PHOENIX COLLEGE FAMILY CARE CENTER

New Family Welcome Orientation
INTRODUCTIONS

- Gloria McGinty-Director (602) 285-7909
- Mary Elfgen-Administrative Secretary (602) 285-7291

- Make a Friend
  - Be sure to find a parent friend at the Center
  - A parent in the same classroom as your child can benefit both of you.
ONCE YOU HAVE RECEIVED YOUR ENROLLMENT PACKET WHICH INCLUDES

- PIN (Personal Identification Number)
- Family Handbook
- Fee Agreement
- Licensing Nutrition Guidelines
- Incident/Illness Report
- Sign in and out sheet
- CCAMPIS Tuition Subsidy Application
- PowerPoint Invitation
- Call Mary Elfgen at 602-284-7291 if you have not received your enrollment packet.
NOTES FROM YOUR FAMILY HANDBOOK

- Mission
  - Provide services for Phoenix College students with young children
  - Provide academic opportunities for Child and Family Studies/Education students

- Phoenix College Family Care Center Values
  - Parent-Child, Peer, Teacher-Family Relationships
  - The Center is play based
  - The Center values the whole child:
    - Physical Development
    - Social Interactions
    - Healthy Emotions
    - Cognitive Development
NOTES FROM YOUR FAMILY HANDBOOK

- The Center is open during Fall and Spring Semester from 7:00 a.m. to 3:00 p.m.

- The Center is licensed through the Arizona Department of Health Services, Office of Child Care Licensure.
  - [www.azdhs.gov/als/childcare/index.htm](http://www.azdhs.gov/als/childcare/index.htm)

- The Center has full accreditation through The National Academy of Early Childhood Programs, The National Association for the Education of Young Children
  - [www.naeyc.org](http://www.naeyc.org)
Arrival and Departure Procedure
- Computer check in/out and sign in/out book.

Release of Children
- Children are release only to adults identified on your blue card with identification.
NOTES FROM YOUR FAMILY HANDBOOK

- **Confidentiality**
  - Is respected and maintained with families, children and staff

- **Liability Insurance**
  - Maintained for the Center by Maricopa Community College District
FAMILY AND CENTER COMMUNICATION

- We Have an Open Door Policy
- Communication Vehicles
  - Call
  - E-Mail
  - NAEYC Family Questionnaire
  - Make an Appointment with the director or your child’s teacher
  - Write a note
  - Parent Newsletter
FAMILY HANDBOOK

ACTIVITIES

Be an Involved Parent

- Become involved in your child’s education
  - In classroom
  - Special events

Share your talents
Spend time with your child
FAMILY HANDBOOK

ACTIVITIES

- Outside of the Classroom (we know you are busy)
  - Share your ideas for curriculum activities
Routines

- Meals
  - Breakfast is served until 8:00 a.m.
  - Lunch is served at 11:00 a.m.
    - Please bring a sack lunch for your child. Milk is provided.
    - Include components from the handbook
    - P.M. snack is available at 2:30 pm

- Rest Time
  - A comfortable mat, sheet, and a quilt are provided
  - Not all children will rest quietly and can become disruptive to the other children. If this occurs your child will need to be picked up by 1:00 pm. Some children just do not take naps, again pick up time will be 1:00 p.m.
Health and Safety

- Tooth brushing is practiced in each classroom
- Medication: We do not administer medication
- Illness: Children may not attend if ill
- Emergency Procedures
  - Fire Drills / Evacuation
  - Center Staff are mandated reporters of suspected child abuse or neglect
- Mandated Reporting
- Incident and Illness Reports are provided to parents
NOTES FROM YOUR FAMILY HANDBOOK

- **Dress for Success**
  - Closed toed shoes
  - Clothes that can get dirty

- **Personal Toys**
  - Leave personal toys at home

- **Children’s Birthdays**
  - The Center has a specific way of celebrating birthdays
DAILY ACTIVITIES

- Daily Schedule
  - Indoor
  - Outdoor
  - Quiet
  - Active
  - Independent
  - Small group
  - Large group
CURRICULUM

- Hands on Activities
- Individualized
  - Ages and Stages Questionnaire (ASQ) & Ages and Stages Questionnaire: Social Emotional (ASQ:SE)
  - Observations
  - Information from Families
- Child centered
- Involves the Whole Child
CHILD DEVELOPMENT ASSESSMENT

- **ASQ**
  - Communication
  - Gross Motor
  - Fine Motor
  - Problem Solving
  - Personal/Social

- **Developmental Checklist**
  - Physical Growth / Motor Development
  - Social/Personal Development
  - Cognitive/Language Development
  - Emotional Development/Feelings

- **Documentation and a collection of your child's work**
GUIDING BEHAVIOR

- Children are learning…it’s our job to guide and teach them
- Preventative Intervention Strategies
  - Center Rules
  - Redirection
  - No use of physical or emotional punishment
- Talk with teachers about how you guide your children at home...often times, we give each other ideas and strategies that work...
Take care of each other
Take care of our place
Children live what they learn
YOUNG PRESCHOOL LEARNING ENVIRONMENT
PRESCHOOL LEARNING ENVIRONMENT
HEAD START LEARNING ENVIRONMENT
QUESTIONS
FOR STAFF
Please complete the New Family Welcome Orientation evaluation questionnaire.

Return the questionnaire the next time you drop your child off at the Center.
This training is provided to parents through the Phoenix College Family Care & Head Start Center, and the following grant:

CCampis-Care “Child Care Access Means Parents in School-Child Care Access Resources for Everyone”

The Family Care * Head Start Center is an instructional part of the Child & Family Studies Program in the Department of Applied Technology, Family/Consumer Sciences.

CCAMPIS Grant Training
• Parent Orientation
• Nutrition
• Guiding Children Behavior

Contact Information:
Gloria McGinty, Center Director
(602)285-7901
Gloria.mcginty@pcmail.maricopa.edu

After the training, please complete the evaluation form and follow up instructions. Thank you for your participation.