Anna Bing Arnold Children’s Center
Staff Orientation

Content:
- Center History and Mission
- Required Paperwork
- Employee Work Policies
- Children’s Program
- DAP Practices (Video)
- Health And Safety
- Child Abuse Signs (Video)
- Training and Development
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.
Our Philosophy

Central to our school philosophy is the belief that children are curious, competent and capable learners who are active participants in constructing their knowledge of the world.

Influenced by John Dewey and Lev Vygotsky, our program uses the social learning and constructivist theory to support the idea that children learn through active interaction with the people and materials of their environment, and that they build upon their knowledge base as each new experience occurs.

*Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child’s soul.*

- Fredrick Froebel
Center Staff

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

- All lead full-time teaching staff have B.A. or M.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!
Children’s Center Organizational Chart

**UAS**
Executive Director

**Patricia Ulloa**
Director, Children’s Center

**Diana Hechavarria**
Office Manager

**James Goodrich**
Assistant Director

**Natalie Apodaca**
Food Program Manager

**Vacant**
Program Coordinator

**Vacant**
Curriculum Coordinator/Lead Teacher

**Infant Lead Teachers**

**Infant Teachers**
Teacher Assistants
Practicum/Interns

**Preschool Teacher Substitute Teacher**

**Preschool Teachers**
Teacher Assistants
Practicum/Interns

**Preschool, Lead Teachers**

**Kitchen Assistants**

**Substitute Teacher**
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
Required Paperwork

- Live Scan
- Health Screening
- Clearance for, MMR, Tdap, TB and current flu shot (may be waived)
- Authorization To Work
- Medical Authorization
- Staff Manuals
- Employee Rights
- NAEYC Notification
Attendance and Punctuality

- **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**.
**Cal State L.A.**

Select for Instructions

View By: Time Period - Date: 04/01/2015

**Reported Hours:** 12.00 Hours  
**Scheduled Hours:** 00.00 Hours

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

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Schedule and Breaks

- **Work Schedule and Breaks**
  - Early Registration (2 shifts Min.)
  - Schedule Commitment
  - 15 minute paid “Rest Break” for every 4 hours worked.
  - Inform staff before you leave for a break.
  - Any work day over 6 hours requires a 30 minute unpaid “Meal 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
Your First Week

1. Introduce yourself to the staff
2. Be helpful; ask where you are needed
3. Orient yourself to the classroom set up (Complete Orientation Form)
4. Sit next to children without towering over them
5. Be calm, open and alert.
6. If you want to engage, ask the children to describe what they are doing & ask open-ended questions (who, what, where, how, why…?)
Break and Scavenger Hunt!

See you in 25 minutes!
Children’s Programs

- **Play-based: Constructivist Program**
- **Developmentally Appropriate Practice**
- **DAP Video:** [https://www.youtube.com/watch?v=DoUYVmnATc](https://www.youtube.com/watch?v=DoUYVmnATc)

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)
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.
Child Abuse & Mandated Reporting

https://www.youtube.com/watch?v=x2RvPMMSJmA
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)
- Active Shooter Training
Lowering the Risk of Sudden Infant Death Syndrome (SIDS)

Even though SIDS is not completely preventable, there are things parents and caregivers can do to reduce the risk of SIDS, including:

- Always place the baby on his or her back to sleep.
- Place the baby to sleep on a firm sleep surface, such as on a safety-approved crib mattress or mat covered by a fitted sheet.
- Never place the baby to sleep on pillows, quilts, sheepskins, boppy pillows or other soft surfaces.
- Keep soft objects, toys, and loose bedding out of the baby’s sleep area.
- Do not let the baby get overheated during sleep. Dress the baby in light sleep clothing only.
Active Shooter Training Video

RUN....HIDE....FIGHT!

Video Link:

https://www.youtube.com/watch?v=0yU4RazotOo #action=share
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
Training Opportunities

• “On the job” in classroom training and orientation
• One on one or group training opportunities throughout the year!
• Training protocol checklist California Early Childhood Online (CECO)
• Be proactive in your development as a teacher!
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!