Anna Bing Arnold Children’s Center

Staff Orientation

Content:

◦ Introduction
◦ Center History and Mission
◦ Required Paperwork
◦ Employee Work Policies
◦ Children's Program
◦ Health And Safety
Welcome and Introductions

- Welcome to the **Anna Bing Arnold Children’s Center**. The Center is licensed by the state of California’s Dept. of Social Services for children 6 months to 5 years.
- Proud to be accredited by the **National Association for the Education of Young Children (NAEYC)** 8% Nationwide!
- Higher standards for quality care and education.
History, Funding and Mission

- Founded in 1968 in order to provide support to student parents.
- Moved to present location in 1984 when we received a large donation from philanthropist, Anna Bing Arnold.
- Infant/Toddler/Kinder program opened 2003.
- The Center receives about 8% of its operating budget from ASI and Cal State LA Admin and Finance (IRA)
- Funding from CA & US Dept. of Ed and parent fees.
Required Paperwork

- Live Scan
- Health Screening
- TB Test
- Authorization To Work
- Medical Authorization
- Staff Manual
- Employee Rights
Center Staff

- **Director**: Patty Ulloa
- **Assistant Director**: Jim Goodrich
- **Office Manager**: Diana Hechavarria
- **Curriculum Coordinator**: Alexandra Williams
- **Food Program Manager**: Natalie Apodaca
- **Admin. Assistant**: Iris Cornejo

All lead full-time teaching staff have B.A. Degrees in Early Education, are credentialed as Master Teachers, have a range of 5 to over 25 years of experience with young children and average 10 years with ABACC!
Classrooms and Ratios

- **Bonsai (Infant)** 3:1
- **Bamboo (Young Toddler)** 4:1
- **Mulberry (Older Toddler)** 4:1
- **Magnolia (Preschool 3&5)** 7:1
- **Maple (Preschool 3&5)** 7:1
- **Eucalyptus (PS 3–5)** 7:1
Be on time!
- Teacher/Child ratios
- Classroom hardship
- Consistency

Schedule your own substitute.
- Phone list
- Arrange sub
- Call your supervisor
- Call the Center
- Texting or emailing notification of your absence will not be accepted as excused.
Employment

- Student Status.
  - You must be enrolled at least 6 units. Students may take Summer off from school. **20 hours MAX**
  - You must be available a minimum of 2 days a week to stay employed

- Work-study Employees

- Reporting employment eligibility

- Manuals
  - Classroom
  - Staff
Time Sheets and Payroll

- **GET** Time and Labor
- **Fill in your times!**
- **Payroll** is submitted at the end of every month. Hours are due on **GET** by the 28th of every month, unless otherwise noted.
- **Paychecks** are distributed on the 15th of the month.
Reported Hours: 12.00 Hours
Scheduled Hours: 0.00 Hours

From 04/01/2015 to 04/30/2015

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Look up Time Zone (Alt+5)
Schedule and Breaks

- **Work Schedule and Breaks**
  - Priority Registration (2 shifts Min.)
  - Schedule Commitment
  - 15 minute paid break for every 4 hours worked.
  - Inform staff before you leave for a break.
  - Stay close to the Center when on 15 minute breaks.
  - Any work day over 6 hours requires a 30 minute unpaid lunch break.
Work Policies

- Appropriate Dress
  - Comfortable
  - No Tank tops or short shorts
  - Short nails

- Confidentiality

- Communication with parents
  - Leave this up to the Lead Teachers

- No Babysitting

- Team/Staff Meetings
  - Teachers will schedule every other week.
Work Policies (continued)

- **Parking**
  - Park in Lot 5 or use street parking.

- **Evaluations/Annual**
  - Probation Evaluation
  - Done by the teachers you work with. Standard form.

- **Cell phones**
  - Calls on breaks only; No phones used on play-yards or in classrooms
Children’s Programs

• **Play-based: Constructivist Program**

• **Developmentally Appropriate Practice (NAEYC Core Considerations)**
  - Knowing about child development and learning
  - Knowing what is individually appropriate
  - Knowing what is culturally important

**What we provide for children:**
- Active play
- Individual play
- Group activities
- Develop sense of competence and independence

• **Infant/Toddler Rooms**
  - Primary Care giving
  - Continuity of Care
  - Routines
Discipline & Rules

- **Common Sense**
  - Keep yourself and others safe and respect the environment

- **Positive Discipline**
  - Infants & Toddlers
  - Avoid punitive approach.
  - Help children to develop self-control
  - Resolve conflict & ownership.
  - **At no time will corporal punishment be tolerated and will be grounds for immediate termination.**
Teacher Role

• FACILITATOR not a playmate
• Observe children
• Keep them SAFE!
• No labeling!
• Help children find positive solutions to their problems.
• Stay connected and present with the children. They are your priority!
• Socializing (Balance)
Training Opportunities

• “On the job” in classroom training and orientation
• One on one or group training opportunities throughout the year!
• Training protocol checklist
• All staff meetings and trainings
• Sharpen your saw!
• Be proactive in your development as a teacher!
Creative Expression

- We respect the children’s right to express themselves freely in a creative way.
- Commenting on work. Observe what you see. “Tell me about this…”
- Every child’s work is unique!
- Studio Time!
Meal Time and Rest Time

- Family style
- Food is never used as a punishment or reward.
- Model good eating habits
- “Rest Time” not “Sleep Time”
Respect for Children

- **Permission to Approach**
  - Respect physical space.
  - ALWAYS use appropriate language,
  - Ask permission to touch or pick up
  - Encourage children to express their feelings!
  - Remember that the child is in control of their bodies: eating, sleeping, toileting.
Health and Safety

- **Blood born pathogens**
  - Universal precautions
- **Hand washing**
  - 20 seconds (2 x Row, Row, Row Your Boat!)
- **Health Checks**
- **First Aid (Kits)**
  - Fanny packs
- **Classroom sanitation**
- **Incident Reports**
- **Emergency Procedures/Child Abuse Reporting (Mandated Reporter)**
Safety Concerns

- **Always** check ID if you do not know who is picking up a child!
- Confirm with the front desk.
- Prevent accidents **before** they happen.
  - Yard supervision
Conclusion & Questions

• We want to welcome you to our team!

• Watch, Listen and Learn!

• Classroom Orientation

• We look forward to watching you grow as an Early Childhood Professional!