We welcome you to our community and hope to give you the information you will need to fully benefit from our program.
We will share information...

- About our history
- About our staff
- What to do when you arrive
- What to do when you leave
- What your child will do here
- What to do when your child is sick
- About payments, absences and extra hours
- How you can help to support our program quality
1971 - A student parent started the program because she needed care for her 4 year old. A parent co-op program was created until 1974.

1974 - Recognizing the urgency of the child care needs of students, staff and faculty, the ASI assumed the responsibilities of the Children’s Center operations and moved the Center to campus in what was to be temporary housing.

In 1996, the ASI voted to fund and build a new Children’s Center facility. In 2010, construction began and was completed in 2011. In January 2011, we moved into this beautiful new facility.

The Children’s Center continues to be a premier program of the Associated Students, Inc. We continuously strive to implement a high-quality early education program that provides a safe and nurturing environment while promoting the physical, social, emotional and cognitive development of young children. We are currently seeking reaccreditation by the National Association for the Education of Young Children which administers a national, voluntary, professionally-sponsored accreditation system for early education programs.
The greatest source of funding for the Children’s Center program comes from the ASI. We are also the largest single program funded by ASI.

Other significant sources of funding come from:
- The California Department of Education
- Parent fees
- CSU Fullerton
- Child and Adult Care Food Program (CACFP)
- Children’s Center Parent and Pals Club (CCPAP) fundraising activities
Priority enrollment for this program is given to CSUF students, staff and faculty.

Up to 20% full time spaces are reserved for faculty and staff children.

Community families are eligible to enroll when space is available.

Currently enrolled student parents who graduate are not eligible for priority enrollment in the program unless they

- Have a child who is in their last semester before entering kindergarten
- Wish to continue as a community family as availability of space permits
Parents' Rights and Children’s Personal Rights (from the ASI Children’s Center Parent Handbook)

Following are regulations from Title 22, California Administrative Code, detailing parents' and child rights in child day care facilities.

Parents' Rights: As a parent/authorized representative, upon presentation of identification, have the right to:

1. Enter and inspect the child care facility without advance notice whenever children are in care.

2. File a complaint against the facility with the licensing office and review the facility’s public file kept by the licensing office.

3. Review, at the facility, reports of licensing visits and substantiated complaints made against the facility during the last 3 years.

4. Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
Parents' Rights and Children's Personal Rights

5. Request in writing that a parent not be allowed to visit your child or take your child from the facility, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the licensing office.

7. Be informed if anyone associated with or working in the child care center has been convicted of a criminal offence, but after a review of the nature of the offense has been permitted to work or be associated with the center.

8. Receive from the licensee, the Caregiver Background Check Process form.

Note: California State law authorizes the person in charge of the child day care facility to deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

For the Department of Justice “Registered Sex Offender” database, go to www.meganslaw.ca.gov
Each child receiving services from a child day care facility and/or a child day care facility shall have rights, which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationship with staff and other persons.

2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids of physical functioning.

4. To be informed, and to have the authorized representative informed by the licensee of the provisions of law regarding complaints including, but not limited to: the address and telephone number of the licensing agency's complaint receiving unit, and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child day care facilities, decisions concerning attendance at religious services* or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.

6. To leave or depart the facility at any time except for house rules for the protection of clients or to minors and others from whom legal authority has been established (pertains to Child Day Care Facilities/School Age with licensee and parental consent only.)

7. Not to be locked in any room, building, or facility premises by day or night.

8. Not to be placed in restraining devices, except a supportive restraint approved in advance by the licensing agency.

**Licensing Office:** Community Care Licensing, California Department of Social Services : 750 City Drive South, Suite 250, Orange CA 92668 (714) 703-2800

**Note on #5 above:** This program does not provide or allow religious services or instruction.
The ASI Children’s Center Staff and Interns
Our Community...

- There are approximately 75-95 employees at the Children's Center during the academic year.
- Currently, 15 professional staff members include the Interim Director, Assistant Director, Business Services Manager, 7 Master Teachers, 3 Lead Teachers, 1 Cook and 1 facility maintenance member.
- The Master Teachers are in charge of each of our seven classrooms. Six Master Teachers are scheduled in the morning and one Master Teacher is scheduled to close in the afternoon.
- Our part-time staff (lead teachers, teacher aides, kitchen assistants, clerical assistants, and garden assistant) are current or former CSUF students. Fellowship Lead Teachers work with Master teachers to implement afternoon programs.
- Additionally, the Children’s Center hosts approximately 30-50 CSUF student interns who support the program.
Professional Teaching and Administrative Staff Qualifications

- All professional staff have a range of 5 to over 25 years of experience working with young children.
- All professional staff also possess Children’s Center Permits issued by the California Commission on Teaching Credentialing and Licensing.
- All professional staff and designated leadership staff hold Pediatric CPR and First Aid certification.
- All staff and interns have fingerprint, health and TB clearances and criminal background checks.
- All teaching staff participate in ongoing staff trainings. This 2015-2016 academic year, we will be provided training through our participation in the QRIS Race to the Top and Local Block Grant programs with the Orange County Department of Education.
- We will also be training for NAEYC re-accreditation.
In addition to training on the daily care-giving routines, curriculum planning and child assessments, staff training at the Children’s Center places a strong emphasis on relationship building through the learning and teaching of communication skills. Communication skills such as active listening, conflict resolution, and limit-setting enable staff to promote healthy social, emotional and cognitive development for young children.

Training in many other aspects of early childhood development is provided throughout the year. Reduced enrollment on Friday afternoons makes this possible, and is unique to this program.

*Parents who are interested in learning more about the Center’s Communication Skills Training should speak with Sonia Nunez, Assistant Director.
Daily Routines and not so daily routines.
Arrivals

- Staff are scheduled in the classrooms at 7:30 am. If you are part of the credential program, you must make arrangements with the front office to accommodate your schedule.

- Sign in at the front desk.

- **We need your full legal signature. Do not write initials, first or last names only, or relationship to the child (i.e. mother, father, grandma, etc.)**

  THIS IS A LEGAL REQUIREMENT TO TRANSFER RESPONSIBILITY OF YOUR CHILD TO THE CHILDREN’S CENTER. Failure to sign in may result in fines for the Children’s Center and will be noted in your family file.

- Check your family file. All important paperwork not emailed or mailed to you will be placed in your file.
Daily Routines

Upon arrival...

- Sign your child in at the front desk. If you have more than one child to drop off, please drop off older children before younger children.

- Upon entering the classroom, have them use the restroom or change your child’s diaper, if needed. Have your child wash their hands following our handwashing routine. Classrooms work best when you have completed these routines with your child and they ready for school when you leave. It is also part of our accreditation and best health practices policies.

- If your child has any health concerns (i.e. lack of sleep, coughing, runny nose, etc) for the day, complete a Daily Health Screen form AND discuss it with the Lead or Master teacher.

- Please be sure to connect with staff member before leaving for the day and say good-bye to your child.

- Parents of infants fill out the meal form for the day
**Arrivals**

- Tell your child goodbye and when you will return

- Departure should send a clear and positive message “I am leaving now, you will be fine, I love you, I will be back, you will have a good day, I love you, etc.”….give kisses, hugs, and communicate a positive attitude (even if you don’t feel it yet!)

- Don’t do the “I’m not sure dance, back and forth, back and forth”—it can create anxiety for your child and for you and does not send a clear message to your child that the staff are there for them.

- Let the teacher help if your child does not want you to leave

- If your child is upset, we will be able to help with their transition and, should you request it, will let you know how they are doing later in the day.

**NEVER SNEAK OUT---YOUR CHILD WILL SPEND THE DAY LOOKING FOR YOU!**
Pick Up Time

- Sign out and check family file
- Check your child’s cubbies or art files in their classrooms and, if needed, take home their wonderful work.
- Pick up medications, if any, that you need to take home. You must take home any milk, breast milk, or food that you may have brought for your child at the end of each day.
- Give your child a moment to finish what they are doing, if needed.
- Please don’t just leave. Be sure to say goodbye to the Lead or Master Teacher or staff member. We must always be aware of the number of children present!
If you will be late at any pick up time, be sure to call. While we understand certain issues arise, it is most important that we know where you are and that we are in legal ratios.

Most classrooms come to the lobby by 6:50pm.

All children must be picked up no later than 7:00 on M-Thurs and 5:15 on Fridays.

The Children’s Center charges late fees for pick-ups after our scheduled operational hours.

According to your contracts, the charges are $20 for first 10 minutes $5 for every 5 Minutes thereafter. Late charges begin accruing at 7:00pm.
Sick Policy...

Children may **NOT** come if they have a communicable illness and or any of the following:

- **Fever over 100** - Your child must be fever-free **without** the use of fever-reducing medication for 24 hours before they may return to school. If your child gets a fever while at school, infants will be sent home when fevers reach 100 while older children will be sent home with fevers 101 and over.

- **Diarrhea** – You must wait 24 hours after a normal BM to return to school. Children will be sent home after their 3rd loose BM though families will be notified ahead of time.

- **Vomiting** – Wait 24 hours with no vomiting to return to school

- **No “pink eye”/conjunctivitis**

- **Antibiotics** - Wait for 24 hours, if applicable

- **No untreated head lice, no nits**

- **Call or email the office if you are uncertain**

***Please kindly adhere to our sick policy. Bringing a sick child to school puts other children, staff and families at risk and can result in the spreading of undesirable communicable diseases.***
Absences

- Call us if your child is absent for ANY reason as our attendance records are subject to review by the CA Department of Education. We also adhere to strict staffing ratios which are affected by absences.

- Email, call or leave a message prior to 8am on the day of absence or at least an hour prior to your scheduled time.

- Subsidized families must provide an excusable reason for absences (i.e. illness, schedule change, ‘best interest’ day) and may be asked for documentation.
Teachers post daily schedules and distribute weekly and bi-weekly (Infant/Toddler) plans. Please become familiar with these.

The Center’s education program is carefully planned in response to children’s interests and developmental needs.

Much of the educational program is based on the materials that are available to the children or resourced from the community.

Children make their own choices about which activities interest them.
More about what they do all day...

- We believe that children are capable and competent self-motivated learners and our goal is to support healthy self-esteem.

- We encourage, which is more meaningful than praise. Encouragement is specific to what is happening, it is not a label or a judgment. It requires noticing what is happening and how the child is feeling.

- Learn about responsibility without shame, blame, or fault.
  - Learn the rules, learn how to be good friends

- More ups than downs, more fun than not.
  - (But life may not be perfect, which is something to learn as well!)

- We provide challenges but not pressure.
  - “Would you like to try?”
Why did she get so dirty?

- She had fun... She explored... She experienced... She discovered...

- We believe that children are capable, competent, self motivated learners and work to support and guide their engagement in activities and their exploration of their environment.

- PLEASE DRESS FOR MESS!
Other activities…

- **Walks on campus**
  - Youngest children ride in special carts
  - We love to visit the Arboretum (on campus east of the track and stadium)
  - If you arrive later than scheduled, it will be difficult to catch up to the walk!
  - Visit the Rec Center’s martial arts room (Parent Release forms needed)
  - Movie days, either on-campus or at the Center (Parent Permission needed)

- **Host visitors, such as student observers and researchers**
  - Students are not given any personal information about your child other than their first name and age
  - All projects are approved by Director
  - Student observers are never alone with your child or allowed to interact with your child without staff supervision.
Infants and toddlers

- In the Nest and Turtle, & Butterfly Rooms, diapering and nap times are noted on respective charts posted in the classrooms.
- Meal records are also kept for your review.
- Is it time for toilet learning? See your child’s Master Teacher and we will work together on a Toilet Learning Plan. (Yes, there is such a thing)
Mealtime records are not kept in detail for older children, but if you have special needs, please see the teacher.

Naps are not required, however quiet time is. If a child cannot fall asleep and is restless, we ask if they can rest their bodies for a few moments while their friends sleep. If a child is unable to sleep or rest, they will be offered other activities.
More about meals…

- Meals are planned to meet or exceed the minimum requirements of Child and Adult Care Food Program as set forth by nutrition consultants with the Department of Agriculture.
- For most classrooms, meals are served family style, and children decide what and how much they will eat.
- Often, children try new things because they see their friend eating it.
- Substitutions are made for food allergies and other dietary restrictions accompanied by a doctor’s note. (Office must have up to date information please!)
- Pork is never served. We are a peanut-free Center.
- Infants have special as noted on the weekly menu emailed every Friday please note the *** for Infants (Nest).
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

(Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

★ ★ ★ ★ ★ ★ ★
“AND
JUSTICE
FOR ALL”
★ ★ ★ ★ ★ ★ ★
When daily routines change:

- Someone else will pick up your child
  - Be sure we have their name on file (see office) and tell them that we will need to check their ID. We will not release your child to anyone not on your approved list or without proper identification.

- You will not be going to your usual places today
  - Fill out a “Different Place Today” form on the sign-in counter

- Your child needs medicine
  - Only prescription meds accompanied by a doctor’s note will be administered by our staff. We are not allowed to administer any over-the-counter or non-prescription medication
  - Communicate to the Master or Lead teacher about medication, dosage, etc. Fill out a medication authorization form (blue) and return to the teacher.
Daily routines that are not so routine…

Your child becomes sick during the day

- We MUST know how to contact you at all times.
- Keep your “pink parent schedule” up to date in the office.
- Call or email if you will be somewhere “different” (such as your class was cancelled unexpectedly so you are going to the library).
- Have your cell phone and be sure you can receive calls or messages at any time while your child is at the Center.
- Don’t panic if you get the call, just call us AND PLEASE COME GET YOUR CHILD AS QUICKLY AS POSSIBLE, if necessary.
Not so routine …continued

- **Emergencies**
  - We are prepared for an earthquake or fire
  - We have supplies stored in classrooms and near our evacuation site.
  - We practice evacuation drills monthly.
  - If we evacuate, we will go to the grassy area on the far North West corner of the Children’s Center.
  - In the event of an emergency, the front door will be locked until it is safe for you to pick up your children/child
About 10% of children, usually pre-verbal children, occasionally bite others. This is normal, although not desirable, behavior.

We do not try to label or make judgments on a child who bites but rather, we work with families to address the undesired behavior to help keep all children healthy and safe.

Our first response is to administer care for the person who was bitten, and then speak to the child who bit about how biting hurts, that their mouths are for eating food, singing, etc and that it is NOT okay. We then look for ways to help the children re-engage in appropriate activities.
We take a very active role in attempting to prevent bites. We observe carefully to better understand the precipitating circumstances in hopes of avoiding more bites. We work to schedule daily activities, transitions and staffing to address areas of concern, as assessed. However, we cannot always prevent bites from occurring, much as we would like to.

If skin is broken, (not often, but possible), we will wash, ice, comfort the child and contact parents.

If through our efforts we cannot successfully manage and diminish the behavior to the point where others are not safe, we work with parents to complete a Behavior Plan of management, which may include sending children home after repeated attempts or bites.

The great news: Children eventually stop biting.

Please speak with your child’s Master Teacher, Assistant Director or Director if you have questions about this.
At no time is corporal punishment allowed at the Children’s Center.

Discipline is approached as learning experiences for children and staff.

Our first priority is to keep all children and staff safe. If children’s behavior becomes disruptive, aggressive or endangers the safety to others or to themselves, we will work with the child/children to safely alleviate the situation. We will also work with children and families to collaborate on a behavior plan that supports the health and safety of all.
YOU are the most important person in your child’s life and their strongest advocate.
Parents provide support to the Children’s Center through...

- Membership in Children’s Center Parents And Pals Club
- Parent donations and volunteer hours
- Parent feedback through program administered surveys
- Participation in the ASI Children’s Center Advisory Committee. A faculty, staff and student parent representatives are needed.
- Supporting frequent communication with teachers about your child
Parents’ Voices

- Please speak to the Director or the office staff if you have any concerns about safety or health at the Center.
- Please ask Master Teachers, Assistant Director or Director for a time to talk about the program.
- Please speak to Master Teachers or Assistant Director about your child (we’d like to find a quiet moment away from the children for this conversation).
- No question or concern is insignificant…we welcome your input.
Parent Volunteers

The quality of our program thrives when parents are involved in Center activities.

Why Volunteer?
- To foster communication and understanding between parents and program staff
- To ensure that parents’ viewpoints may be considered at every opportunity
- To encourage transparency within the program
- To help the children’s program operate more smoothly—we need you!
How To Volunteer

- “Parent Jobs” have been restructured to allow for donations for the center or classrooms, parent club and family events.

- If you have a talent and wish to be a guest speaker in your child’s classroom, please let your child’s teacher or admin know.

- You may fulfill all your parent hours by participating in the CCPAP or the CCC. It takes only a few hours a semester but goes a long way in supporting our program.
  - Meetings this semester are TBD and free child care for participating parents is available as space permits.

- Parents are asked to contribute 8 hours for each of their first 2 semesters in the program. After 16 hours, volunteering, is optional.
  - Parents in the Credential programs are not expected to volunteer
Please make sure that we always have your most current contact information on file including: home phone, cell phone, email, mailing address, emergency contacts, and authorized persons for child pick-up.

Most of our communication is conducted via email. If you are not receiving weekly emails from the Director or the office, please let us know as soon as possible.
Payments

- Fees are due **in advance**.
- Fees will be charged 1 time per month.
- Late fees of $15 are charged after one week
  - Request late fee waiver in a timely manner (see sign-in counter)
- If your fee is too much to pay all at once, make first installment the week it is due, and catch up before the next payment is due.
- Drop checks in the safe in the Parent Zone. You may also make payments at the ASI Accounting Office on the 2nd Floor of the Titan Student Union.
- If paying by cash, give to office staff directly or bring it in an envelope with your name, amount and date. We cannot provide any change.
If you need to change your schedule

- Request a contract change
  - reductions are a request and must be made prior to census date
  - If you need more time you must get Lydia’s approval
  - Forms are on the sign in counter, fill out precisely!

- If you just need extra hours
  - We keep a daily list of extra hours requests—you may ask as far in advance as you like via phone or email
  - Subsidy families must provide documented need for extra hours (i.e. doctor’s appointments, internship meeting schedule, etc.)
Contract agreements state that you must adhere to your contracted hours.

Early and late pick-ups and drop-offs over ten minutes will be recorded as part of your family file. We will be frequently checking your sign-in and out times. Continued non-compliance to your contracted hours may result in mandatory reassessment and reduction in your hours of care.

Please note: Any changes in family income of over $50, work or school schedules, family size, etc. must be reported within 5 days.

You must submit your grades each semester and maintain a GPA of 2.0 to continue to qualify for your subsidy. Should you fall below the required GPA, you will be granted only one (1) semester to raise your GPA to the required level.
I welcome you to the ASI Children’s Center at California State University Fullerton.

Please take a moment to click on the link below to let me know that you have reviewed this presentation, and let me know of any questions or comments you may have.

Yes! I’ve viewed the parent orientation.

Hang Nguyen, Interim Director
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