

Harry & Grace Steele Children's Center
At Orange Coast College
(714) 432-5569

GENERAL INFORMATION

Thank you for your interest in the Harry and Grace Steele Children's Center. Our program serves the childcare and education needs of students attending OCC, GWC and Coastline College. In addition, we serve OCC faculty and staff, district employees and community members (including student parents attending other local colleges and universities.)

The wait list is open throughout the year. For families needing care immediately, children will be placed in the program as space becomes available. For families requesting care for a future date, children will be placed in the program on a space available basis according to the desired date of enrollment.

AGES SERVED AND HOURS OF OPERATION:

The Harry and Grace Steele Children's Center serves children ages 6 months through 5 years of age. Hours and days of service for age groups vary (see schedule below). Days of operation are in accordance with the Orange Coast College calendar. The Children's Center is closed during holidays and college breaks. Class, work and study time are given on the basis of need and availability. The following is a schedule of hours and days of operation offered per age group.

Child's Age:	Hours/Days of Operation:
6 months - 2.5 years	M- F 7:30 a.m.-5:00 p.m.
2.6 years - 5 years	M-TH 7:30 a.m.- 6:00 p.m. Fri 7:30 a.m.-5:00 p.m.

FUNDING SOURCES:

The Harry and Grace Steele Children's Center is a State funded Child Development Program and must abide by state regulations under the California Administration Code, Title 22 and Title 5, and the California Education Code.

The Harry and Grace Steele Children's Center is a comprehensive child development program. We operate on a grant from the California State Department of Education and a Federal Block Grant. In addition, we receive an annual award from OCC Associated Student Body plus income generated by parent fees.

SUBSIDIZED CHILD DEVELOPMENT SERVICES:

To receive state subsidized Child Development Services, families must meet eligibility and need criteria established by the State Department of Education as stated in the Funding Terms and Conditions for Child Development Programs. A potential client's eligibility is determined by the family's gross monthly income in relation to family size. A potential client's need is determined by both parents and/or guardian's educational training and/or work schedule as it applies to their childcare needs.

Eligible families are accepted into the program based on the following priorities:

- 1st Priority—Student parents receiving child protective services for children at risk of being neglected, abused, or exploited.
- 2nd Priority—OCC Student-parents
- 3rd Priority—GWC & CCC Student-parents
- 4th Priority—Student-parents from other colleges and universities
- 5th Priority—Outside community members

According to state guidelines, student-parents must establish a vocational or academic goal when they apply for services and show satisfactory progress toward the goal. Enrollment assumes active participation and attendance in course work at Orange Coast College or other colleges/universities.

DOCUMENTATION NEEDED FOR FULLY OR PARTIALLY SUBSIDIZED FAMILIES TO BE CONSIDERED FOR THE WAIT LIST:

1. **Official Orange Coast College class printout** of your classes. If both parents are in school, then both schedules are required.
2. We are required to have accurate ***family income verification from all sources.*** When you return with your **completed** wait list registration packet, please bring one month's **current income** verification from all sources that apply to your family. Income verification sources should be current (no more than ONE month old).

Sources of Income:

- Wages & Salary
- Worker's Compensation Insurance
- Pensions and Annuities
- Unemployment Compensation
- Disability Insurance
- TANF/CAL-WORKS
- Alimony
- Child Support
- Social Security

Family Expenses (will be deducted from your total family income)

- Child Support Payments (Documentation Required)

NON-SUBSIDIZED (FULL-COST) CHILD DEVELOPMENT SERVICES:

A \$30, non-refundable, family wait list fee is required for all families applying on our non-subsidized (full-cost) wait list.

In addition to subsidized child care spaces, we offer non-subsidized (full-cost) spaces as well. Children are admitted on a space-available basis. The priority for placement is as follows:

- 1st Priority—OCC Student-parents (OCC class printout required)
- 2nd Priority—OCC Faculty & Staff
- 3rd Priority—District employees (includes GWC & CCC)
- 4th Priority—Community members

SCHEDULES OFFERED TO FULL COST FAMILIES:

- Monday, Wednesday, Friday
- Tuesday and Thursday
- Monday thru Friday

FULL COST FEE SCHEDULE

(Price change effective July 1, 2016)

<u>CLASSROOM (Age range)</u>	<u>DAILY RATE</u>	<u>STUDENT DAILY RATE</u>
Infant Classroom (6 - 17 months)	\$80.00	\$70.00
Toddler & Young Preschool Classrooms (18 months to 2.11 years)	\$66.00	\$57.00
Preschool Classrooms (3 - 5 years)	\$52.00	\$45.00

**Please Note: Daily rates are based on adult to child ratios per classroom. Child age ranges for classrooms are approximate, based on classroom availability.*

3. **Immunization records** (must be up to date per State of California guidelines) are required for all families applying on the waitlist:

Age when applying:	Immunizations required to attend child care:
6 months- 14 months	2 Polio 3 DTP 2 HIB 2 HEP B 1 TB Test on or after FIRST birthday 1 Varicella on or after FIRST birthday
15 months- 17 months	3 Polio 3 DTP 2 HEP B 1 TB 1 HIB on OR after FIRST birthday 1 MMR on OR after FIRST birthday 1TB Test on OR after FIRST birthday 1 Varicella on OR after FIRST birthday
18 months- 4 years	3 Polio 4DTP 3HEP B 1 MMR on OR after FIRST birthday 1 HIB on OR after FIRST birthday 1 TB within the last 2 years and every 2 years after 1 Varicella on OR after FIRST birthday

STATEMENT OF PHILOSOPHY

The Children's Center philosophy is based on the belief that we are an extension of the family. Our desire is to provide a supportive and nurturing environment building a sense of community among parents, children, and staff.

Each child is regarded as a unique individual. We value and celebrate each child's diverse cultural, ethnic and social-economic backgrounds. In consideration of the whole child, we strive to nourish the mind, body and sense of self for continued growth.

The curriculum at the Children's Center is emergent based on our belief that children need to be active participants in their own learning. Through this curriculum, we foster a balance among the social, physical, intellectual and emotional aspects of each child's development. The staff facilitates, guides and supports the children's natural inclination to challenge themselves, explore, create, take risks and play in an open ended environment.

In creating a peaceful environment for children to flourish, we feel we have a responsibility to model and guide a non-violent approach to peaceful coexistence.

MISSION STATEMENT

The OCC Harry and Grace Steele Children's Center is a student service with the primary goal of providing a comprehensive child development program that serves student-parents and their children. The center strives to promote a balance between healthy family living and academic success. In creating this balance, the student-parent must understand and develop their role in the life of their growing child(ren) while striving to succeed academically. One aspect of the student's life cannot be achieved in isolation of the other without the potential for diminished quality. Our role is to provide the time and structural support to assist student-parents in achieving excellence in their chosen academic goals; experience an enriched campus life that includes the pursuit of leadership opportunities and extracurricular activities; and serve as advocates for strong family relationships through positive modeling, parent enrichment and on-going support. The center has a long history of excellence in providing quality child care to student-parents and will continue this tradition in the future.

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PROGRAM GOALS

Each child will be provided the opportunity to:

- ◆ Develop a positive self-image
- ◆ Experience personal empowerment, competence, and independence which can then be assimilated into each child's family as it applies to their culture and values
- ◆ Develop relationships with adults and other children
- ◆ Take initiative to explore and discover the environment to gain knowledge and skills
- ◆ Develop critical thinking and problem solving skills
- ◆ Gain an understanding of peaceful and non-violent coexistence
- ◆ Grow in appreciation of his/her own cultural diversity and gain an understanding and respect for other diverse beliefs and cultural backgrounds.