

Welcome to the Orfalea Family and ASI Children's Center!





First, A Little Background...

- The ASI Children's Center was established in 1974 to meet the needs of student parents on campus. At that time the center was funded through Associated Students Inc. (ASI) and parent fees. The center has grown and moved locations many times. The current facility was built in 1992 doubling the capacity for childcare. ASI continues to fund the program.
- In 2000 the center received an endowment from the Orfalea Family Foundation and was renamed as the Orfalea Family and ASI Children's Center. The endowment provides annual funding for the operation of the program.

Philosophy

(See Philosophy in Parent Handbook)

- With respect for each child's beginnings, we create a secure, loving and safe environment that encourages children to develop at their own pace in all areas. In order to provide the best experience for each child, we encourage parents to actively participate in their child's program. Constant communication between parents and center staff assures a positive experience for all.
- **The first consideration is the child's emotional well-being.** We create an environment that provides a variety of learning experiences in all areas of cognitive, physical, self-help, language, social and emotional development. These experiences enable children to build self-esteem, learn acceptable methods of cooperation and become competent individuals within a group setting.



Developmental Learning

(See Developmental Learning in Parent Handbook)

The center is a developmental education program. Two dimensions comprise the concept of developmental learning:

- **Age appropriateness** - Predictable developmental changes occur in all domains (physical, emotional, social, cognitive). Teachers prepare the learning environment and plan experiences based on typical development.
- **Individual appropriateness** - Each child is unique with an individual personality, learning style, family background and pattern of growth. Individuality is respected in all interactions.

Learning is based in strong interpersonal relationships and exploration of a carefully prepared environment.





Our Identity

- The Orfalea Family and ASI Children's Center

...a place that honors the joys, challenges and changes of childhood and adulthood

...where learning happens through relationships

...where experimentation, discovery and sensory experiences are promoted

...where experiences are influenced by the campus, the surrounding community and the environment of the Central Coast.

Project Approach

(See Project Approach in Parent Handbook)

Project Approach

The project approach is a comprehensive curriculum incorporated into all classrooms within the center. This is a method of teaching in which an in-depth study of a particular topic is conducted by a child or a group of children with the teacher as a guide. How this type of learning is carried out in each classroom will look different due to the abilities, interests and needs of the group. Staff's careful observation, documentation and reflection of the children's interaction with their environment and peers are key components to project work. Family participation is another important component in project work and adds richness to the children's study on a particular topic.



The people who care for, educate and support the children and families

- There are 18 full time staff including: 6 Head Teachers; 7 Teachers; Food Program Manager; Food Program Assistant; Administrative/Accounting Assistant; Associate Director; Director; and many Student Assistants.
- All Head Teachers at the center have a BA/BS degree in Child Development, Early Childhood Education or Human Development, at least two years classroom experience, and California Children's Center Permits.
- The Assistant Teachers have a minimum of one-year of experience and 24 units in early childhood education.
- The part time classroom, office, and kitchen staff are Cal Poly students from a variety of areas of study.





Parents are important to us!

- Parents are encouraged to be part of the center by:
 - Sharing knowledge, skills and expertise in the classroom
 - Volunteering time
 - Providing creative input
 - Attending parent group meetings and socials
 - Frequent communication with teachers

Talk to your child's teacher about ways to get involved!

Parent Engagement

(See to Parent Engagement in Parent Handbook)

- We encourage parent participation in the program. If you are a fee paying parent and choose to participate at the rate of
 - 2 hours per parent per month you will receive
 - \$1 per day discount on your bill.
- Parent conferences are held every other quarter. This is a great time for you to talk about your child's development with the teacher. These conferences do not count as participation hours.





The REAL Purpose of Parent Involvement

- To build communication and understanding between parents and staff
- To help parents learn about the ways children grow and develop
- To help parents understand Center practices
- To support the connection between families
- To ensure that parents' viewpoints are considered at every opportunity
- To help the children's program operate more smoothly



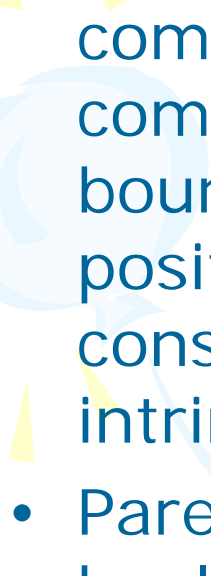

Parent Feedback

- **No question or concern is insignificant!** We welcome your input.
- Please speak to the Teacher, Associate Director or Director if you want to talk about the program or if you have any concerns about safety or health at the Center.
- Please speak to the Teachers about your child. Away from the classroom is the best place for these conversations. A meeting or phone call during the teacher's office hour is the best way to address issues or concerns.



Discipline

(See Discipline in Parent Handbook)

- Discipline is approached in positive terms, as a structure through which children learn social competence. Appropriate behavior is taught by communicating clear expectations, defining boundaries and through the use of redirection, positive reinforcement and natural or logical consequences. Our goal is to help children develop intrinsic control and skills that guide behaviors.
 - Parent – teacher communication is essential for the healthy development of the child
 - Active participation by parents is expected when a child is struggling to work within the boundaries of the classroom expectations.
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Health and Nutrition

(See Food and Nutrition Program in Parent Handbook)



- Our participation in the federally funded Child Care Food Program ensures that we serve your children nutritious meals and snacks. This helps your children get the nourishment and energy they need to learn, grow and be healthy. There is a critical relationship between nutrition, health and learning. If your child has medically diagnosed special dietary needs please discuss this with the teacher and talk to the Food Program Manager so accommodations can be made.



When Illness occurs

(See Illness in Parent Handbook)

- Your child's health is assessed upon arrival, but if symptoms of illness appear during the day, parents are contacted to pick up the sick child. If this occurs, we request at least twenty-four hours of rest, recovery and observation of the child at home. If a child is sent home by a teacher they must be 24 hours symptom free without medication before returning to the center.
- Please call the center if your child is going to stay home so we don't wonder about them.

Licensing and Accreditation

- The center is licensed through Community Care Licensing, receives funding through the California Department of Education and is accredited by National Association for the Education of Young Children (NAEYC). All agencies have stringent guidelines that the Center follows.
- Any concerns or complaints that have not been handled satisfactorily at the center can be addressed to community care licensing.



Funding Sources

(See Subsidized Childcare in Parent Handbook)



- Associated Students Inc. is a non profit organization supported by ASI Student Fees.
- The greatest financial contribution to the program comes from ASI. The Children's Center budget is made up of:
 - ASI Student Fees
 - Grants
 - Parent Fees (Monthly Tuition)
- Subsidized childcare is provided to low-income student parents through a grant from the California Department of Education.

Enrollment/Scheduling

(See Enrollment and Schedule Planning in Parent Handbook)

- Each quarter you will be asked to complete a quarterly re-enrollment contract based on your school/work schedule. Finals week and quarter break will also be included on this contract. Extended days and extra days can be requested. Scheduling will be covered more fully in the orientation meeting. Consult your handbook.



Rates/Fees

(See Tuition and Billing Info in Parent Handbook)

- Upon enrollment and annually you will be charged a \$25 Annual enrollment fee.
- Each month the invoices will be distributed on the 5th of each month in your parent pocket. Payment is due to the office 10th of each month. After the 10th there is a fee for late payment of \$25 per month.
- Late Pick Up Fees are detailed in the handbook.
- There is a \$5 per day Late Paperwork Fee for quarterly re-enrollment contracts submitted after the due date.





Rates/Fees Cont.

(See Termination in Parent Handbook)

- No credit will given for absences
- Extra Days and Extended Days
 - Based on daily rate
 - Fee will show on monthly bill
- We require 2 week's notice for termination and we will give you 2 week's notice if we terminate your enrollment.
 - Reasons for termination are listed in the parent handbook.

Emergencies

(See Emergencies in Parent Handbook)

- In the unlikely event of an emergency we will notify parents as soon as possible and will stay here until all parents have come or until the center becomes unsafe.
- We are prepared to stay here if needed for at least 3 days.
- We will post a sign on the door in the event of a campus evacuation notifying you of our location.





Parking

- We will issue passes for the loading zone
- You may use meters without paying when the loading zone is full only during these times.
 - 7:30-8:30
 - 12:30-1:30
 - 4:30-5:30
- Campus parking rules are enforced for all special events. You must have a pass to park on campus in the evening or pay the parking meter. You will be ticketed in the loading zone.
- Use caution in the parking lot!



Welcome to the Children's Center!

- We hope many of your questions have been answered. We look forward to getting to know you and your child as a part of our children's center family. Our administrative orientation will further inform you about the center and its approach to education.
- Please click the link below to let us know you have reviewed this orientation. If you have any questions you can send them via email and we will make sure you get an answer.

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