



Parent and Child
Together
(PACT) for
West Central Illinois

Home Based
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)

1. Sound the alarm
2. One Teacher leads children to the exit door.
3. 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.

INDIVIDUAL SCHEDULE

Home Visit Day _____

Home Visit Time _____

Socialization Day _____

Socialization Time _____

Socialization Location _____

Center Address _____

Teacher's Name _____

Center Telephone # _____

Parent Chairperson _____

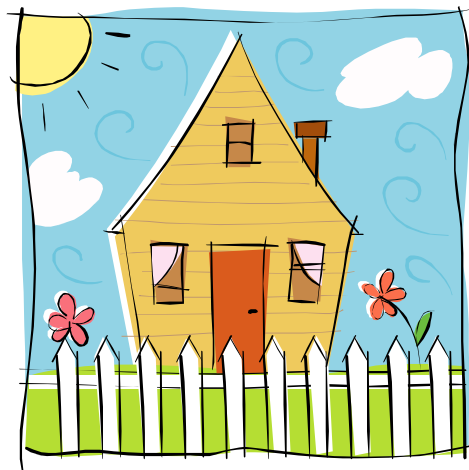
Vice Parent Chairperson _____

Parent Secretary _____

Policy Council Representative _____

Policy Council Representatives
To the Health Advisory Committee _____

Policy Council Representatives
To the Education Advisory
Committee _____



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Parent and Child Together
(PACT) for
West Central Illinois
P.O. Box 231, 300 South Capitol
Mt. Sterling, Illinois 62353
(217) 773-3903 or 1-800-443-7228
www.pactheadstart.com

HEAD START CENTRAL OFFICE STAFF

Executive Director..... Denise Conkright
Assistant Director.....Shanna Edison
Fiscal OfficerDiane Knight
Administrative Assistant Sheila Vose
Office ManagerLynn Foote
Center Based Education Planning Coordinator Heidi Coe
Center Based Education Operations CoordinatorApril Darringer
Home Based Education Coordinator.....Katie Kerr
Home Based Education Coordinator.....Millie Young
Health Coordinator..... Rebecca Niewohner
Disabilities/ Mental Health Coordinator.....Fran Parker
Social Service Coordinator.....Melissa Tschirgi
Parent Involvement/Transportation CoordinatorMary Dunmire
Clerk/Typist.....Diann Aden
Social Service Aide Sarah Crenshaw
Health Aide Gail Cochran

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

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

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

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.



HEAD START HOME BASED PROGRAM DESCRIPTION

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

Enrollment Criteria: Child must be 3, 4, or 5 years of age and not attending Kindergarten; families must meet income guidelines; program must reserve 10% of funded slots for children with special needs. The program is available at no cost to those who qualify.

Services are provided in the home through a 1 ½ hour weekly home visit. Children attend socialization activities twice monthly for 3 hours. Parent meetings are held at the socialization site monthly. Parents of all children enrolled at the center are invited to attend.



Early Head Start HOME BASED PROGRAM DESCRIPTION

Service Area: Services are provided to Prenatal and 0-3 families in **the counties of** Pike, Hancock, Cass, Schuyler, Adams, McDonough, Brown, and Scott on a year-round schedule.

Enrollment Criteria: Prenatal to 3 years of age; families must meet income guidelines; program must reserve 10% of funded slots for children with special needs. The program is available at no cost to those who qualify.

The home visits for the Prenatal parents follow an INTENSE schedule (weekly visits from time of enrollment until time of delivery or a MODERATE schedule (monthly visits during the first three months of pregnancy, visits every other week during the 4th, 5th, and 6th months of pregnancy, and weekly from the 7th month until time of delivery). The visits are 1 ½ hours unless family needs indicate otherwise.

Home visits for 0-3 families are held weekly in the home for 1 ½ hours. The home based teacher will guide the parent in ways to interact with their child and develop a secure relationship between the parent and child.

The home based program will hold group socialization twice monthly for two hours. The parent is required to attend the socialization with the child. Parents are invited to attend center parent meetings monthly.

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



Head Start and Early Head Start Parent Stipend for Attendance to Socializations.

Parents will be given a stipend for attending socialization. The rates for the stipend will be \$5.00 if their one way distance from home to the socialization site is 10 miles or less; \$ 10.00 if the one way distance is 11-20 miles; and \$15.00 if the one way distance is over 21 miles. The parents may carpool, be transported by someone of their choice, or walk to the socialization site. **PACT** employees are not to be involved in making any transportation arrangements between families. The families must arrange any plans with other families on their own. This stipend is to help offset costs of attending socialization such as gas money, since bus transportation is not available for home based.

The PACT program works because we believe that. .

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

How does PACT do this?

1. **Parent Involvement** through parent meetings, advisory committees, policy council, and through parent initiated activities. Although parent participation is not mandatory, we believe it is the single most important factor in determining how much benefit your child will receive from our program.
2. **Education** is designed to meet each child's needs through individualized learning experiences. The component includes developmental screenings, learning activities, socialization activities, and field trips. The pre-school education program is delivered in an informal, unstructured setting, emphasizing learning through play.
3. **Health** emphasizes early recognition of health problems as well as preventive health care. Physical and dental exams, vision and hearing testing, and mental health and nutrition activities are all emphasized in this component.
4. **Social Services** are provided to the families of Head Start children through referrals to appropriate community agencies with support services being provided by PACT staff as needed.
5. **Special Services** (Disabilities) are available for at least 10% of PACT's enrollment. Provisions are made based on the child's needs and the families' wishes.
6. **Transitions** assist parents in becoming their child's advocate as they transition into Head Start from the home or other child care setting, and from Head Start to elementary school, preschool programs, or a child care setting.

PACT POLICIES

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 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.

ABSENCES AND IRREGULAR ATTENDANCE

It is important that parents help maintain good attendance for home visits. The Home Based Teacher will work with you to establish regularly scheduled home visits that are convenient for your family. It is very important for the child's development that these home visits be kept.

PACT realizes there will be some sickness or other emergencies that may cause a family to occasionally cancel a home visit. However, when at all possible, we ask families to schedule other appointments (dentist, doctor, etc.) at times that do not interfere with your scheduled home visit. PACT recognizes and appreciates the importance of family involvement in the development of the child participating in Head Start. Therefore, please keep in mind we depend on the families to help make the program a success!

The following are acceptable reasons for missed visits or classes:

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

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

Where participation is affected by a temporary family situation:

- where there is a death in the family
- where the Home Visitor cannot make the visit due to weather conditions, etc...

Reasons for missed visits and classes are recorded weekly. Continued missed visits may result in your child being dropped from the program. The Teacher will work with you to make-up missed visits. We want your child to have every opportunity to learn.

*** If your child has to miss a visit or class, please notify us as soon as possible by calling 1-800-443-7228 or notify your Teacher.

Late Pick-Up Procedure for Head Start Home Based Socializations

If your child is not picked up within 15 minutes of the scheduled pick-up time, the Teacher will start calling the numbers listed on your child's *Release* form. If we cannot locate you or anyone else listed on the *Release* form before the last staff leaves the center at the end of their work day, the legal authorities will be contacted for assistance.

ARRIVAL AND DEPARTURE POLICIES

Children must be escorted into the socialization classroom by an adult and see that he/she is under the supervision of his/her Teacher before they leave the premises. The parent or guardian must tell the staff member that the child is present. A sign in sheet will be provided. No child is ever left alone or unsupervised. Parents of Early Head Start children must stay with their child while attending socialization.

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

Please make arrangements to pick your child up on time. The date, time, and signature of the adult to whom the child is released are recorded on a daily departure log. It is **not okay** to call and tell us you will be late. **If you feel that you may not make it on time, you need to make arrangements for another adult to pick up your child.**

If you feel that you may not make it on time, you need to make arrangements for another adult to pick up your child. 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 HAVE NEVER MET WITHOUT A PHOTO ID.**

EMERGENCY MEDICAL PLAN

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

Emergency numbers are posted in classrooms and homes.

In the case of an accident or emergency, the child's parent or guardian makes the decision on what action is taken, if they are present. If the parent is not present, first aid is administered as needed while the parents are contacted. If parents can't be reached, care will be provided as needed using the Emergency Care Information and permission form. Please notify us of any updates for emergency care of your child.

Parents will 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.

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 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.

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.

HEAD START PHILOSOPHY REGARDING GUIDANCE AND DISCIPLINE

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. 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 conducting program activities. This is explained in advance to all parents and volunteers. Every effort is made to model positive methods and encourage parents to explore the use of positive discipline techniques.

How discipline will be implemented by staff

All teaching staff, including regular ongoing volunteers, entering our program shall receive orientation to our "Child Management Training Guide" in order to ensure consistency. Only staff members and those trained in the appropriate guidelines outlined in this policy may discipline children while participating in any Head Start activity/function. The mental and physical well-being of every child enrolled in PACT shall 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. Children shall 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 works with the child shall 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 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 a child.

Any staff 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

The guidance and discipline policy will be shared and discussed with parents. If their 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 the Disabilities/MH Coordinator, Teacher, Parent, HB Supervisor, 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 terms of child management is **prevention**, through teaching children classroom rules, empathy, emotion management, and problem solving ideas. Teachers' interaction style, environment, schedules, expectations, and planning efforts shall be periodically evaluated by the Supervisor to determine that prevention strategies are being used.

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

CONFIDENTIALITY

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

CHILD ABUSE AND NEGLECT

Head Start 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

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

Pest Management Plan and Uses of Pesticide at PACT Facilities

Any extermination of pests of 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 requirement. 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 center personnel 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.

INSURANCE

Insurance coverage is provided at no charge to enrolled children during their participation in PACT sponsored activities.

SMOKING POLICY

Smoking is prohibited on property owned, leased, or utilized by Parent and Child Together (PACT) for West Central II. 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.

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

GIFTS

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

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

SOLICITATION POLICY

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

FUND RAISING

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

WEATHER CLOSINGS

In case of inclement weather, teachers have the option of rescheduling their home visits. Teachers will make every effort to notify the family by phone if that happens. If a socialization is canceled due to bad weather, staff will notify families by phone. If you do not have a phone and the weather looks questionable, please call the Central Office if possible, and we will give you information.

DROP IN POLICY

Parents are welcomed and encouraged to drop in any time to observe their child participating in program activities.

HOLIDAY SCHEDULES

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

New Year's Day
Martin Luther King's Birthday
President's Day
Spring Break (Good Friday and Monday after)
Memorial Day
Independence Day
Labor Day
Columbus Day
December 16th - Staff Celebration
Thanksgiving Day
Thanksgiving Friday
Christmas Eve
Christmas Day

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

WINTER BREAK: From December 19, 2011– January 1, 2012
is considered Winter Break and the PACT Program will not be in operation.

**PARENT
INVOLVEMENT &
TRANSPORTATION**

**MARY DUNMIRE
COORDINATOR**

WHAT PARENT INVOLVEMENT IS ALL ABOUT

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

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

There are three areas of special knowledge Parents have which can make the program a better one:

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

The more parents contribute their knowledge to the program, the stronger the program can be. We encourage you to become an informed and involved parent leader.

PACT has an "open door" policy. Parents may and are encouraged to attend all program activities. This includes socializations, parent meetings, Policy Council meetings and Advisory Committee meetings.



MALE INVOLVEMENT

PACT offers special activities and events for fathers and positive male role models. We encourage all men involved in the Head Start child's life to participate in home visits, socializations, field trips, and male involvement activities.

GUIDELINES FOR VOLUNTEERS

Parents are encouraged to volunteer and assist the Teacher in the classroom during class time. Please ask for a name badge so we can identify people in the building. Guidelines will be posted in the classroom to help volunteers. As a volunteer you will interact with all of the children following the guidelines listed below:

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

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

HOW PARENTS CAN PARTICIPATE IN PACT FOR WEST CENTRAL ILLINOIS

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

- ✿ Be actively involved in Home Visits and planning goals and activities for children
- ✿ Achieve skills in decision making, group processes and leadership
- ✿ Join parent committees and Policy Council
- ✿ Volunteer in the classroom
- ✿ Apply for a job with PACT
- ✿ Work together with other parents on community problems
- ✿ Do volunteer work at the PACT office or Center Based site
- ✿ Send in newsletter articles
- ✿ Attend parent meetings, serve as an officer
- ✿ Make materials for teaching the children

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

PACT Head Start is here for YOU and your entire family

HOME BASE INKIND CONTRIBUTIONS

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

The **Activity Sheet Booklet** is distributed to all families. The Teacher explains the use of the Weekly Goal Chart/Inkind Record and discusses ways parents can donate inkind through teaching their child at home during the week. Please complete the Weekly Goal Chart/Inkind form every week and give them to your child's Teacher.

In addition, parents can contribute Inkind hours through a variety of other means. The following can be counted as Inkind.

Donated Time

- Time spent volunteering in the classroom.
- Time spent taking your child to Medical Exams, Dental Exams, Vision and Hearing Exams, Immunizations, Lead or T.B. Test **required by the program.**
- Time spent reading parent education, the newsletter, or any other program materials.
- Time spent attending a Head Start Policy Council meeting or reading Policy Council materials.
- Time spent attending Health, Education, or Special Quest Advisory meetings, and reading the materials from these meetings.
- Time spent making games, name tags, or other things for the class or socialization as requested by the Teacher.

- Time spent interacting with children on Field Trips or other activities with learning experiences
- Time spent at Parent Meetings, Parent/Teacher Conferences, or other contact visits as requested by PACT staff.

Donated Mileage - Using Your Own Vehicle

- Mileage cost transporting your child to and from Medical Exams, Dental Exams, and Vision and Hearing Exams or Immunizations, Lead or T.B. Testing **required by the program.**
- Mileage cost to and from Parent Meetings.
- Mileage cost attending Health, Education, or Social Service Advisory meetings.

Parents volunteering in the classroom during socializations sign in and out on a volunteer sheet posted in the classroom.

PARENT MEETING

Head Start parent meetings and committees are democratic in nature. The families served help make the decisions that run the program. Parent meetings are composed of parents whose children are currently enrolled in head Start. The goals of the parent meetings include:

- Electing Officers
- Electing Policy Council Representatives
- Assist in Recruiting Volunteers for Parents and Community
- Planning and Organizing Activities for Classrooms and Parent Meetings
- Assist in Recruitment
- Advise Staff in Developing Program Policies, Activities, and Services

Parent meetings are held once a month as scheduled by the Parent Involvement Coordinator. Check your program calendars for dates and times. The purpose of the parent meetings is to provide a chance for Parents to meet one another, share ideas and concerns, and learn more about topics that interest them.

The first parent meeting will be the Parent Orientation that is held at each Center and in some Home Base areas. Parents will learn more about the PACT program and how parent groups operate. Officers will be elected and future parent meeting activities will be planned. Parent groups will be given the opportunity to choose activities with the help of the PACT staff. Plans can include: crafts and hobbies, educational workshops, videos or speakers from the community. A list of workshops offered by PACT and other community agencies will be available to the parent group.

POLICY COUNCIL

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

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

Being a Policy Council representative can be a great experience. Members have the opportunity

to attend conferences. They learn how a Board or Council operates. The parents on the Council have time to share information and ideas with other parents. All parents have an opportunity to hear Policy Council information from the Policy Council representative at Parent Meetings. Be sure to attend your parent group orientation and learn more about being a Policy Council Member!

HEALTH ADVISORY COMMITTEE

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

EDUCATION ADVISORY COMMITTEE

The education committee members are selected from the eight county service areas served by PACT. Three parents are elected to assist the education committee by the Policy Council members. The education committee is responsible for reviewing the child outcomes, the annual self assessment education findings, the federal review team education findings, etc. The education committee will advise and recommend program changes to the education coordinators.

HEALTH ADVISORY COMMITTEE

The Committee meets at least once each year to evaluate services, identify and plan for screening of community health problems, and help plan and advise in areas of difficulty. Three parents are elected from Policy Council Representatives.

MEN IN PACT ADVISORY COMMITTEE

This committee meets quarterly to plan and evaluate services for males in PACT. Anyone is welcome to serve on this committee.

PARENT NEWSLETTER

A parent newsletter is printed and distributed to all parents each month. **PArent ChaT** contains information on program activities, ideas for activities to do with your child, and information on health, nutrition, social services, etc. This newsletter is your newsletter 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 because of limited room due to an overabundance of articles submitted for the month.

MIP NEWSLETTER

A newsletter focusing on male involvement will be published at the end of the year with a focus on MIP Activities throughout the year at all Areas/Centers served. Again, we invite families to submit articles and items of interest.



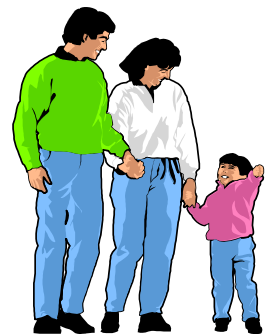
MY RIGHTS AS A PACT PARENT

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

MY RESPONSIBILITIES AS A PACT PARENT

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

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



Parent Complaints

Step 1: Parent complaints should be remitted to the staff member currently working with their family.

If complaint is not resolved to parent's satisfaction, parent proceeds to Step 2.

Step 2: Parent should submit complaint, dated and in writing to 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.

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



PROGRAM TRANSPORTATION

The PACT Program has limited resources to meet transportation needs of participants. Transportation is limited to enrolled families who would otherwise be unable to participate in program activities. Transportation may be provided to medical and dental exams, follow-up treatments, health screenings, social service appointments, and parent meetings. Parents are encouraged to provide their own transportation whenever possible. All parents are expected to accompany their child whenever they are being transported for PACT services.

CB TRANSPORTATION AGREEMENT

Center _____

Class Time AM _____

Teacher _____

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

**HOME BASED
EDUCATION**

**HEAD START
EARLY HEAD START**

**Millie Young & Katie Kerr
Coordinators**

HEAD START-HOME VISITS

In Head Start your Home Based Teacher will visit your home for a 1 ½ hour visit each week. You and the Teacher will work out a schedule that will fit into your routine and she will be there at the same time each week.

The Teacher assigned to you will:

- Bring materials and activities for you to use with your child (materials found in the home will also be used for your home visit activities)
- Demonstrate activities and the use of materials for you
- Use your ideas and input when planning for your child
- Assist you in securing other services as needed-including children's health exams and follow-up treatment, social services, transportation, etc.

The Parents as Teachers (PAT Born to Learn) 2-K curriculum is used for all of our Head Start Home Based areas serving children ages 3-5.

The Goals for the visits are:

- To increase the parents' feeling of confidence and competence as Teachers of their child
- Increase parents' knowledge of child development
- Provide opportunity for parents to apply knowledge
- Prepare parents for what is coming next in their child's development

The role of the Home Based Teacher will be to:

- Maintain rapport and develop a relationship with the family
- Provide appropriate child development and neuroscience information
- Help parents develop and use effectively their observation skills
- Support and reinforce the importance of the parent's role as teacher of their children
- Solicit and respond to parents' questions and concerns

The home visit has five components: Rapport building, Observation, Discussion, Parent-Child Activity, and the Summary. These components provide a framework for the visit and they cover all aspects of the parent and child's Head Start experience including health, nutrition, social services, special needs, and parent involvement. They are not delivered individually, but integrated in such a way that the visit flows naturally.

The 2-K curriculum is a literacy rich curriculum that includes plans for the learning areas of:

- Literacy
- Math
- Motor
- Science
- Social-emotional
- Music
- Art
- Construction
- Pretend play
- Games
- Rhymes & songs



The Home Based Teacher is required to be certified to use this curriculum. A five-day training by Parents as Teachers trainers will allow the Teacher to be certified. There is a sixth day follow up training within six months of the certification. After being certified, the Teacher must follow the PAT guidelines for continued professional growth in order to be re-certified yearly.

HEAD START SOCIALIZATION ACTIVITIES OR CLASS TIME

Socialization Activities are held two times per month for 3 hours for Head Start and are held in one of our Head Start centers or a church or other site in your community that is usually donated space. The activities are attended by all of the children in your Teacher's group and are designed to do the following:

1. Improve socialization skills of the children
2. Provide a variety of large motor activities
3. Provide new experiences
4. Enhance the child's self image and understanding of themselves and others
5. Develop communication skills among children
6. Provide an opportunity for parents to observe their children in a group setting.

OVERVIEW OF DIAL-3

DIAL-3, which stands for Developmental Indicators for the Assessment of Learning - 3rd Edition, is an individually administered screening tool. It is designed to identify young children in need of further diagnostic assessment.

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.

Parent Questionnaire - The Dial-3 includes a parent questionnaire. The Teacher will interview the parent to get the needed information to complete the questionnaire. The information on the questionnaire will aid in the assessment of the child's Social and Self-Help development, as well an overall development view including any concerns the parent might have about the child.



ON GOING ASSESSMENT-PRESCHOOL CHILDREN

The Work Sampling System is a comprehensive assessment system that documents the performance and progress of 3 and 4 year olds in all areas of the curriculum, using multiple sources of information collected continuously and reported to families 3 times per program year.

1. Work Sampling emphasizes what children can do over time.
2. It helps Teachers to know each child by observing, evaluating, and documenting growth and development.
3. Child Development and Early Learning Framework is aligned with the Illinois Early Learning Standards and Work Sampling.
4. Child Development and Early Learning Framework is aligned with Illinois Early Learning Standards and Work Sampling.

- | | |
|-------------------------------------|------------------------------------|
| 1. Social and Emotional Development | 7. Science |
| 2. Social Studies | 8. Creative Arts |
| 3. Approaches to learning | 9. Health and Physical Development |
| 4. Language Development | 10. Logic & Reasoning |
| 5. Literacy | 11. English Language Learners |
| 6. Mathematics | |

5. Three collection periods (fall, winter, and spring)

TRANSITION TO KINDERGARTEN

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

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

EARLY HEAD START HOME VISITS

Your Home Based Teacher will visit your home for a 1 ½ hour visit each week. The visits for Prenatal families will follow the schedule selected by the family. This schedule was described at the front of the handbook and included *moderate or intense* options.

Visits for children ages 0-3 will be scheduled to fit both the family and the teachers' schedule.

The Teacher assigned to your family will:

- ✿ Provide guidance and materials needed for you to interact with your child
- ✿ Use your ideas and input for activities for your child and for socialization
- ✿ Promote a strong parent-child relationship

The Parents as Teacher curriculum will be used to establish the Home Visits for the Prenatal and Infant/Toddler families.

The Parents as Teachers (PAT Born to Learn) 0-3 curriculum is used for all of our Early Head Start Home Based areas serving parents and children prenatal to three years of age.

The Goals for the visits are:

- To increase the parents' feeling of confidence and competence as Teachers of their child
- Increase parents' knowledge of child development
- Provide opportunity for parents to apply knowledge
- Prepare parents for what is coming next in their child's development

The roles of the Home Based Teacher will be to:

- Maintain rapport and develop a relationship with the family
- Provide appropriate child development and neuroscience information
- Help parents develop and use effectively their observation skills
- Support and reinforce the importance of the parent's role as teacher of their children
- Solicit and respond to parents' questions and concerns.

The home visit has five components: Rapport building, Observation, Discussion, Parent-Child Activity, and the Summary. These components provide a framework for the visit and they cover all aspects of the parent and child's Head Start experience including health, nutrition, social services, special needs, and parent involvement. They are not delivered individually, but integrated in such a way that the visit flows naturally.

The 0-3 PAT curriculum is age specific and includes suggestions for activities, materials and handouts for each month of the child's development. The Home Based Teacher is required to be certified to use this curriculum.

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

At this time (age 2 ½) an Articulation Screening will be done to determine if your child's speech sounds are appropriate for his age. If there are speech or language concerns your Teacher can help refer you to someone who can do a speech and language evaluation.

EHS GROUP SOCIALIZATION

Early Head Start will provide two socializations per month for 2 hours (24 per year) for infant and toddler and their parents. The purpose of the socialization experience for infants and toddlers is to support child development by strengthening the parent-child relationship.

- *Help parents to better understand child development
- *Encourage parents to share their parenting challenges and joys with another
- *Offer structured and unstructured learning opportunities for both children and parents
- *Model successful strategies for engaging children and support their development

SOCIALIZATION RULES

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

- The Program-Wide Rules are:
- We take care of our room and materials.
 - We keep our hands and feet to ourselves.
 - We are nice to everyone.
 - We keep each other safe and healthy.
 - We listen to each other and grown-ups.

FIELD TRIPS

Field Trips may be substituted for socialization activities and classes periodically throughout the year. Parents are encouraged to participate in the planning of all the field trips.

HEAD START only: One "special" field trip is provided for each Head Start area during the program year. The "special" field trip may include a meal in a restaurant and is held as the last socialization of the year.

We encourage parents to plan trips within their community to allow children to learn more about their immediate surroundings. The Field Trip Resource Guide lists names and addresses of community resources. They include fire and police stations, grocery stores, bakeries, animal farms, hospitals, ambulance stations, museums, dance studios, restaurants, parks, etc.

No change in a field trip will be made without notifying the parent or the emergency contact person. No child may go on a field trip without a signed Field Trip Permission form.

INFANT, TODDLERS, AND TWO YEAR OLDS DEVELOPMENT SCREENING

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

systematically over time.

The ASQ system's involvement of parents meet the mandates of the Individuals with Disabilities Education Act (IDEA) of 1990 (PL 101-476) and its 1997 amendments (PL 105-17), including the ASQ-SE, the mandate for early detection of social or emotional problems in young children.

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

ASQ-3 Ages and Stages Questionnaire: SOCIAL-EMOTIONAL

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

ONGOING ASSESSMENT-EARLY HEAD START

Children follow their own time-line of development. A milestone is a marker or significant point in development. The milestones used by your child's teacher were compiled from many resources; checklists, screening tools, and assessments that are research-based. They were created as another way to chart the observations of parents and teachers while following a child's development. In addition your child's Teacher will compile a portfolio of examples, photos, observations and mementos of your child's growth and development.



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 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*, at parent meetings and on Home Visits. Young children need concrete, hands-on activities with simple explanations of events making each child's age and developmental abilities important in deciding the best developmental approach in exploring holiday/celebration events. Families may also help Teachers incorporate developmentally appropriated activities in Socializations and home visits through sharing family traditions such as reading books, singing songs, showing artifacts, and or dances. To gain respect for all events important within a community, staff and families may research holidays/events to help one another understand events that may not be familiar within the agency. 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-HOME BASED TEACHER AGREEMENT

This form has been developed to give both Teachers and parents a better understanding of what each person is responsible for doing throughout the year. The Parent and Teacher will read and discuss the form on the first visit. Parents will be given the opportunity to make comments before signing it. A copy is included on the following page for you to refer to throughout the year.

This page is reserved
for the
Parent-Home Based Teacher Agreement
form!

This page is
reserved
for the back side of the
Parent-Home Based Teacher Agreement!

This page is
reserved
for the back side of the
Parent-Home Based Teacher Agreement!

This page is
reserved
for the back side of the
Parent-Home Based Teacher Agreement!

**DISABILITIES/
MENTAL
HEALTH**

**FRAN PARKER
COORDINATOR**

DISABILITY SERVICES

Enrollment opportunities are available to children with special needs. The PACT program reserves at least 10% of their enrollment slots for children with special needs. The Disabilities/MH Coordinator endeavors to insure that each child with special needs receives full benefits of all components. The Disabilities/MH Services Coordinator is available to help locate resources, make referrals, and access professionals. The Disabilities/MH Coordinator also helps facilitate communication between families and special needs providers. The Disabilities/MH Coordinator can attend CFC and Early Childhood Staffings that can help families advocate for themselves. Parents can contact the Disabilities/MH Coordinator at the Central Office with questions or concerns about their child.

A Disabilities/MH Resource Library is available to parents and staff on a broad range of topics. (Your Teacher will be giving you a list.) Books, videos, and pamphlets may be borrowed by asking your Teacher or calling Fran Parker at the Central Office.

Also available for check-out are the Disabilities/MH Services Lending Activity Kits - An Introduction to Children with Physical Disabilities, An Introduction to Children with Visual Impairments, An Introduction to Children with Hearing Impairments, and An Introduction to Children with Health Impairments. These kits include puzzles, books, games, puppets, and more. Let your Teacher know if you are interested in this for a home visit or socialization activity, or call the Central Office.



MENTAL HEALTH

Mental Health Services are provided by the local Mental Health Centers, Special Education District Psychologists, and the PACT Disabilities/Mental Health Consultant who works on a consultation basis.

Services include consultation with parents, staff, and children, observations of children in classroom and home setting, assistance in obtaining special help for children with atypical behavior or development, staff training, use of community resources, and screening, assessing, and diagnostic evaluations.

Each area Socialization Activity will be observed at least once during the year by the Disabilities/Mental Health Consultant. He will also meet with parent groups to discuss his role and answer questions about child development and mental health.

The Disabilities/Mental Health Professional may also be available for specific concerns.

SOCIAL SERVICES

**Melissa Tschirgi
Coordinator**

SOCIAL SERVICES

The PACT Program believes that in order for a family to receive the most benefit from an educational program, the family's basic needs must first be met.

It is unrealistic to expect a parent to be able to focus on their child if they are concerned about food, clothing, shelter, etc.

PACT will provide social services within the scope of its knowledge, resources and expertise. Where needs exist that are beyond that scope, families will be referred to appropriate available agencies.

PACT uses a Family Needs & Interests Survey and a Family Partnership Survey as a way to provide parents with opportunities for involvement.

We offer:

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

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



HEALTH

**REBECCA
NIEWOHNER**

COORDINATOR

HEALTH COMPONENT

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

NUTRITION

A snack will be provided at Socializations not at a licensed center unless the group decides lunch is needed. Socializations at licensed sites receive the lunch served at the site. The menu will be developed by the PACT Nutritionist. Early Head Start parents may bring formula and baby food for their own infants, if they choose. If this is a concern, the HB Teacher will provide.

NUTRITION POLICY

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

HEALTH SERVICES

All enrolled children are required to be medically screened within 45 days of enrollment following an age appropriate schedule utilized by the EPSDT program of the Illinois Medical Program and by recommendation of your child's health care provider. These screenings include physical exams (well baby check), dental exams, vision/hearing screening, blood lead level test, TB test, Hematocrit or Hemoglobin tests, and immunizations. Children will be excluded from attending socialization if physical exam, TB Test or Doctor sign-off, current immunizations, and blood lead/ level test are not on file within 30 days of enrollment. PACT can assist with transportation, referrals, and has a limited amount of funds to assist with costs, with the approval of the Health Coordinator, if no other resources are available.

MEDICAL SERVICES FOR PREGNANT WOMEN:

The Home Based Teacher completes a *EHS Prenatal Health Assessment* form during Intake Visit on all enrolled expectant mothers. This form assesses what providers (medical, dental, WIC) are being used. If none, referrals are made on the Intake Visit. The Home Based Teacher then assists the family as needed in the following the scheduled care visits. This form also includes assessment of nutritional status and referrals to counseling and food assistance as needed. A risk assessment is also obtained so mental health interventions and follow up treatment service can be arranged for as needed. If risks are identified, the mental health consultant may be contacted for advice and/or intervention.

PROCEDURES FOR MEDICATIONS

If your child must take a prescribed medication during class time and you (parent) are not with your child, a *Medication* form must be completed. You will need to see your Teacher for this form and bring the medication to the classroom Teacher. If this is not possible, there is an extra medication consent form in the back of this handbook. Parents may complete this and give medication, with the consent form, to the Teacher. If the *Medication* form is not filled out correctly, the medication will not be given. Medication is never to be sent with the child. It must be handed to the Teacher by an adult. The first dose of a new medication may not be given at school.

Non-prescribed medications (including topical ointments) must have a signed statement from the physician along with the *Medication* form. There is a place on the *Medication* form that the physician must complete and sign. The signed statement must include all the information listed on the *Medication* form. The only exception to this is sun screen, diaper ointment, and hand lotion. Consent to use these items is obtained on Intake Visit. Hand lotion and sun screen (during summer months) is provided by PACT. Parents provide their own child's diaper ointments. If you (parent) accompany your child to Socialization the above is not

needed. The parent is responsible for the medication and assuring it is out of reach of children.

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 if your child attends group socialization without a parent. 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. If your child has a chronic health condition and will be attending socialization without a parent, you will be asked to sign a release to your physician. The physician will complete a health plan for your child. The teacher will then review the plan with you and make arrangements for any needed rescue medications to be at the socialization. All paperwork and needed medications must be on Site prior to the child attending any socialization alone. If you accompany your child to socialization, you (parent) are responsible for any treatment of chronic health conditions.



RESERVED FOR MEDICATION/

LOG FOR MEDICATIONS