

Parent and Child
Together
(PACT) for
West Central Illinois

Child Care
Parent Handbook

2011-2012

PACT Evacuation Plan

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 and Bus Monitor Checklist

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 Central Office with an available cell phone.
 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.

The local evacuation site established through a partnership with a local business or organization that can provide a comfortable space for children and staff is listed below.

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. 5/11

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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 CoordinatorHeidi Coe
 Center Based Education Operations Coordinator..... April Darringer
 Early & Head Start Home Base Education Coordinator..... Millie Young
 Early & Head Start Home Base Education Coordinator..... Katie Kerr
 Health Coordinator Rebecca Niewohner
 Disabilities/Mental Health Services Coordinator Fran Parker
 Social Service Coordinator..... Melissa Tschirgi
 Parent Involvement/Transportation Coordinator..... Mary Dunmire
 Clerk/Typist.....Diann Aden
 Health Aide.....Gail Cochran
 Social Service Aide Sarah Crenshaw

CENTER LOCATION

Macomb Center
 PACT Head Start WIU CC Center
 University Services Building
 320 University Drive
 Macomb, Illinois
 309-298-3143
 Glenna Mount - Site Supervisor
 Mandy Kreps- 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 National Association of Child Care Professionals (NACCP). NACCP 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 NACCP and NAC, please visit www.naccp.org or www.nacaccreditation.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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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.

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 charged on a sliding scale.

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 *DIAL-3* will be administered to preschool children, with parent/guardian permission. The DIAL-3 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.

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 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

The *Ounce Scale System* is an on-going assessment that documents the progress of birth to 3 years of age in the following areas of development: Personal Connections, Feelings About Self, Relationships with Other Children, Understanding and Communication, Exploration and Problem Solving, and Movement and Coordination. The Preschool Assessment Checklist is aligned with Illinois Early Learning Standards. The assessment tool emphasizes what children can do. It also helps teachers gain perspective on how each child learns by observing, evaluating, and documenting all areas of growth and development.

EDUCATIONAL CURRICULUM

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

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. Children's blankets and other bedding supplies 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 Pre-School children will be from approximately 12:30 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

Weekly child care fees are based on the total family income size and number of children needing child care, as recorded on your application for reduced rates and supported by required documentation. DHS qualified 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. All weekly child care fees must be paid in advance of care. Weekly child care fees must be paid no later than the Monday morning or the first day of 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 Childcare Rate:

Part-time DHS approved families wanting to pay for a full time slot will be charged the appropriate age DHS daily rate.

Parent Co-Payments:

Families that have completed DHS applications and are awaiting approval for full time will be assessed a co-pay of \$81.40 for birth to 2, age 2 \$69.10, or \$57.70 for 3 to 5 year olds per week. For part time families, they will be assessed a co-pay of \$40.70 for birth to 2, age 2 \$34.55 or \$28.85 for 3 to 5 year olds per week . Once

your co-pay has been determined and PACT has received notification, your account will be adjusted. (Rates are subject to change as DHS rates change).

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.) Students that receive Pell Grants may be eligible for child care scholarships during school breaks. Those students should see the site supervisor for applications.

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 \$2.00 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.

LATE PICK-UP PROCEDURE:

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

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

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

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

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	Labor Day
Martin Luther King's Birthday	Independence Day	Christmas Eve
Christmas Day	Day after Thanksgiving	Thanksgiving Day
Memorial Day	Spring Fling (April)	
December Staff Meeting (12/16/11)		

WIU WINTER BREAK:

December 19, 2011 thru January 1, 2012. 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)
- ___ Education Survey for Individualization, 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

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 at the Center. A sign in sheet will be 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.**

HEALTH SERVICES

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 record or possibly a VHS/DVD video tape that your child would like to share, please feel free to discuss this with the teacher. We are not responsible for lost toys.



Lost and Found

A Lost and Found box is located in the Site Supervisor's office.

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.

Except for extremely cold days, the pre-school children will be going outside for short periods daily. Please send your child with appropriate clothing. Rubber boots are required for snowy or wet days.

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 philosophy for guidance and discipline is based on the belief that children develop self-or inner-control by being given opportunities to learn, understand, and follow simple rules. Study tells us that children are most secure when they know what is expected of them. 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 and healthy relationships. The ultimate goal of PACT's Guidance and Discipline Policy is to promote respect, trust, honesty, and caring for others.

Physical punishment or verbal abuse will not be used in our program activities. This is explained in advance to all volunteers. Every effort is made to model positive methods and encourage parents to explore use of positive discipline techniques.

How discipline will be implemented by staff and substitutes

All teaching staff, including regular ongoing volunteers, entering our program will receive orientation to our "Child Management Training Guide" in order to ensure consistency. Only staff members trained in the appropriate guidelines outlined in this policy may discipline children while participating in any Head Start activity/function. The mental and physical well being of every child enrolled in PACT will be the primary concern of the organization. Guidance and redirection will be the responsibility of adults who have an on-going relationship with the child. The children will have reasonable opportunity to resolve their own conflict. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who work with the child will be aware of the plan and cooperate in its implementation. This may include a consultation with the Mental Health Professional in conjunction with parental and staff input and cooperation.

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. When an intervention is necessary, the technique chosen will be positive.

NOTE: While a child is participating in PACT activities no staff, substitute or volunteer will use any form of corporal punishment with a child.

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, 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

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

How parents will be involved in the guidance and discipline process

When a child's behavior becomes unmanageable, the teacher will contact the parent. The child's behavior will be discussed with the parents and parent guidance will be welcomed. A formal meeting may be held with Special Services Coordinator, Site Supervisor, Teacher, Parent, and Mental Health Consultant. We ask parents to follow PACT guidelines while participating in PACT activities.

How children will be involved in the guidance and discipline process

The teacher's primary role in child management is **prevention**, through bonding, building relationships, teaching children classroom rules, empathy, emotion management, problem solving, etc. Teachers' interaction styles, environments, schedules, expectations, and planning efforts will be periodically evaluated by the supervisor to determine that prevention strategies are being used.

Written procedures for termination of child's enrollment in the center because of disciplinary issues

Termination of a child will be made only with staff recommendation, appropriate documentation and outside consultation, which would result in action to be in the best interest of the child. Particular care will be made to work closely with the child and family in any consideration of termination.

CLASSROOM RULES

PACT has developed a universally accepted set of rules for behavior expected of the children in classroom setting. The teacher has some flexibility in the interpretation of these rules, but they are generally the same in any classroom.

The Program-Wide Rules are:

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



Field Trips

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

CB TRANSPORTATION AGREEMENT

Center _____
Teacher _____

Class Time AM _____
PM _____
Full Day _____

- () I want the Head Start Program to transport my child (ren)
() I do not need transportation services

Child's Name _____ Parent or Guardian's Name _____

Home Phone # _____ Work Phone # _____
Home Address _____

Children are picked up and returned only to addresses listed below. Any special requests must be given to the bus driver one day in advance. The bus driver or Site Supervisor has the authority to deny changes. Parents will be notified if their request is denied.

Pick-Up Address _____
(Street) (Town) (Phone #)

Finding Directions from the Center to the Child's pick-up point. Please include names of streets and approximate blocks plus any landmarks, description of the house and what side of the street it is on.

Drop- Off Address _____
(Street) (Town) (Phone#)

Finding Directions from the Center to the child's drop-off point. _____

I CERTIFY THAT I HAVE READ THE TRANSPORTATION GUIDELINES AND THEY HAVE BEEN EXPLAINED TO ME.

Parent/Guardian Signature _____ Date _____

Staff Signature _____ Date _____

Give completed form to Site Supervisor

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 MURDERS:

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

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

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. 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 parent meetings.

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 - Infant, Toddler, Two-Year-Olds)

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, toddlers, and two-year-olds 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 Parent Involvement 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 parent meetings 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 special 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



Parent Meetings

Parent meetings and 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. Parent meeting 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.

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 Newsletter

The Parent newsletter titled **PArent ChaT** contains information on program activities, ideas for activities to do with your child and information on health, safety, nutrition, etc. This newsletter is posted on the Parent Board and we encourage you to submit articles, poems, recipes, etc. as often as possible. PACT for West Central Illinois reserves the right to not publish articles with questionable content or due to space limitations.

Parent Agreement

The parents of any child enrolled in the Child Care Center are required to sign and have notarized an enrollment agreement which sets forth the terms and conditions of the child's enrollment. It is due by the first day of attendance. A copy of "Parent Agreement" is attached.

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.

