



## How to Provide Childcare and Translation For Parent/Community Meetings

### District Capacity for Childcare and Translation:

OUSD has hired temporary Adult Education Family Literacy Program parent graduates to serve as childcare providers for parent meetings. They are paid as classified staff, out of your school budget, with the standard OT/ET form, at a school day extra time rate of \$12/hour, and overtime rate of \$18/hour after 4pm.

OUSD currently has 4 full time Spanish, 2 full time Cantonese, 1 part-time Arabic, 1 part-time Vietnamese, and 1 part-time Khmer to serve all OUSD schools and central office translation needs. They are paid as classified staff, out of your school budget, with the standard OT/ET form, at a range of \$20-25/hour, and overtime rate of \$30-37.50/hour. They require a 2-week scheduling notice.

### How to Book Childcare Provider(s):

#### Step 1: Determine how many babysitters you will need and Identify Budget Code:

- 5:1 adult to child ratio is recommended, 10:1 is required
- Identify budget code for OT for classified employees.
- Identify “staff liaison” to the babysitters (person who will bring and collect time sheets, review any specific room usage rules, etc.).

#### Step 2: Book childcare provider by phone:

- See provider roster, on page 2.
- Provide babysitter with location address, room number, and lead contact person and phone number of staff liaison to babysitters

#### Step 3: Day of the meeting:

- Bring childcare supplies to the childcare room (books, toys, projector/laptop for movie)
- Bring classified OT/ET time sheets and your budget number.
- Collect timesheet from babysitters.

#### Step 3: Submit timesheet to Payroll.

### How to Book Translators – 2 weeks in advance only:

#### Step 1: Identify Budget Code for Classified OT

#### Step 2: Send Email to [Angel.Ho@ousd.k12.ca.us](mailto:Angel.Ho@ousd.k12.ca.us)

- Subject Line: Language(s) Needed, Name of School, Event, and Date/Time translator is needed
  - Do not write on the subject line: “translation request”
  - Example: “Spanish, Brookfield, Family Literacy Night, Oct 23, 6pm-8pm”

OUSD Temporary Classified – Childcare Providers  
 (OUSD Adult Education Family Literacy Parent Graduates)

Lidia Morales cell: 510-520-9538	Delia Calderon 510-866-9242
Olga Vidaurri 510. 532-7534 cell: 510.708-6627	Hana Ali Hadwan 510-350-6368
Sue Ethel Hurt 510-632-8273 cell: 510-220-7841	Zhong Wang 510-839-2691 cell: 510-368-3239
Rocio Ceja 510. 635-6338 cell: 510. 978-0864	Sabah Yafai 510.472-3340
Mirna Sanchez 510.251-1053	Janeth Castillo 510. 434-0399 cell: 510.830-9904
Evelia Macias 510. 534-1575 cell: 510.406-0836	Maria Zamora 534-2017 510-467-5117
Xiao Ming Ye 510-559-2978 510-517-5907	Martha Lamas 510-638-5655 510-910-0756