

## Our Philosophy

We model high quality early childhood education through:

**Child Respect.** We value and treat all individuals at Paradise Babies with dignity and respect. We model active listening, set and communicate expectations, and provide choices when appropriate. We believe all individuals, no matter what their age, deserve equal and fair treatment.

**Child-focused Programming.** Teachers and caregivers at Paradise Babies complete annual and ongoing assessments on children's development. The information gathered guides and directs the curriculum we use every day. Activities and experiences at Paradise Babies are tailored to each child and focus on learning through play.

**Educators.** We employ loving and responsive adults who understand the importance of positive and caring relationships in the development of a healthy child. Paradise Babies values and supports continued education and training for all of our educators.

**Cultural Diversity.** Families touched by Paradise Babies represent many cultures and traditions. We accept and celebrate the differences that make us all unique. English and Spanish languages are spoken and understood by adults and children at Paradise Babies every day.

**Safety Standards.** Health and safety are interwoven into every aspect of our work through healthy food options, low adult to child classroom ratios, inspected and maintained supplies and equipment, ongoing child health checks, and constant environmental safety assessments. Paradise Babies is committed to modeling and defining health and safety standards for all early childhood centers in Honduras.

### Our curriculum is:

- Age appropriate
- Individually appropriate
- Culturally appropriate
- Child-led
- Based on proper standards and milestones
- Based on children constructing their own knowledge
- Based and aligned with the national curriculum standards
- Certified by the national Ministry of Education
- Authentic
- Emergent

## **Policies and Regulations**

It is mandatory that every parent and guardian using our services read and agree to the following set of policies and regulations. These policies are essential to the safety and smooth functioning of Paradise Babies.

### **FUNCTIONING**

#### **Respectful Environment**

In our center we promote an environment based on mutual respect. The interactions between school personnel and families will always be according to this principle. All members of Paradise Babies must be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other reason.

In parallel, the educator will always treat the students with respect. Under no circumstances will physical force be used to discipline.

#### **Child Interactions**

The school environment is a privileged opportunity where children can relate to their peers. In this way, respectful interactions between them will be promoted. In the case of conflict, peaceful resolution methods that adhere to our philosophy will be used.

#### **Adaptation Period**

All children enrolled in our different programs require an adaptation period consisting of a three step process.

The first step is the administrative meeting where all the administrative and informative procedures will be reviewed. Next, a visit to the classroom will be marked. At the end of this visit you will immediately have an initial meeting with your child's teacher. A form filled out on this interview will serve as our guideline to meet your child's needs. Finally, the student's period of initiation will be coordinated with the family.

#### **Required Forms**

All required forms must be filled out and returned to Paradise Babies at least 24 hours prior to the first day your child attends our facility.

## **FAMILY COMMUNICATION**

We want your child to thrive in life. Providing information about the children's daily development is crucial to us.

### **Development Reports**

Every trimester the center will provide a development report for your child. This report will provide relevant information regarding your child's developmental milestones. Parent teacher conferences will be held individually between each family and teacher.

Individual sessions can be solicited per family in order to discuss specific details of your child before parent teacher conferences.

### **Kinderlime**

Kinderlime will be used for your children's daily reports. Through this application the families can take an active role in the performance of their children. Through this application we will share information about day-to-day events, learning moments, evaluations, news, bulletins and photographs.

### **Entry and Pick Up**

If necessary, parents who need to communicate relevant information about their child may do so as previously agreed upon at the time of entry in the morning. Additionally, there will be space for a verbal exchange at the end of each day to receive news about your child.

## **SCHEDULE**

### **Extended Schedule Program**

The extended hours are from 7:00 to 8:00 a.m. Children who need breakfast during this time should bring their breakfast from home. This breakfast must be aligned with the food guidelines of the center.

Additionally, families that exceptionally use this service will pay the amount calculated at the end of the month within the ranges stipulated in our rates.

## Entry Routine

The entrance time to Paradise Babies is from 8:00 to 8:30 a.m. The farewell will be done at the main door. Each child will be accompanied to their class by a specific staff member. If any family needs to communicate personally with their child's tutor, the parent will go to the classroom staying a maximum of five minutes, this will guarantee the harmony of the class.

Likewise, parents will remove their children's shoes leaving them in the place assigned for it. We ask for punctuality.

## Pick Up Routine

The kindergarten pick-up time will be at 12 noon. The pick up time of the early learning center program will be at 12:45 noon. The closing hour for afternoon pick up will be at 6 o'clock in the afternoon.

## Pick Up and Drop Off List / NEW Authorized Guardian

On the entry form, there will be two authorized individuals who can drop off and pick up the child. If someone else is coming to pick the child on a particular occasion, parents should notify the center and provide the person's information through our software. This additional adult will be required to show identification at gate.

## Classroom Schedules

### Early Learning Center - Afternoon Care

<b>7:00-8:00</b>	Extended program
<b>8:00-8:30</b>	Entry
<b>8:30-9:00</b>	Assembly
<b>9:00-9:45</b>	1st Activity
<b>9:45-10:15</b>	Clean up and Snack
<b>10:15-11:00</b>	Infants playground
<b>10:15-11:15</b>	Nursery, Preschool Playground
<b>11:00/11:15-11:30</b>	Clean up and lunch preparation
<b>11:30-12:15</b>	Lunch
<b>12:15-12:45</b>	Clean up
<b>12:45-14:45</b>	Nap time
<b>15:00-15:15</b>	Clean up
<b>15:15-15:45</b>	Snack
<b>15:45-16:30</b>	Afternoon Activity

**16:30-18:00** Playground and Farewell

## **Kindergarten**

**8:00-8:30** Entry  
**8:30-9:15** Assembly  
**9:15-10:00** 1st Activity  
**10:00-10:10** Clean up  
**10:10-10:20** Snack  
**10:20-11:00** Playground  
**11:00-11:45** 2nd Activity  
**11:45-12:00** Farewell Assembly

## **MATERIALS**

What your child needs for Paradise Babies:  
All materials should be labeled in a permanent fashion with your child's name.

All children:

Backpack  
Plastic basket  
1 painting shirt  
1 water bottle

Materials purchased at center:

1 hand towel (sent home every Friday)  
Mosquito repellent  
Sunblock  
Packet of wipes  
Toothpaste

Afternoon Program:

1 blanket (sent home every Friday)  
Toothbrush (replaced every 3 months)  
Toothpaste  
1 set of extra clothes

For younger children:

5 feeding/bottle bibs  
Set of diapers

Set of wipes  
2 formula bottles  
Milk

## **NUTRITION**

Paradise Babies believes that healthy nutrition improves the child's well-being and learning abilities. We take pride in providing nutritious home made meals for the children enrolled at our school.

### **Food Menu**

The center will provide a monthly food menu for all the children. This menu will be sent home through Kinderlime.

### **Programs**

The center provides the morning snack and lunch for students in the early learning center program.

Students in the afternoon program also have an afternoon snack that is provided by the center.

Kindergarten students should bring their snacks from home. If the student is also registered in the afternoon program, he will receive lunch together with the children from the afternoon program.

Students in extended morning hours who wish to have breakfast in the center must bring their breakfast from home.

We ask families who bring home snacks to follow the nutrition criteria applied by the school. These foods should be varied and healthy.

### **Breast Milk**

Parents who exclusively breastfeed their child should bring the necessary amount of milk to be handled during the day. Families should also provide bottles that will remain at the center.

The bottle will be prepared before every feeding to ensure the milk's quality.

## **Formula**

Families should provide formula and bottles. These will be kept at the center. Bottles will be prepared at the center in order to preserve their quality.

## **Cleaning**

All eating utensils will be washed daily. Milk bottles will be sterilized daily.

## **Special needs for food**

If a child has special nutritional needs, these should be discussed with the center's staff.

## **PERSONAL HYGIENE**

At Paradise Babies we work to establish habits of hygiene and self-care in children while favoring their autonomy, therefore there are different times in the day when we focus on the cleanliness of children.

In general, a hand wash routine will be followed before each meal. Each child needs an individual hand towel that will be taken home every Friday for clean up and will return every Monday to the school.

## **Tooth brushing**

Children enrolled in afternoon care will brush their teeth daily after lunch.

## **CLEANING**

At our center we work under high cleaning standards. All furniture in the center goes through routine cleaning procedures during the year. Toys and supplies designed for children are also subject to planned cleaning routines.

Providing a clean and immaculate environment for our families and staff is one of our main goals and requirements.

## **Cribs and Mattresses**

The cribs and mattresses will be cleaned constantly. The sheets are changed every day.

## **Diaper Changing Tables**

Designated tables for diaper changes will be cleaned and disinfected after each diaper

change.

## FAMILY INFORMATION

### Absence

If a child is enrolled in any of the center's programs, parents should report any absence due to sickness, appointments or any other reason. Paradise Babies will keep track of these absences through our parent engagement software.

### Sickness

No sick child is allowed to attend Paradise Babies. Parents should notify staff of any symptoms and look for alternate care services for the sickness period. Staff will notify parents of any illness symptoms witnessed at the center.

### ***Children Must Be Excluded From The Center With These Symptoms:***

#### Symptoms

#### Child May Not Return to School Until:

#### **Fever of 101 or above**

The temperature has returned to normal for at least 24 hours.

#### **Cold/flu symptoms**

Thick yellow or green mucus discharge is no longer draining from nose for at least 24 hours and coughing has subsided.

#### **Diarrhea/Vomiting**

Loose stools and vomiting have subsided for at least 24 hours and your child has returned to normal eating with no stomach upset.

#### **Earache/Sore Throat**

A doctor has written a release for your child to return to school, or has been on antibiotics for 24 hours, or symptoms subside.

**Red/ Discharging Eyes**

Eyes are clear or your child has been on antibiotics for 24 hours.

**Rash**

Spreading, itching and/or discomfort have disappeared or have been diagnosed by a doctor as non communicable.

**Head Lice**

The child has been treated with lice shampoo and all nits have been removed from hair.

In addition, children may be excluded from the center if they do not feel well enough to participate in the program (including outside play). Please notify the center immediately if your child has a contagious disease. Strep throat, pinworms, impetigo, conjunctivitis, measles, mumps, chicken pox and head lice, among others, are categorized as highly contagious. We will notify all parents if children have been exposed to a contagious disease while at the center.

**Medications**

No medications will be provided at Paradise Babies. If the child needs to follow treatment these should be administered outside school hours.

**Immunizations**

Children will not be allowed in the center after having their shots. They will have to wait a 24-hour period prior returning to the center.

Parents are responsible for supplying the center with the child's past and current immunization records.

**Holidays**

Paradise Babies will provide a yearly calendar so parents can plan ahead for holiday closure, parent teacher conferences, and other important dates.

**Termination of Services**

Please let us know, in writing, if you wish to terminate Paradise Babies services. We request a two-week notice.

## **Diapering**

Children should bring their own diapers, wipes, and cream upon entering the early learning program. These materials will be separated per child. Parents will receive notice when their child's stock is getting low.

Diapers will be changed according to each child's need. Disposable gloves will be used for every change and will be provided by the center.

## **Bathroom readiness**

If the child is ready to start using the toilet, parents should notify the center staff so the procedure can be continued at the center.

## **Toys**

Children are only allowed to bring one favorite toy from home. All other materials will be provided by the center. If parents are interested in bringing any particular material for their child, the center should approve of it first.

## **Nap time**

There will be assigned nap time schedules. Infants, toddlers, and preschoolers, and kindergartners need to rest. Sleeping isn't mandatory.

## **Field Trips**

Our faculty recognizes the educational value of field trips. All parents will be informed about any field trip. A permission slip will be sent home and must be returned signed. Failure to return the permission slip will result in your child not being allowed to accompany his/her class. Teachers and assistants will chaperone the students during field trips. Family members may accompany students on field trips if authorized by the director.

## **Birthdays**

Parents are allowed to serve refreshments to their child's classmates to recognize a birthday. This should be planned through the classroom teacher well in advance of the birthday. Such event will involve cake, refreshments, piñata and treat bags. Birthdays will exclusively be celebrated during morning snack time.

Birthday party invitations will be distributed in school, only if every child in the class is receiving an invitation. Distributing invitations to only some students at Dismissal time is not allowed.

## **Uniforms**

All children attending Paradise Babies should wear on a daily basis the official shirt for the school. Footwear should promote children's independence and be able to be used outdoors.

## **Accidents at the Center**

Accidents may occur while your child is attending Paradise Babies. Minor injuries are treated with soap and water, bandages and ice. Parents will be called immediately if we observe a head injury or in the event of any serious or questionable injury. In an emergency, the staff will contact emergency services. All staff at Paradise Babies are first aid responders.

## **PRIVACY AND SECURITY**

Inappropriate behavior or harassment of any kind towards a student, parent/guardian, or teacher will result in immediate intervention up to and including the family's expulsion from the center and/or police, security involvement. This type of behavior includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

The privacy and confidentiality of our parents, guardians, teachers, volunteers, and students is important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Coordinator of the Center.

If an incident should occur in which the parent/guardian breaches the Parent Code of Conduct, the parent/guardian will be given written notice warning them of their inappropriate behavior. The second infraction will result in written notice of immediate withdrawal. Certain serious infractions will result in immediate withdrawal of our services.

As part of your contract with Paradise Babies Early Learning Center, the center reserves the right to withdraw or deny services if it is believed that the particular needs of your child or family cannot be appropriately met. The decision for suspension and/or withdrawal will be based on, but not limited to, the following types of incidents:

- Extreme physical acts against other children and/or Staff (hitting, biting, or any other form of physical threat or assault).

- Non-compliance of Staff direction.
- Verbal attacks on other children and/or Staff, which include the use of threats, name-calling, as well as repeated profane or degrading language. Individuals engaging in such behavior will be asked to leave the premises immediately.
- Racial or other discriminatory incidents.
- Theft of personal or center property
- Conduct that is injurious to the moral tone of the center.
- The breach of any confidentiality and/or privacy policies. Public electronic mediums are not to be used to discuss sensitive center policies and/or staff/staffing matters.
- Failure to pay fees, including late fees, by the designated time.
- Failure to comply with the parental/guardian responsibilities outlined in the contract and policies of the center, including reading, signing, and returning all required documents and policies within the requested timeframe.
- Repeated late pick up of child, as per late policy.
- No weapons are allowed on center property or at center functions.
- Alcohol and illicit drugs are not allowed on center, property or events.
- Gossip and public criticism which are malicious in nature are unacceptable.

## Release Form

By this mean, I confirm that I have read and understood the Center's Policies and Regulations Booklet.

1) Complete name:

2) Complete name:

## Photograph Release

Photographs of the children are taken on a regular basis at Paradise Babies. We use the photos to document learning, share with families, and as learning tools. Photos are generally used in social media, our official website and through parent engagement app Kinderlime.

Yes, I give permission for Paradise Babies to photograph my child and use the pictures as detailed above.

Yes, I give permission to Paradise Babies to photograph my child. However, the photos will exclusively be shared with me through Kinderlime. Photographs should not be displayed in public platforms.

No, Paradise Babies does not have permission to photograph my child.

**Date:**

**Signature 1:**

**Signature 2:**