administer and duration of taking the medication. There is a place for this information on the medication form that the physician can fill out and sign.

The only exception to this is sun screen and diaper ointments and hand lotion. Consent for these is obtained on the Health History during enrollment procedures. PACT will provide hand lotion and sunscreen when needed. Parents provide child's diaper ointment. Parents need to bring the medication to the classroom. Please do not send medication with your child. **PACT staff will not administer medication that does not have all the information completed on the consent form.**

## **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. Examples of conditions that would be included are asthma, seizures, or severe allergies that would require epi pens.

Upon intake you will be asked to sign a release to the physician if your child has a severe health condition. The teacher will then review this information with you and make sure all needed medications are in place prior to your child starting.

## **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**

Beside 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.

## **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.

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

All teaching staff, including substitutes, entering our program will receive orientation to our "Child Management Training Guide" in order to ensure consistency. Only staff members and those trained 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 affect 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. Note: A copy of this plan will be placed in the child's DCFS file. 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.

When intervening in a situation that necessitates child management, the technique chosen will be positive. Multiple approaches such as redirection, 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:

- 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**.

**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.

### **FIELD TRIPS**

Walks are considered an important part of the educational program and will be taken periodically to nearby places.

### **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.

### **CHILD ABUSE & 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)

### **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 of PACT for West Central Illinois are not allowed to fund raise for the PACT agency.

### **PEST MANAGEMENT PLAN AND USES OF PESTICIDES 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 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, who are registered to be notified of pesticide application, 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, bulletins, calendars, etc.

If there is an imminent threat to health or property, the children will be removed from the center and the 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.

## **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.**

## **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.



## **COMMUNICATION**

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.

Parental involvement is valued and therefore encouraged. Parents should feel free to come and spend time with their child. We encourage you to visit, play with your child or come early at pick up time so you can spend some time letting your child "show and tell" you about their day. However, because the children are our first priority it is best to schedule an appointment if you need time set aside to discuss a specific problem. Matters directly concerning your child are best not discussed in the child's presence.

## **CONFIDENTIALITY**

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

## **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 *Parent Chat*, weekly classroom news, or at family events

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 holidays/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.

### **Parent/Teacher Conference**

Parent Conferences are scheduled approximately every three 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 - Preschool (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.

### **Parent Complaints**

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

## Community Complaints

Step 1: Members of the communities served by PACT for West Central Illinois who have complaints about the Program should submit their complaints to the Director.

Director will endeavor to resolve the complaint to the mutual satisfaction of both parties. If the resolution is not satisfactory, complaint proceeds to Step 2.

Step 2: Complaint shall be submitted in writing to Policy Council for consideration and resolution. Community members will be notified as to when committee will consider complaint and given sufficient opportunity to be present.

In the event of a variety of complaints, or in a quest for more information, 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.

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



## Family Events

Family events with family activities are held to provide a chance for parents to meet one another, share ideas and concerns, and learn more about topics such as child growth and development, child management, school readiness, child nutrition, etc. Event information is posted on the Parent Information bulletin board and parents will receive notices through letters sent home with their child.

## 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.

## THANK YOU

Thank you for cooperating with these policies and procedures. In order to maintain a quality program and to comply with licensing standards, the policies stated in the handbook must be observed. If continued non-compliance with any policies described above occurs it may result in discontinued use of the center. We hope your child and family enjoy being part of our center family. If there is any way we can individually serve you better, please let us know.



### **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.



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.