

United Evangelical P.A.C.T.

Parents And Children Together.

Telephone 276-0393

3200 Dillon St.
Balto. Md. 21224

Report on United Evangelical P.A.C.T. Month Ending 5/31/95

The end of our school year is fast approaching. The two's finished up on May 23rd with a picnic at Rosedale Park. The three's and four's will finish on June 6 with a picnic at Merritt Park. The P.A.C.T. program will pay for a graduation cake for both closings.

The program is currently accepting registrations for the '95-'96 school year. We are expecting all but two of our 2's and 3's to return next year. Along with new registrations we expect to be able to fill all classes.

A donation of \$45.00 worth of ingredients to make the play-doh that was used in class this year was given to the program by director Concetta Clark.

Finances

opening balance 5/1/95		64.34
<u>INCOME</u>		
new registrations	185.00	
tuition	1282.00	
interest	3.75	
*cookbook sales	62.00	
farm trip	16.50	1549.25
total available		<u>1613.59</u>
<u>EXPENSES</u>		
salaries	1246.50	
social security	95.36	
supplies	25.95	
refreshments	23.04	1390.85
** closing balance 5/31/95		<u>222.74</u>

* cookbook sales to date 742.00 - profits to date 579.90

** closing balance includes \$132.00 puppet show money collected, but, bill still not received.

NOTE: church advances remain at \$1500.00

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Report on United Evangelical P.A.C.T. Month Ending 6/30/95

Our '94-'95 school year is now finished, but we are working hard to make '95-'96 a success. Community notices have been placed in "The East Baltimore Guide" and also in "The Dundalk Eagle". Along with placing flyers at some neighborhood doctors offices, community centers, and some schools we hope to fill all classes. At the present time we have registered 12 families for next year, 7 of which are new to the program. We are still expecting 7 families from last years classes to register for next year.

Finances

opening balance 6/1/95		222.74
INCOME		
new registrations	75.00	
tuition	286.00	
interest	5.34	
*cookbook sales	50.00	
**farm trip	(10.00)	406.34
total available		<u>629.08</u>
EXPENSES		
salaries	159.00	
social security	12.16	
refreshments	57.90	
puppet show 12/19/94	355.00	584.06
closing balance 5/31/95		<u>45.02</u>

* cookbook sales to date 792.00 - profits to date 629.90

**\$10.00 refund was given to one family for farm trip. They could not make rescheduled rain date.

NOTE: church advances remain at \$1500.00

Soccer clinic

Children 4 - 6 years old can sign up for the Eastwood Soccer Clinic, Mondays, 6:30-8:30 p.m. at the Eastwood Center, 428 Westham Way, beginning Sept. 11. Cost is \$5. Register at first meeting. Call 282-0178.

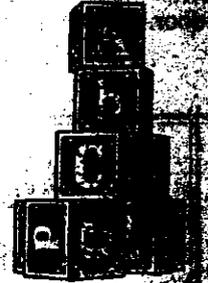
Safe boating

A safe boating course will be at Kenwood High School, Cockeysville Middle School and Perry Hall High School. Registration is Sept. 12 - 13 at the schools at 7:30 p.m. A small fee is charged. Call 637-7121.

Square dance

Square dancing classes, sponsored by Baltimore County Rec and Parks, begin Sept. 14., 8 - 10 p.m. at the 7th District Elementary School. For more information call 574-2304.

P.A.C.T.



PARENTS AND CHILDREN TOGETHER

Learning Center for 2nd, 3rd & 4th

United Evangelical Church

(Batz's Church)

3200 Dillon Street • Balto., MD 21224

276-0393

We Have Openings In All Classes

CALL NOW FOR INFORMATION ON FALL CLASSES!

United Evangelical P.A.C.T.

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Report on United Evangelical P.A.C.T. Month Ending 9/30/95

Finances

opening balance 9/1/95		174.13
<u>INCOME</u>		
registrations	225.00	
tuition	1282.00	
interest	2.69	1509.69
total available		<u>1683.82</u>
<u>EXPENSES</u>		
salaries	997.00	
social security	76.27	1073.27
closing balance 9/30/95		<u>610.55</u>

Enrollment now stands at 33 children and their families.

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Administrative Structure

P.A.C.T. (parents and children together) will be operated as a service of United Evangelical Church. It shall be directed by the parents of the children enrolled in the program. The program will be governed by a board consisting of the parents of the four year old group.

Responsibilities of the board include

- 1) creating the budget and the financial management of the program
- 2) obtaining and maintenance of equipment and or any unusual supply requests
- 3) any changes in salaries
- 4) fundraising decisions
- 5) marketing of the program ie: advertising

Also acting as members of the board will be two parents elected by the board whose duties will include but not be limited to:

Financial

- 1) collect and deposit any funds coming into the program
- 2) maintain all financial records of the program
- 3) present employee timecards to financial secretary of the church (church financial secretary will process paychecks and keep all payroll tax information)
- 4) receive receipts and write checks to cover all expenditures
- 5) prepare a monthly financial statement to be presented to : 1) the church council at their regular monthly meeting, 2) all parents involved in the program, 3) director and teachers of the program

Administrative

- 1) act as liason between program and church council
- 2) act as program representative with any fundraising companies
- 3) handle any advertising
- 4) be responsible for parent awareness of any concerns voted on by the board

Parents elected for the '95-'96 school year are as follows:

Administrative: Liason-JoEllen Shorb	342-7721
Advertising-Brenda Prevas	825-7507
Fundraising-Donna Gussio	675-3218
Financial: Janice Jackson	522-2746

Directors role and function:

The director shall be a trained professional teacher with experience in parent education programs. She will oversee the parent participation portion of the program and supervise and train the teachers

Directors responsibilities:

include but are not limited to:

- 1) design and scheduling of the P.A.C.T. program
- 2) coordination of the program
- 3) parent instruction
- 4) recruitment, screening, supervision, training and evaluation of the teachers
- 5) purchase of supplies as budgeted by the board

Teachers role and function:

All teachers shall meet qualifications recommended by the director.

Teachers responsibilities include but are not limited to :

- 1) design and supervision of the childrens program
- 2) preparation of daily activities
- 3) set up of childrens room
- 4) clean up of childrens room
- 5) participate in regular planning sessions with the director

Church responsibilities include but are not limited to:

- 1) maintenance of the rooms used by the program

The program also agrees to make a financial donation (if and when possible) to the church to help with the cost of heat, water and electric.

The program also agrees to help when possible with any fundraisers going on in the church.

Financial Assumptions:

Staff will be paid monthly. **All tuitions must be paid by the tenth of the month** ,so that payroll checks can be written. Sufficient funds to cover gross pay and employer share of social security will be forwarded to the church financial secretary along with employee timecards. These funds will be transferred from the P.A.C.T. bank account. Salary checks will be signed by three approved church officers.

The P.A.C.T. program will be insured as part of the church liability and workmans compensation insurance package.

P.A.C.T. will establish its own bank account covering purchases of supplies and equipment, deposit of tuitions, etc. These checks will carry the signatures of two of the financial and administrative secretaries of the program.

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Report on United Evangelical P.A.C.T. Month Ending 10/31/95

Finances

opening balance 10/1/95		610.55
<u>INCOME</u>		
registrations	85.00	
tuition	1286.00	
interest	5.55	
fundraisers	272.15	
parents portion of trip	69.00	1717.70
total available		<u>2328.25</u>
<u>EXPENSES</u>		
salaries	1371.50	
social security	104.91	
classroom supplies	42.67	
refreshments	5.67	
office supplies	4.80	
field trip	138.00	
deposit for christmas program	25.00	
set up of petty cash fund	25.00	<u>1717.55</u>
closing balance 10/31/95		610.70
petty cash balance 10/31/95		25.00
total available		<u>635.70</u>

Enrollment now stands at 31 children and their families. We are proud to announce that the P.A.C.T. organization donated 38 baked goods to the cake table at the Sour Beef dinner. We were happy to help the church in this fundraising event.

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Dear Mr. Hammerbacher and Church Council,

The P.A.C.T. group would like councils permission for usage of the gym on Monday the 18th of December from 7-9pm for our annual Christmas party. We will again be having a puppet show for the children and their families, followed by cake and punch.

Thank you,
Janice Jackson

United Evangelical P.A.C.T.

Parents And Children Together.

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Report on United Evangelical P.A.C.T. Month Ending 11/30/95

Finances

opening balance 11/1/95		635.70
<u>INCOME</u>		
registrations	25.00	
tuition	1068.00	
interest	6.95	
fundraisers	27.00	
parents portion of special (puppet show)	75.00	1201.95
total available		<u>1837.65</u>
<u>EXPENSES</u>		
salaries	1364.50	
social security	104.38	
classroom supplies	13.63	
thanksgiving field trip	14.77	<u>1497.28</u>
closing balance-checking 11/30/95		315.37
petty cash balance 11/30/95		25.00
total available		<u>340.37</u>

Enrollment now stands at 30 children and their families.

TO: Concetta Clark, George Hammerbacher, Jim Talagsen

FROM: Pastor

DATE: 11-16-95

SUBJECT: Letter to Zoning Board re PACT

Please review this letter and make any corrections or additions. Get it back to me for review and forwarding to Donna Johnson at the Zoning Board. Thanks.

UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621

November 16, 1995

Donna Johnson,
Zoning Administrator
417 E. Fayette St., Rm 101
Baltimore, MD 21224

Dear Ms. Johnson:

We have been informed by Child Care Administration that we must clear with you regarding zoning for our Learning Center. This Center (called PACT -Parents and Children Together) is designed to prepare children for school and provides approximately eight two hour sessions of service each week for children (one two hour session for two year olds, two two hour sessions for three year olds and two two hour sessions for four year olds) and two support groups of two hours each for adults. This latter program is designed to assist parents in developing parenting skills. The program takes place in our Christian Education Building located on the northeast corner of Dillon and S. East Avenue. Since 1873 we have been providing community programs in this building. We currently provide Boy Scout Programs, Dance Groups, church programs and Church School once each week in this building.

Please let us know what we need to satisfy the requirements of Child Care Administration regarding our PACT program.

Kindest Personal Regards,

Robert M. Armstrong
Pastor

George Hammerbacher,
President

cc: C. Clark, Director, PACT

P.A.C.T. (PARENTS AND CHILDREN TOGETHER)

UNITED EVANGELICAL CHURCH

DRAFT

3200 DILLON STREET,

DRAFT

BALTIMORE, MD 21224

MARKETING PLAN

CONCETTA CLARK, DIRECTOR

OUR EXPERIENCE IN MARKETING THIS PROGRAM SHOWS THAT WHEN WE HAVE RECRUITED DURING THE PREVIOUS SPRING THAT DURING THE LAST TWENTY YEARS WE HAVE ALWAYS FILLED OUR CLASSES. THIS YEAR, BECAUSE WE MOVED THE PROGRAM AND THE CHURCH HAD TO COMPLETE MAKING THE PHYSICAL CHANGES IN THE BUILDING TO MEET THE LICENSING REQUIREMENTS, WE WERE NOT ABLE TO RECRUIT UNTIL LATE SUMMER OF 1994. PARENTS HAD ALREADY ENROLLED THEIR CHILDREN IN OTHER PROGRAMS.

RECOGNIZING THE NEED FOR A MARKETING PLAN, WE SUBMIT THE FOLLOWING FOR THE COUNCIL'S REVIEW AND APPROVAL. THIS PLAN HAS BEEN REVIEWED BY OUR PARENT LEADERSHIP GROUP.

THE PLAN:

1. AN AD WAS PLACED IN THE EAST BALTIMORE GUIDE ON THURSDAY DECEMBER 8TH (SEE ATTACHED). SEVERAL INQUIRIES HAVE RESULTED FROM THAT AD TO DATE.
2. COPIES OF THIS AD WERE DISTRIBUTED TO CHURCH MEMBERS ALONG

WITH THE CHURCH BULLETINS.

3. PARENTS FROM THE PROGRAM POSTED COPIES IN LOCAL LIBRARIES, CHURCHES, AND STORES WITH COMMUNITY BULLETIN BOARDS.

4. A COPY OF THE AD WAS FORWARDED TO THE HARBOR CRESCENT FOR PUBLICATION IN THE NEXT ISSUE. THIS IS A LOCAL PAPER SERVING THE CANTON HARBOR AREA.

5. A PARENT IS COMPILING A LIST OF ALL COMMUNITY PAPERS THAT COULD PROMOTE OUR PROGRAM.

6. SEVERAL FAMILY DOCTORS IN THE COMMUNITY HAVE BEEN MADE AWARE OF OUR PROGRAM AS A CHOICE FOR THEIR YOUNG PATIENTS.

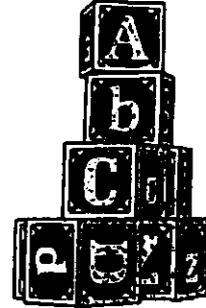
7. A VIGOROUS PRESS CAMPAIGN IN THE EAST BALTIMORE GUIDE AND OTHER COMMUNITY PAPERS IS PLANNED FOR APRIL 1995.

SHORT TERM NEED FOR FINANCIAL SUPPORT FOR THIS PROGRAM
LIKE ANY NEW BUSINESS PACT WILL NEED SOME FRONT END SUPPORT FOR ITS FIRST YEAR - ESPECIALLY BECAUSE OF OUR UNAVOIDABLE DELAY IN RECRUITING LAST SUMMER. OUR PACT PARENTS ARE PLANNING SOME FUND RAISING EFFORTS INCLUDING SALE OF A COOK BOOK TO HELP REDUCE ANY CURRENT DEFICIT.

cc: G. Hammerbacher, C. Young, M. Slechta, R. Jackson,

J. Jackson, H. Jacob, W. Voelker,

P.A.C.T.



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CHILDREN
TOGETHER**

Learning Center

for 2^{'s}, 3^{'s} & 4^{'s}

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276-0393

We Have Openings In All Classes

Report on United Evangelical
P.A.C.T.

Month Ending 4-30-95

Enrollment stands at 23 families.
Our 3's & 4's will be taking a class trip to Green Meadows Children Farm on May 18. The P.A.C.T. program will pay a portion of the childrens admission price. Parents will pay the remainder of the childrens admission plus their own admission.

Finances

Opening Balance 4-1-95 131.41

Income

New registrations	25.00	
Tuitions	717.00	
Interest	2.90	
* Cookbook sales	85.00	
Farm Trip	136.50	
** Church advance	400.00	1366.40
Total available		<u>1497.81</u>

Expenses

Salaries	1156.50	
social security	88.47	
Farm trip	188.50	<u>1433.47</u>
** Closing Balance 4-30-95		64.34

(over)

* Cookbook sales to date... 680.00
profits to date 517.90

** Church advances to date 1500.00

*** Closing balance includes 130.00, puppet show money U
collected but bill never received.

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P.A.C.T.

Month Ending 4-30-95

8

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(over)

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profits to date 517.90

** Church advances to date 1500.00

*** Closing balance includes 130.00 puppet show money
collected but bill never received.

Report on United Evangelical P.A.C.T.
Month Ending 1-31-95

Present enrollment is 21 children.

Opening Balance 1-1-95 243.74

Income

Tuition	936.00	
Interest on account	2.29	
* Cookbook sales	305.00	
** advance from church	100.00	<u>1343.29</u>

Total revenues available 1587.03

Expenses

Salaries	1095.00	
Church social security	83.78	
Supplies	17.16	
Equipment	44.96	<u>1240.90</u>

*** Closing Balance 1-31-95 346.13

* Total cookbook profits to date \$340.00
** advances from church now stands at \$400.00
~~***~~ closing balance includes \$132.00 collected for Dec.
puppet show - Bill not yet received.

Report on United Evangelical P.A.C.T.

Month Ending 12-31-94

Present Enrollment is 21 children. Enrollment has decreased by 1 this month.

P.A.C.T. families are presently selling receipt books as a fundraiser to offset some of the program costs.

* P.A.C.T. families hired a professional puppeteer to entertain the children at the December Christmas party at no charge to the ~~program~~ program.

Financial Statement

Opening Balance		459.64
Income		
Tuition	710.00	
Interest on account	7.09.	
* puppet show	132.00	
sale of receipt books	35.00	
advance from church	300.00	1184.09
Total revenues available		<u>1643.73</u>

Expenses

Salaries
Church social security

1300.50
99.49

Total Expenses

1399.99

Closing Balance

243.74

Report on United Evangelical
P.A.C.T.

Month ending 2-28-95

Present enrollment now stands at 21 families.

P.A.C.T. families wish to again thank the Ladies Aid for allowing us the opportunity to sell toys and cookbooks at the recent sour beef dinner. We sold a combined total of \$268.59. We were also happy to donate baked goods to the cake table.

P.A.C.T. families continue to sell our cookbooks to help offset some of our costs.

P.A.C.T. has started accepting new registrations for the '95-'96 school year. A community ad will be placed in the Guide beginning on 3-2-95.

Finances

Opening Balance 2-1-95

346.13

Income

Tuition 753.00

Interest 1.90

* Cookbook sales 115.00

toy sale 208.59

** Church advance 300.00 1378.49

Total available

1724.62

Expenses

salaries	1251.00	
Church social security	95.71	
Supplies	40.40	
Class trip for 4's	36.00	
Printing costs & materials for cookbooks	162.10	1585.21

*** Closing balance 2-28-95 139.41

* Cookbook sales to date 455.00
** Advances from Church now stand at 700.00
*** Closing balance includes \$132.00 puppet
show funds - Bill not yet received

PP 3781

50.00

PP 3781 *
50.00

PP 3781

50.00