

Center Family Handbook



**11016 NE Sandy Boulevard &
8500 NE Brazee Street
Portland-Oregon 97220**

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Welcome

Hello families!

We would like to extend to you our warmest welcome to the **Pequeños Exploradores Spanish Immersion Daycare**. We are excited to receive your child(ren) into our program and honored that you are allowing us to embark with your child(ren)'s academic journey. We are educators by profession, and we are prepared to offer your children the best quality childcare we can provide, as well as the best preparation and educational support for their development.

Pequeños Exploradores is a Spanish Immersion Daycare program, meaning that in addition to providing quality childcare, we will also be teaching your child(ren) Spanish through an almost exclusive use of Spanish. Educational research has shown us that the immersion program is the best vehicle for children to learn Spanish quickly, which inspired us to implement our Spanish immersion daycare program. As a result, Pequeños Exploradores uses Spanish language as the main vehicle for communication, education and recreation.

We have a well-implemented childcare environment, with educational and recreational materials to help your child(ren)'s minds stay academically stimulated throughout their days at the daycare. The educational materials provided by our curriculum, *Tools of the Mind*, will help your child(ren) develop and fortify their cognitive, social, and emotional skills. In addition, the recreational materials we provide will motivate your child(ren) to be active and socialize with their peers.

We hope you and your child(ren) have a positive experience in our daycare and we thank you for trusting us with the care and education of your children.

Thank you,

Pequeños Exploradores Spanish Immersion Daycare

Our Family's Handbook

It is our pleasure to present to you all this Family handbook. With the preparation of this handbook, we hope to provide families with all the information they need to know about **Pequeños Exploradores Spanish Immersion Daycare** following their enrollment. **Pequeños Exploradores Spanish Immersion Daycare** hopes to be transparent with families and community members about the services we offer, in addition to the policies and resources we keep in our program. The main objective of this handbook is to present families a document that informs them of everything the program offers.

This handbook has a table of contents that displays all the information, policies and forms **Pequeños Exploradores Spanish Immersion Daycare** has put together for you. This table contains our program's philosophy and mission; the daycare goals, our curriculum and assessment forms; our facility's policies; as well as information regarding safety, health, food, emergencies, technology, interaction with children, and our child-adult ratio. In addition, we have included the work schedule, parental involvement agreement, and the authorizations forms the program requires to better serve your child(ren). Our program is able to make special accommodations, so long as they fall within our capabilities, for children who need it in order to provide them with the quality child care they deserve.

Our Story

Pequeños Exploradores Spanish Immersion daycare was founded in the Summer of 2018 by Nancy Contreras. Nancy saw that the use of Spanish in the U.S. was increasing and believed that our children's education ought to reflect that language diversity. Pequeños Exploradores was inspired by that belief and the need for Spanish language education at the early childhood level. Nancy taught in Peru following her graduation from the Juan XXIII Pedagogical Institute in Peru and had taught in the Portland Public School Head start program for nine years before opening Pequeños Exploradores. In her final four years at PPS Head Start, Nancy taught exclusively using the *Tools of the Mind* curriculum; she also helped pioneer its use in PPS Head Start schools.

When Nancy first opened Pequeños Exploradores our class size was 5 students, but as our program grew we adapted by adding staff to assure quality childcare and education. To assure quality education, our program implements the same curriculum that PPS Head Start uses, which is the *Tools of the Mind* curriculum. We hold our staff to a high standard, by not only having them stay up-to-date with their training but also in assuring they reflect our program's mission and vision. Our staff is built of educators who enjoy their work with kids, and as a result we dedicate many hours in preparing activities that will help develop our children's physical, cognitive, social, and emotional skills. We believe that we positively guide your children and adequately prepare them for their future education. We take our job very seriously and believe wholeheartedly in our mission, and as result we believe we can offer the best Spanish immersion program to the children we serve.

Our Mission

Nurturing our children by creating an enjoyable education to inspire personal growth.

Philosophy

Pequeños Exploradores Spanish Immersion Daycare program is founded on a philosophy encompassing four principles: nurturing care, education, children's individuality and personal development and Inclusion.

To ensure nurturing care, our program believes that every child is deserving of a safe environment that promotes their learning with age-appropriate tools and modeling. The environment must not only be safe, but it must also inspire trust in our children. To achieve such an environment, our staff is actively striving to meet the needs of our children. We nurture our children's learning in a safe environment, by providing play-areas that encourage the children to work as a community using family language. Periodically, we change our play-areas and materials to not allow for our children's learning to stagnate. It is Pequeños Exploradores' belief that our children's desire to attend our daycare is driven by our changing of play-areas and materials in their safe learning environment, as it keeps their desire for learning stimulated.

Moreover, family involvement is a must. We believe that working hand in hand with families will create a welcoming environment for children. We encourage families to maintain constant communication with us. We share with families news and relevant information from children during parent-teacher conferences and on daily basics when dropping and picking up their children. In addition, some parents volunteer to do a presentation about their job or share something about their culture.

The second principle within our program's philosophy is education, which works in conjunction with nurturing care, as the safe environment we have created also stimulates a desire

to learn within our children. Pequeños Exploradores believes that to provide a well-rounded education, we must not only teach our children content knowledge (mathematics, literacy, and science) and motor skills, but situated learning as well. To achieve this goal, our program formulated our daily schedule to include both a “circle time”, which designates time for our children to learn content knowledge to prepare them for their next step in their academic journey, and a “free choice” to ensure our children have situated learning opportunities. In “circle time”, our instructors use songs and dances, in addition to traditional teaching strategies, to keep our children engaged. During this time, we also work on basic skills, such as the strengthening of gross and fine motor skills. In “free choice”, however, we provide our children the opportunity to explore their learning through play. In our program, learning through play consists of social interactions in dramatic play, table games, or art, which requires our children to take initiative in leading play in addition to problem solving if the situation arises. During this time our staff actively works on modeling good behaviors for our children to use as examples to emulate when their situations require it or when they are in need of self-regulation. By combining both styles of teaching, our program strives to provide the best possible educational experience for our children as we guide their learning in both English and Spanish.

The third principle is individuality and personal growth, which is a product of both nurturing care and education. Our program understands that children learn at their own pace, therefore, we strive to provide our children with all the tools they require to fuel their desires to learn. For Pequeños Exploradores, this means that we must assure our children feel seen and heard, by providing them one-on-one interactions and communication with our staff. When our children accomplish something, whether it is an academic or personal achievement, we praise the child so that they not only feel great about their accomplishments, but also feel inspired to

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achieve more. In addition, due to the community and environment we build with our children, their peers are also inspired to accomplish more in these situations. For our program, communication and community building is key for our staff to be able to measure each child's personal development, and to see how we can provide for their continued growth into further heights.

The last principle of our philosophy is the inclusion of all children. We believe that the equity and inclusion of all children is a necessity in creating a better and more fair community. We will not exclude any child or family regardless of their race, color, language, culture, religion, or any special need because we believe that everyone should be given the same opportunities. The provider will provide equal opportunity to all children. We know that not all children learn the same way. Some children are visual/hands-on learners and others are analytical. For this reason, our staff will ensure that all activities can be conducted from the two above-mentioned angles.

In conclusion, Pequeños Exploradores Spanish Immersion Daycare is founded on four principles: nurturing care, education, individuality and personal growth and inclusion of all children. Each principle builds off one another, for our program we believe that to ensure our children with the best possible education, these principles are required.

Emergency Number

Contactos de Emergencia

Pequeños Exploradores

11016 NE Sandy Blvd Portland, Oregon

Fire Department, Police, Ambulance: 911

Poison Control: 1-800-222-1222

Mental Health Crisis: 503-988-4888

Child Abuse Hotline: 855-503-7233

DHS: (503) 378-5500

ERDC (DHS) Number: HJG00016

Staff

Jorge Ramirez: 971-997-4563 (Director)

Nancy Contreras: 503-740-2668 (Owner/teacher)

Sidney Ramirez: 971-997-4331 (Brazee site Provider)

Kenneth Ramirez: 971-997-4366 (Sub-Director)

Our Licensing



Temporary Certificate of Approval

Be it known that:

Jorge Ramirez

**is hereby granted a Certificate of Approval to operate:
Pequenos Exploradores Spanish Immersion Daycare
11016 NE Sandy Blvd
Portland, OR 97220-2552**

The Child Care Licensing Division has conducted a review and found that this facility and its operation qualify for a temporary license under ORS 329A.300(2) and applicable administrative rules.

Hours of Operation: 7:00 AM - 5:00 PM

Provider Number: CC504485

Age Range: 1.5 Months through 5 Years

Maximum Number: 35

Ratio Group: 3A

Days of Operation:

Monday: X
Tuesday: X
Wednesday: X

Thursday: X
Friday: X

Saturday:
Sunday:

This certificate is effective:

February 14, 2024 through March 14, 2024

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:
Child Care Licensing Division
Ana Titus
800 NE Oregon St, Suite 310
Portland, OR 97216
(971) 375 - 5913

Original - Facility

This certificate is not transferable

Our Ratio

Pequeños Exploradores Spanish Immersion Daycare complies with the ratio established by the Oregon Department of Early Learning and Care.

Ratio Table 3A

Age of Children	Minimum Number of Caregivers to Children	Maximum Number of Children in a Group
Six weeks of age through 23 months	1:4	8
24 months of age through 35 months	1:5	10
36 months of age to attending kindergarten	1:10	20
Attending kindergarten and older	1:15	30

(Oregon Department of Early Learning and Care/Rules for Certify Centers, July 8th 2022.)

Pequeños Exploradores Spanish Immersion Daycare will make sure children will be supervised at all times during indoor and outdoor activities.

Closures dates and observed holidays

See attached school year calendar at the end of this handbook

Our curriculum

Pequeños Exploradores Spanish Immersion Daycare uses the *Tools of the Mind* educational curriculum. This curriculum is based on psychologist Lev Vygotsky's sociocultural theory of cognitive development, which believes that social interaction plays a critical role in children's learning. Vygotsky believed that language develops from social interactions, for communication purposes. *Tools of the Mind* specifies details about the interaction between adults and children during the care and education should occur and provides educators with rules on how to facilitate moments of instruction, as well as children's development assessments and play time.

This curriculum program balances activities led by staff and those initiated by children. Our program, following *Tools of the Mind*, has our staff and children building play themes, where children help make games and signs using recyclable materials. Our staff tell stories related to topics that will aid in further developing our children's knowledge of people's actions in different thematic settings. Intentional fantasy play (socio-dramatic play) is at the heart of our class. Children's participation in activities help develop their cognitive skills, while developing self-regulation skills. Almost all learning activities take place in small groups and in associated activities, allowing children to interact with each other to learn, build social relationships, and create a positive culture in the daycare.

The curriculum provides teachers with the proper tools to produce positive outcomes for children in developing their cognitive, social, and emotional skills necessary to enable them to reach their greatest intellectual potential. We believe that teaching learning strategies is as important as teaching academic content. To achieve results in key areas of development, our staff

focus on helping children to be reflective learners, creating an environment where literature, math, and science instruction reflect the child's ability rather than age level expectations.

Child's Learning and Development Assessments

Pequeños Exploradores Spanish Immersion Daycare believes in providing our children with a quality childcare and education, and to accomplish this our program uses assessments to measure growth and identify where additional support is needed. Our program believes that by using assessment we can provide our children with more personalized learning experiences.

The assessments we use are to evaluate and measure the academic, social, emotional, and motor growth of the children attending the program. Our assessment system is meant to assess the children at the start of the program and evaluates their progress while in the program.

Pequeños Exploradores uses three assessments, Ages and Stages Questionnaire (ASQ), Teaching Strategies GOLD (TS GOLD), and our own designed Pequeños Exploradores Spanish Immersion Daycare assessment. Given the age range our program caters to, the assessments are utilized differently given the age of the child.

ASQ: Ages and Stages Questionnaire

The ASQ is meant to help guide our staff on how each child is developing in skills such as, communication, gross motor, fine motor, problem solving, and socio-emotional development. Prior to your child(ren)'s enrollment in the program we require families to conduct this assessment on their children. This is for our staff to gain an understanding of how the child displays these areas of development at home, as they could display development differently at our program due to them being in a different environment. Following the child's start at the daycare our staff are required to conduct the ASQ assessment within 45 days of the start date.

The ASQ assessment is meant to screen developmental delays-that is, it identifies who are in need of further evaluation and those who are developing typically. Our program believes that each child develops at their own pace, and rather we use the ASQ to assess how our staff can better serve our students and assure they are progressing well within the program. Our program typically conducts the ASQ on each student twice a year, once at the beginning and one towards the end, as this helps us stay up-to-date with our children's development and set goals. If the situation requires it, we may conduct the ASQ more frequently or conduct an additional ASQ SE, which evaluates social and emotional development on a deeper level. As a means of transparency, our staff will notify parents of when the assessment will be conducted. In addition, if professional intervention is needed to better support your child(ren), our program will help accommodate those services.

In the case of the children in our **Baby Promise program**, an ASQ will be conducted more frequently to assure they are developing their skills accordingly. As **Baby Promise** does not use a set curriculum, but rather is observation focused, meaning our staff provide care and education in area we observe the children need, we use the ASQ to guide what developmental areas need more support or challenge.

Teaching Strategies GOLD (TS GOLD) Assessment

The *TS GOLD* is the assessment that our program uses, as it is meant to assess how each child is progressing under the *Tools of the Mind* curriculum. The *TS GOLD* program, and *Tools of the Mind*, has 9 areas of development and content learning. The assessment presents to parents and staff the progression of development and learning each student is showcasing while in our program. The assessment uses indicating prompt and color bands, each representing a different age group, to locate whether the child is exhibiting skills and behaviors that are appropriate for

the child's age. The use of this assessment aids our staff in personalizing the curriculum to each student, by providing more support or challenging the child in the areas they require.

The *TS GOLD* assessment will be conducted on the children each trimester and our staff will communicate the finding with the family individually. As this assessment is used concurrently with *Tools of the Mind* it will only be conducted on the children enrolled in our preschool program (ages 3-5).

Pequeños Exploradores Assessment

Our program has also fashioned our own assessment, which our staff uses to get a detailed understanding of how each child is digesting the learning content of the program and which learning strategies we can implement to encourage our children's learning. This evaluation is conducted each trimester; at the beginning, during the teaching process and at the end of the process. The evaluation measures the children's cognitive, motor, social and emotional areas. Unlike *TS GOLD*, this assessment is more detailed in what learning concepts each student knows. For example, while *TS GOLD* asks if the student knows at least 15 letters, Perquenos Exploradores assessment identifies which specific letters are known, and it cue's our staff on what material needs to be reinforced for each child.

This evaluation allows the provider to make the necessary adjustments to the strategies used during children's instruction. Every trimester, our staff will complete the progress report form to inform parents of their child's academic, social and emotional areas of progress.

Supervision of children

Pequeños Exploradores Spanish Immersion Daycare staff must ensure supervision of all children at all time; indoors and outdoors. Each staff must be aware of what each child is doing when:

- **Indoors**

- Playing at centers - make sure the area is free of hazard objects.
- Playing with toys - observe that the child is not placing small objects in his/her mouth. Be aware that the children may throw objects and cause damage to other children. Teach the child to clean up his area after playing to avoid tripping hazards.
- Using the bathroom - a child can't be unsupervised when using the bathroom a staff must be at the door to assist the child if needed and be capable of observing the rest of children at the same time.
- Meal time - all children must be seated when eating. Make sure the staff is at the table with children to supervise and support children during meals. Use this time to talk to children about the health benefits of adequate food.
- Napping time - children must be supervised when sleeping. The ratio adult-children must be provided accordingly.

- **Outdoors**

- Be near enough to children to assist and respond when needed.
- Staff must be located strategically to provide prompt assistance to children.
- Do not participate in personal activities (cellphones) that could interfere with children's supervision.
- Playing structure - make sure to be aware of possible conflict when many children are at the same time.
- Tricycles - reinforce safety rules when riding tricycles; wear helmets at all times.

Behavior and Guidance Policy

Our Rules

Pequeños Exploradores Spanish Immersion Daycare uses three expectations with our children, to be safe, friendly, and ready to learn, to guide their daily performance in the program. Our strategies are proactive, while simultaneously being preventive, aiming to create a respectful, safe and proper environment for socializing and learning development.

Be safe

It is our first message to our children. We teach this strategy to our children in different ways, so that they can learn to be safe in each activity and space environment in the program. Our staff will take advantage of any opportunity to reinforce the first expectation.

Be nice

It is the second expectation that the program will model, so that children learn to behave in a kind way with their friends and the staff whom they interact with. The provider will teach, this expectation, at all times especially when playing, as this could give children different angles of kindness.

I am ready to learn

This is the third expectation that we are going to model for the children. It is very important to motivate children to start the learning process. Each time a new activity is started, the provider will explain the objective so that this motivates the child to say, "I am ready to learn."

Inappropriate Behavior and Intervention

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Our staff will use proactive and preventive strategies to avoid any act of indiscipline that may arise during the children's interaction.

The program has a wide variety of books that the provider will use to model strategies that could be put into practice to show safety, kindness, and readiness to learn. When a problem of indiscipline arises, our staff will use redirection to curb bad behavior and to achieve a positive change in children. Children need to be stimulated so that they can repeat the positive behavior from adults. Another type of strategy that the provider will teach children is empathy. Children must learn, at a very young age, to empathize with other children who may be going through some emotional crisis. The feeling of empathy is not easy to express, but if children are educated, guided and modeled, they could express positive and comforting sentences or words to their peers. The *Tools of the Mind* curriculum is a preschool program that promotes self-regulated learning. With a focus on early literacy, math, and other cognitive competencies such as self-reflection. The program guides our staff in learning activities while encouraging the use of mental "tools" in self-regulation activities, pretend play, and an environment that allows children to control their social, emotional and behaviors. In the case of physical misbehavior or repeated misbehavior our staff will re-teach our rules and will converse with the child and set an action plan for preventing a repeated misbehavior. If misbehavior persists, our staff will communicate with the family of the child to have the action plan reinforced at home.

All these strategies are used by our staff to guide children as these may serve as tools in solving problems that may arise during children's interaction. **Pequeños Exploradores Spanish Immersion Daycare** has an interaction policy between the staff and children. This regulation indicates the type of conversation our staff must model while interacting with children. It is

important to make use of appropriate interactions between adults and children to help support positive social and emotional learning areas. Parents will be informed of the behavior.

Repeated inappropriate behavior

If the inappropriate behavior continues, the staff is encouraged to keep track of the incident and document it. This behavior needs to be shared with the provider/director. The staff will use a log to track when, how and who with and why the behavior occurs. This information will be analyzed by staff and find possible strategies that may overcome the problem. If the behavior continues, the staff will coordinate with family and try to implement strategies at home and in the daycare. The team will access professional support if needed.

Child abuse and neglect Report

“Child Abuse or Neglect” means as defined as “abuse” in ORS 419B.005 including but not limited to physical abuse, emotional abuse, sexual abuse, negligent treatment or maltreatment, and threat of subjecting a child to a substantial risk of harm to the child’s health or welfare. It’s important to know the warning signs of abuse because children often can’t or won’t speak up if they are being abused. They rely on the people around them to recognize something isn’t right.

Warning signs include:

- Physical signs on the child such as unexplained or unusual injuries
- Things the child says or does such as running away from home, self-harm, or fear of their parent or caretaker
- Things the caretaker says or does such as ignoring the child's needs or isolating the child

Any single concern may or may not mean a child is being abused. Consider what is typical for the child, their family, and their culture and community. You should report any reasonable suspicion of abuse. You don’t have to prove it.

How to report Child Abuse

- **Call 855-503-SAFE (7233) if you think a child is being abused or neglected.**
- You will talk to a Child Welfare screener.
- Be ready to give information about the child such as their name, age and where they live (if you know).
- The screener will ask about your concerns, including anything the child has said.
- What you share will be kept private (confidential).
- Read the [Child Abuse Reporting Guide](#) for more information about what to expect when you call.
- Other ways to report child abuse include calling a local police department, county sheriff, county juvenile department or the Oregon State Police.

Access to DELC (Department of Early Learning and Care)

The Department of Early Learning and Care (DELC) is a new Oregon state agency that supports the development and well-being of all Oregon children and ensures families in every corner of the state have access to high-quality early learning and care. DELC also supports child care professionals by providing technical assistance, professional development opportunities, business services, licensing, grants and other resources. DELC was created by the Oregon Legislature in 2021 to unify and strengthen Oregon's early learning system. On July 1, 2023, DELC was established, bringing together the Oregon Early Learning Division (from the Department of Education) and the Employment Related Day Care (ERDC) program (from the Department of Human Services).

The mission of the Oregon Department of Early Learning and Care (DELC) is to foster coordinated, culturally appropriate and family-centered services that recognize and respect the

needs of all children, families and early learning and care professionals. Our vision is that children, families, early care and education professionals and communities are supported and empowered to thrive. Families can access Oregon Department of Early Learning and Care following this web link <https://www.oregon.gov/delc/providers/Pages/default.aspx> .

The Department of Early Learning and Care is located at 700 Summer Street NE#350 in Salem Oregon 97301. Families can contact the via email early.learning@delc.oregon.gov or phone number 1(800) 556-6616

Health, Illness and Medicine

Pequeños Exploradores Spanish Immersion Daycare aims to provide an appropriate environment to assist children in all circumstances. All our staff are certified in First Aid and Cardiopulmonary Resuscitation (CPR). The program also has a medical kit to be used in the event of a minor accident and children could be treated immediately. It is necessary to have updated documentation with each child's medical information in order to better assist them.

Medical information/Immunization

It is imperative to have the up-to-date medical information of the child in their files. Our staff will ask each family to provide us with up-to-date medical information, and if applicable doctor's notes that disclose how we must approach immunization compliance and individualized health plans. We ask families to provide any medical documentation or prescriptions that are relevant to their child to protect all children in the program. These documents should have the child's doctor authorization or signature.

Pequeños Exploradores Spanish Immersion daycare has to file a vaccination report once a year. It is the family's responsibility to keep the child's vaccination updated. We will pull out children's immunization records from ALERT IIS(Immunization Information System). If a child

is missing one or more vaccinations The Health Department will inform the family via mail. It is the family's responsibility to take the child to the hospital to get the missing vaccination. Once the child receives all vaccination, please bring a copy to the daycare for reporting purposes. We follow guidelines provided by the Oregon Health Authorities Administrated rules.

Ill children and exclusion criteria

If the child is not feeling well/sick or has a high temperature due to illness, please do not bring the child to the program. Do not bring your child to the program if your child has any of the following symptoms: strep, pink eye, chicken pox, lice, or nits; excessive cough or sore throat; fever or headache; skin rash; inflammation of the eyes; blister or sores on the lips due to fever or cold and/or vomiting.

In the event that your child feels ill while in the daycare, our staff will contact the parents or guardians at the telephone numbers provided by them. In the event of an emergency, our staff is required to contact 911. Families are requested to keep their personal contact information updated.

Covid-19 and Monkeypox

Given the Covid-19 pandemic which started back in 2020 and the current rising rates of Monkeypox cases, we ask families to be even more vigilant of illness symptoms and respectful of our program's request for your child to stay home. We ask families to recognize that our program serves populations that are too young to be vaccinated against Covid-19 and that almost all of our children are not vaccinated against Monkeypox, and as a result our staff is trying to be extra vigilant and careful in making sure that we keep these diseases out of our facilities. Please note that if a child with either illness arrives at the daycare that they will be sent home and the site will be disinfected and sanitized to ensure the safety of all our children. To accomplish this,

we ask families to consider the child's health daily and make the proper choice of keep the child home if they are sick.

Medicines

Our staff will only administer medication when we are provided with written permission AND a doctor's note indicating the needs and instruction for prescription medication. Our staff will not administer over-the-counter medication, nor will we administer medication without all the proper paperwork. It is required by the program, and by the state, that all medication be in the original container with the child's name, date, name of the Doctor and instructions. The medicine must be prescription medicine, and it must be handed to our staff in person. Do not leave the medicine in your child's backpack. Please let our staff know if your child's medicine needs to be refrigerated for storage. Please note that staff will not be responsible for informing parents about the expiration of medication nor the supply of medication, that responsibility lies with the family.

Sunscreen and insect repellent

Sunscreen is considered a non-prescription medication and may be used for child care children under the following conditions:

- Providers must obtain written parental authorization prior to using sunscreen.
- One container of sunscreen may be used for child care children unless a parent supplies an individual container for their child. The sunscreen shall be applied in a manner that prevents contaminating the container.
- Parents must be informed of the type of product and the sun protective factor (SPF).
- Parents must be given the opportunity to inspect the product and active ingredients.
- If sunscreen is supplied for an individual child care child, the sunscreen must be labeled with the child's first and last name and must be used for only that child.

- Providers must reapply sunscreen every two hours while the child care children are exposed to the sun.
- Providers shall use a sunscreen with an SPF of 15 or higher and must be labeled as “Broad Spectrum”.
- Providers shall not use aerosol sunscreens on child care children.
- Sunscreen shall not be used on child care children younger than six months.

Allergy Individual Plan

A written care plan must be developed at the time of enrollment, or when an allergy is identified for each enrolled child who has an allergy that poses a threat to the child's health, safety, and well-being. The plan must include instructions regarding the allergen and steps to be taken to avoid the allergen; signs and symptoms of an allergic reaction; and a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions. The parent must be notified immediately of any suspected allergic reactions or if the child consumed or came in contact with the allergen, even if a reaction did not occur. All staff involved in care of the child must be trained on the written care plan.

Response to injury

Parents must be informed daily of any injury their child has had. The program has developed an injury written form. The form must be completed by the staff in care as soon as the injury happens. The form must be signed by staff and parents to acknowledge the incident. One form will be filed in the daycare while the copy will be handed out to the family. The staff must provide immediate support to the injured child; comfort and cold ice bag to relieve pain.

Hygiene

Pequeños Exploradores Spanish Immersion Daycare program assists and instructs children in cleaning and personal hygiene. To achieve this goal, we have a bathroom with all cleaning supplies for children's personal hygiene performance. Our staff has figures and signage to guide children on how to wash their hands, brush their teeth, and correctly use toilet facilities. The instruction and assistance are done in a positive way to encourage children to perform toileting and personal hygiene independently.

Diapering

The change of diapers will be carried out to children in need. As children grow, they are expected to meet their physiological needs independently and naturally. “Pequeños Exploradores Spanish Immersion Daycare” has installed a diaper changing table for the provider to use every time she needs to assist babies and infants. In the bathroom, the provider has all the tools, gloves, diapers and wipes to assist children as well as a washing hands sink. Our staff will change wet or soiled diapers promptly, checking children’s diapers at a minimum of every 2 hours, or more frequently to meet the individual child’s needs. Diapers must be changed when a child exhibits behavior that suggests a wet or soiled diaper.

Procedure

- Ready the diaper changing area (ensure all supplies are ready within reach).
- Wash your hands before you begin.
- Put on gloves after washing and dry your hands. Use non-toxic gloves only.
- Avoid soiling your clothes by gently picking up the child and holding them away from your body.
- Place the child on the changing table.

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- Remove disposable diaper and discard it in a garbage can that has a lid.
- Do not rinse soiled clothes or cloth diapers. Return them home (plastic bagged and tied) or send them to a commercial cloth diaper cleaning service.
- Clean the child's bottom from front to back with a pre-moistened cloth or a dampened disposable towel.
- Discard all soiled supplies including the disposable gloves.
- Do not leave the child unattended.
- Place a new diaper on the child and dress the child.
- Wash the child's hands with soap and water.
- Return the child to the activity area.
- Clean and disinfect the entire changing area. Have it ready for the next change.
- Wash your hands again for 20 seconds with soap and water.

Toileting/Potty training

Our staff recognizes that many of our children will learn how to use the potty during their time in our program. We are committed to aiding in that process, but we wish to emphasize that our staff will *reinforce* potty training behaviors, not teach our students to use the potty. Our program believes that potty training is best done when the child shows interest in initiating potty training, and we will do our best to reinforce that interest while at our daycare. That being said, if the child is using the potty regularly at home that does not mean that they will forego diapers or pull-ups automatically. Our staff recognizes that a child's behavior can change depending on the environment, and therefore our staff will hold the authority to decide when the child is ready to transition to underwear while at the daycare.

Reminder of using bathroom

Our staff will remind our children of using the bathroom whenever it is necessary. They will use any opportunity, when a situation allows, to remind children to use the bathroom. Our staff will allow children to go to the bathroom one at a time and will be close enough to assist them if needed.

The child is ready to use the bathroom independently

Our staff will instruct children on how to properly use toilet facilities until they can do so independently. To avoid any excessive number of accidents, the provider will decide when the child is ready to perform toileting independently. We recognize that some children may potty independently at home, but to avoid the possible biohazard of bodily fluids and waste, our staff will make the final call if they believe the child is able to remove and put on clothes, sit safely, use toilet paper properly, flush and wash their hands on their own. We ask for your patience with this process as we want to make this life skill learning experience a positive one for the children.

Toileting procedures

1. Sit down on the toilet.
2. Wipe with toilet paper.
3. Flush the toilet.

Handwashing methods

Washing hands can keep children healthy and prevent the spread of respiratory and diarrheal infections. Germs can spread from person to person or from surfaces to people when we:

- Touch our eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch surfaces or objects that have germs on them

- Blow our nose, cough, or sneeze into hands and then touch other people's hands or common objects

Procedure

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or an air dryer.
6. Turn off water using the paper towel.

Germ Transmission Prevention

Pequeños Exploradores Spanish Immersion Daycare places a great emphasis on germ prevention education, even more so now given the pandemic and current monkeypox outbreak. Our staff currently implements two focal ideas for germ transmission prevention: cleanliness and education. Our staff is always aware of our need to assure the facility is clean for our children, and we place great emphasis on the need to clean as they go. Our facilities are cleaned thoroughly daily after hours, and during business hours our staff is proactive in cleaning recently occupied play areas. We work fervently to assure germ transmission prevention, and as a result cleanliness is a priority for us.

Our program also believes that through education we can teach our children how to prevent germ transmission through adequate personal hygiene. Our staff will educate the children, in a positive way, on the importance of washing their hands, protecting themselves when they sneeze or cough, not sharing their food, and brushing their teeth to protect themselves and stop spreading or catching germs that make children sick.

The teaching of germ transmission will not only be instructed individually but in groups as well. Every time our staff believes it is necessary to reinforce these teachings, they will do so, emphasizing the different ways that children can apply that knowledge to protect themselves, their friends and their loved ones. Our staff will use any opportunity that arises organically to redirect the conversation to the topic of preventing the germ transmission. As the main focus, the program will increase the frequency of hand washing at all times, especially before eating and after using the bathroom. Likewise, great emphasis is going to be placed on preventing oral diseases by deep teeth brushing after meals.

Handwashing

Pequeños Exploradores Spanish Immersion Daycare has posters and signage in the bathroom to show children the proper way of hand washing. The images on the posters are self-explanatory and an easy-to-follow guide for children on the proper way to wash their hands. We have posted posters in both; English and Spanish. Our staff have accommodated all the necessary materials for proper performing of hand washing.

Teeth brushing

The program has an illustrative poster showing the order for correct tooth brushing. Our staff uses a timer (hourglass sand timer) to teach children how long to brush their teeth. We will supervise that the children repeat the process correctly to avoid accidents or any mishandling of the toothbrush and/or toothpaste. To prevent negative reactions to the use of toothpaste, we will place a pea sized amount of toothpaste in their individual glasses and the child will apply it to their toothbrush until they get used to using the toothpaste. The program will provide a new toothbrush to each child periodically to prevent the accumulation of germs that would harm their dental health, and the toothpaste that the children use will be appropriate for their ages and in an appropriate dosage ratio. This process will be under the constant supervision of our staff members.

Pequeños Exploradores Spanish Immersion Daycare Policies

To ensure that our program runs smoothly, and that parents are satisfied with the care and education we provide our children, we believe that transparency is key. Therefore, we have established policies that will minimize the possibility of miscommunication and misunderstanding. Our policies are meant to outline the expectations our program has, and what we require for our program to successfully. These policies are non-negotiable, and we hope that with this transparency we can provide both our children and families with quality childcare and education.

Arrival and Departure Procedures/parents responsibilities

- **Doors are open at 7 am. Monday through Friday.**
- **All children must arrive and be in the facility prior to 9:00 am. Late arrivals due to medical or dental appointments need to be informed to staff prior. We recognize that traffic could potentially cause late arrivals but please communicate this to staff as soon as possible.**
 - Our program runs on a schedule and late arrivals throw off the schedule for many of our children. It inhibits their ability to learn during their circle time and can conflict with mealtimes and naptime as well which would be enjoyable for your child. We ask families to be respectful of our schedule and abide by the arrival time.
- **Please notify staff as soon as possible about absences.**
 - Our staff, unless otherwise notified, is expecting for all our children to be present. If your child will be absent, please let us know as soon as you can so that we know not to expect them. If not notified prior, please note that our staff will

attempt to communicate with you and/or other emergency contacts to know about the child's whereabouts as we wish to assure that the child is safe with you.

- **Families must sign in AND sign out daily**
- **Children must bring an adequately sized backpack that can fit 1 change of clean clothes and a folder for their artwork and classwork. We do not permit children to bring toys or food from home (exceptions).**
 - It is the responsibility of the family to check the child's backpack daily, to ensure that the child has 1 change of clean clothes and that there are no toys or food inside the backpack. Our program prohibits children from bringing toys from home to daycare because they not only cause a distraction for the children, but we also cannot ensure the toy won't be damaged by the child's peers. If the child requires a sleep object (stuffed animal, etc.) that *object must stay at the daycare* and cannot be transported to and from school to avoid germ transmission. ***If the child has a dietary restriction, and has notified the staff, they are permitted to bring food, but must hand the food to staff so we can properly store it.***
- **Please ensure that your child(ren) is appropriately dressed for the weather.**
 - For your child(ren)'s safety, please make sure that they are dressed appropriately for the weather. We can loan clothes or shoes in the case that the child is not dressed appropriately.
- **Any/All clothes we loan to children must be returned to us the next day.**
 - Pequeños Exploradores Spanish Immersion daycare has accumulated a collection of donated and bought clothing which is available for loaning out when a child does not have weather appropriate/change of clothes or shoes. The amount of

clothing items we have has limited sizes and we have a limited quantity, and if clothes are not returned, we will not have any clothes to loan to children who need it. Therefore, we require clothes to be returned the following day to ensure that those clothes will be available for the next child who may need them.

- **Administration of medicine requires a doctor's note with the child's name, the prescription medicine must be in its original container, and written parental consent.**
- **The use of inappropriate language is not permitted at the daycare. If a child uses inappropriate language, they will be disciplined, and parents will be notified.**
- **Physical misbehavior and chronic misbehavior will incur a meeting between staff and family to set an action plan to correct the misbehavior.**
- **No ringing the doorbell between the hours of 1:00 pm - 2:10 pm.**
 - Naptime is scheduled from 1:00 pm - 2:00 pm, ringing the doorbell during this time can wake up/inhibit the children from taking a nap. Therefore, we encourage our families to contact our staff members via phone or text if you are picking up your child(ren) during this time.
- **Any changes in the pick-up persons require prior notification, and the person's name must be listed in the alternative pick-up person form. They will be asked for ID and password before being given contact to the child.**
- **All pick-ups must occur before 5:00 pm.**
 - Pequeños Exploradores Spanish Immersion Daycare is extremely strict with our pick-up times, as pick-ups after 5:00 pm inhibit our staff's ability to clean and leave work on time.

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- The protocol we have in place with later than 5:00 pm pick-ups is that we will attempt to call the family and emergency contacts. If after multiple attempts, we are not able to get into contact we will be obligated to call the authorities. Do be aware that due to the nature of the situation, with minors being involved, CPS will most likely be notified as well. As we don't wish for this to occur, we must restate that our business hours are non-negotiable and that emergency contacts ought to have the daycare's number saved so important calls aren't ignored.
- We are aware that emergencies occur, and that is understandable, but if late pick-ups become a habit staff will require a meeting with the family.
- **Our staff are Mandatory Reporters**

Meals

Pequeños Exploradores Spanish Immersion Daycare will provide or ensure the availability of meals and snacks appropriate for the ages and needs of the children served. We will store and maintain food at the proper temperature. We will prepare and serve food according to the minimum standards for food handler certification.

Infants feeding

Infants will be held or sitting up for bottle feeding. Children won't be laid down with a bottle for sleeping. Children who cannot feed themselves shall be held or, if able to sit alone, fed in an upright position. Infants up to six months of age shall be held or sitting up in a caregiver's lap or in a manner that provides safety and comfort for bottle feeding; Bottles shall never be propped. The child or a caregiver shall hold the bottle. Children of any age shall not be laid down with a bottle. When providing solid food it must be cut into small pieces ¼ inch cubes.

Meals

We offer two main meals: Breakfast and Lunch. We also serve two snacks: one in the morning and one in the afternoon. Food is served at the following times:

- Breakfast is served at 8:30 in the morning
- Lunch is served at 12:00 in the afternoon

It is important to indicate that breakfast consists of three different food groups, while lunch must have 5 different food groups (all meals must include milk and fresh fruit/vegetables).

Among the meals we serve daily, we have two snacks:

- The first at 10:15 in the morning
- The second snack is served at 2:15 pm.

Snacks are meals served between meals. These snacks must include fresh milk.

Children's dietary needs and allergies

If a child is in need of dietary food, it will be coordinated with the family and/or doctor. We will make sure the child receives the right amount of food and in conditions already agreed with the family and/or doctor. If a child is allergic to certain food, our staff will make sure that it is removed from his/her plate or food preparation. We will offer an alternative food to supply the missing food. The alternative food must be approved by the family or doctor.

Food brought from home

If a family prefers their child to eat food from home, they have the right to do so. The family may provide their own food. We will store the food in the refrigerator for food conservation. The food will be served during our meals schedule unless instructed directly from the doctor.

USDA Guidelines

All meals served by the program follow the United States Department of Agriculture's (USDA) guidelines. The food provided to students is complimentary, therefore free of charge for parents. The food our program provides is nutritious, and our children are never served leftovers. The food we serve is purchased weekly to ensure freshness. In addition, our staff educates children about the impact good nutrition has on their bodies.

Food service practice

Feeding time is used to teach table manners, where they learn about the spirit of helping each other and how to make table conversations. Children will be taught to wash their hands before meals. Children will be instructed to sit at the table quietly and wait for their meals to be served.

Children will be immersed in working together and helping each other. Children are taught to help set the table, ask politely for something, and thank those who are serving them. At

the end of the meal each child is instructed to return their plates and utensils to staff and be given a moist paper towel to help clean up after themselves.

Food storage and handling

All food will be kept in the refrigerator and freezer and at the right temperature. Some food will be kept in containers for storage. The needed food will be removed from the storage place right before preparation to avoid contamination. It is the staff responsibility to prepare the food correctly and use protective material (gloves) when handling food. The staff must wash their hands before food preparation and as needed. The food will be prepared following USDA guidelines. Leftover food won't be saved. All left over will be thrown to the compost bin.

Conversation at mealtime

Our staff will join the table with the children during mealtimes. This strategy will be used by the staff to encourage conversations with children about things that were done during the day or things that will be done after meals. Our staff will also use this moment to encourage children to try new foods without forcing them to eat.

Use of Cutlery

Our staff will instruct, reinforce, and help children use safe utensils appropriately until they can do it by themselves. They will assist children at mealtime depending on their needs. We believe that it is important to share mealtime with children to recreate family environments and encourage social relationships.

Support for parents feeding their infants

If serving children under 12 months of age, the center must have and follow a written feeding plan and schedule that includes the types and amounts of formula, human milk, and food that is obtained from the child's parent(s) and updated regularly.

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- Feed the child on their own feeding schedule and feed when hungry.
- Clearly mark formula, human milk, bottles, and food provided by the parent(s) with the child's full name and date and refrigerated if required.
- Do not give infant formula to an infant who consumes human milk, without parental consent. Give human milk only to the child specified to receive it by the parent(s).

Human milk must:

- (A) Be labeled with the child's full name and the date expressed;
 - (B) Be stored for no more than: 24 hours in the refrigerator when thawed or defrosting; or Six months from the expression date in the freezer.
 - (C) Be refrigerated or frozen until immediately before warming;
 - (D) Not be warmed in a microwave;
 - (E) Not reused after 2 hours from serving;
 - (F) Not be returned to the refrigerator, freezer, or re-warmed once warmed.
- If human milk or formula is given to the wrong child, parents of both children must be immediately notified and the incident documented as an accident/incident.
 - Human milk that has not been served, must be returned to the parent in the bottle or container that it was provided in.
 - Prepared formula, not used, may be returned to the parent or discarded daily, based on the preference of the parent.
 - When formula is provided by the center, it must be either:
 - (A) Commercially prepared, iron-enriched, ready-to-feed type; or
 - (B) Prepared from powder or concentrate and diluted according to manufacturers' instructions.

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- When formula is prepared on site, it must be mixed in a kitchen or classroom food preparation area approved by the environmental health specialist.
- When formula is provided by parents:
 - (A) It must come in sealed containers; and
 - (B) The caregiver must follow the manufacturer's instructions for mixing and storing of any formula preparation, unless requested by the child's parent(s) and with a medical practitioner's written permission.
- Whole milk, skim milk, 1 percent milk, and 2 percent milk must not be served unless requested by the child's parent(s) and with a medical practitioner's written permission.
- The center must not serve juice, of any kind, to infants.
- Infant formula cannot be mixed with cereal, fruit juice, or other foods without a medical practitioner's written permission.
- The center must not give infants, under six months of age, water to drink, without written approval by a medical professional. The center must warm bottles only in one of the following ways: under running, warm tap water; using a commercial bottle warmer; stove top warming methods, or slow cooking device; or by placing them in a container of warm water.
 - (A) Bottles must not be warmed in microwave ovens.
 - (B) Once warmed, a bottle must not be returned to the refrigerator or re-warmed.
 - (C) Warming devices must remain inaccessible to children.
- Bottles, bottle caps, nipples and other equipment used for bottle feeding that a certified child care center provides must be cleaned and sanitized by washing in a dishwasher or

by washing, rinsing and boiling for 1 minute. Nipples must be stored in a closed container after sanitizing.

- Solid foods fed to infants must be selected from the Child and Adult Care Food Program Meal Pattern (CACFP):
 - (A) Solid foods must not be fed to infants less than four months of age;
 - (B) Commercially packaged baby food must be served from a dish and not directly from the factory-sealed container;
 - (C) Leftovers in the serving container must be discarded;
 - (D) Solid foods, with the exception of finger foods, must be fed with a spoon; and
 - (E) Food must be cut into small pieces no larger than 1/4 inch cubes for infants and 1/2 inch cubes for 1-year-olds.
- Partially served containers of baby food must be either sent home with parents or the contents discarded daily.

When bottle feeding, a certified child care center must:

- Hold infants up to 6 months of age and older children who cannot hold their own bottles or sit alone;
- Ensure the infant's head is elevated while being fed; and
- Not allow infants to walk around with or sleep with a bottle or training cup.

A certified child care center must not lay a child of any age down with a bottle or training cup. A certified child care center must not prop a bottle by any means at any time. When feeding solid foods, a certified child care center must ensure that infants are fed in an upright position.

As soon as the child exhibits a desire to feed themselves, the child must be assisted and

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encouraged to use their fingers for self-feeding, eat with a spoon, and to drink from individual cups.

Infant Safety sleep

For **Pequeños Exploradores Spanish Immersion Daycare** safety is very important for everyone who is in the program. We have internal regulations that allow us to be safe at all times while in the program.

Proper Care and Handling of Bed Linen

Children's bed lines include pillows, covers and blankets that are used on cots, mats, cribs or futons. The proper care and handling of bed linen reduce the spread of illnesses in the child care center. We will follow this guidance:

- Each child will have their own lines, stored in individual bags or proper containers.
- Kids won't share personal bedding items. They should be properly separated from other children's personal items.
- We will store cots and mats in personal bags with the child's name to avoid contamination.
- We will clean and sanitize cots or mats weekly.
- We will change linen as needed.
- We will wash and dry linen at a high temperature setting weekly.

Safe sleep and practice

It is a requirement that all our staff is trained in safe sleep. It is expected that all staff will monitor children's napping time to reduce the risk for Sudden Infant Death Syndrome (SIDS) and other sleep-related causes of infant death.

It is our responsibility to provide a crib, bassinet or portable play yard with a firm, flat mattress and a fitted sheet to children for napping time. We won't let children sleep on a couch or armchair or in a seating device, like a swing or car safety seat (except while riding in the car).

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We will keep loose blankets, pillows, stuffed toys, bumpers and other soft items out of the sleep space. The sleep space will be temperature according to the weather. We have an HVAC system that will help us provide the right temperature for our building.

Monitoring of sleeping infants

It is expected that all staff will monitor infants/children's napping all the time to reduce the risk for Sudden Infant Death Syndrome (SIDS) and other sleep-related causes of infant death. We will coordinate to have enough staff to monitor infants' napping at all times. The responsible staff will make sure to be in a place where she will keep eye contact with all sleeping infants. We also have a video camera to monitor infants' sleeping time.

Use of pesticides and other potential toxic substances

Our program has also installed child safety strap locks for fridge, cabinets, drawers and dishwasher to prevent accidents. Cleaning materials, sharp objects or any object that presents a danger to children are stored and secured so that our children do not have access to them. Gardening tools and equipment are secured in a locked and secure environment, preventing our children from accessing them. Our program also has an emergency kit that will be used by staff when needed. This kit is always at the reach of staff.

Water activities

No water activities in pools or other places that may involve drowning will happen at our center. Pequeños Exploradores will do a water sensory table. This activity will happen in our playground area. The water sensory table is a small container 12"x12"x8" inches. This container is placed on a table structure. A picture of our water sensory table is displayed on this page.



Prohibited substances

Our program won't store prohibited substances in our premises. We are not going to expose our children to substances that may cause body/brain damage. Our staff is an example of good manners, behavior and ethics.

Injury policy

Injury prevention

We have installed electrical outlet covers to child proof outlets to prevent children from receiving electric shocks. We have also installed door knob safety covers for children. These covers make it difficult to open doors so that children cannot leave the house or enter private rooms. All liquids that may potentially cause damage to children are stored in secure places.

Response to injury

Parents must be informed daily of any injury their child has had. The program has developed an injury written form. The form must be completed by the staff in care as soon as the injury happens. The form must be signed by staff and parents to acknowledge the incident. One form will be filed in the daycare while the copy will be handed out to the family. The staff must provide immediate support to the injured child by using first aid guidelines.

Procedure for requesting or taking a child to emergency medical care

When the child is in need of medical assistance, the staff must call 911 and request support from another staff or adult. The staff must stay with the child at all times until medical assistance arrives. If the child is badly injured, the staff won't attempt to move the child. The staff must keep talking to the child at all times to comfort the child. The provider or director must initiate the communication with family or emergency contact person. The only way to transport a child from the center to a medical premises is through an ambulance. Staff will follow first aid guidelines and comply with direction from medical/emergency personnel.

First aid measures for serious accidents

If a child has a serious accident, the staff must monitor their vital signals, such as breathing, until help arrives. Don't forget to keep talking to the child at all times. Put the child on the ground very gently and cautiously without vigorous handling to prevent further injury. Turn the child to one side. Loosen clothing at neck, chest and waist. Tilt the head back, point the face slightly down so the tongue can fall forward allowing blood and vomit to drain out. If the child deteriorates and becomes unconscious, open the airway, check their breathing and if necessary start the **CPR** process. Re-alert the emergency services that the child is now in cardiac arrest.

Put the victim on the ground very gently and cautiously without vigorous handling to prevent further injury. Turn the victim to one side. Loosen clothing at neck, chest and waist. Tilt the head back, point the face slightly down so the tongue can fall forward allowing blood and vomit to drain out.

Routine care for treatment of minor injuries

- Wash your hand and put on gloves
- Consider that pain is your body's way of telling you to rest an injured area
- Get an ice and place it on the affected area. Ice is a great pain reliever.

- Star compression. Putting pressure (compression) on an injury helps limit swelling and gives support.
- Keeping an injury raised (elevated) helps reduce swelling.

Standard precautions to handle potential exposure to blood and other potentially infectious fluids

The Bloodborne Pathogens standard recommends standard precautions and includes personal protective equipment, such as gloves, gowns, masks and eye protection and face shield to protect employees from exposure to infectious diseases.

Wash your hands and wear the necessary equipment to protect yourself. If the child is bleeding, apply pressure to the cut area with a clean cloth. Clean the wounded area with clear water to disinfect it. Cover the wound with a bandage or gauze. Make sure to replace the bandage daily to avoid any infections.

Visitors and any other adult not enrolled policy

It is our policy that all visitors or volunteers in our program without or conditional enrollment in the CBR may not have unsupervised access to children. All our staff are required to be enrolled in the CBR and must maintain current enrollment in the CBR at all times while the registered family child care license is active. It is the director's responsibility to have a written plan to ensure that individuals who are not enrolled or conditionally enrolled in the CBR and are on the child care premises shall not have unsupervised access to children. The director must maintain a log of arrival and departure times of all individuals who are not enrolled or conditionally enrolled in the CBR and enter the home while child care children are present, excluding persons authorized to drop off and pick up a child care child. The plan must be

specific and detailed on the visitors transition in the center. The plan may vary depending on the purpose of the visit.

Emergencies

The Brazee Facility

Our program manages safety for all children and adults in the daycare very seriously. In the event of a fire, our facility has two extinguishers that will be used to extinguish any fire. Moreover, we have smoke detectors that will be activated at the first signal of smoke. The daycare has **EXIT** signs that indicate where to evacuate from and lead children and staff to the pre-established secure places. Our staff will routinely conduct emergency drills until children get used to the sound of the detectors that will indicate them to leave the premises without any problem.

In the event of an earthquake, the program has two established evacuation areas. The first evacuation area is at Jason Lee Elementary School. This school is 5 blocks away from our premises. In addition, we have the second area which is McDaniel's High School. We will be meeting at the tennis area near the school and parents can contact staff via the cellphone number provided.

Center Facility at Sandy Boulevard

In the event of a fire, our facility has smoke detectors installed that will sound their alarm at the first signal of smoke, and we have fire extinguishers allocated in the facility. The facility has **EXIT** signs that indicate where to evacuate from and lead children and staff to the pre-established secure places. The first action will be to walk to our parking lot or playground.

In the case of earthquakes, our children and staff will evacuate the facility and proceed to Prescott Elementary School. Here we will meet, and parents can contact staff via the cellphone

number provided.

It is the staff responsibility to bring the emergency backpack with them. We have all the needed items in the backpack to assist children during an emergency. We will also keep an emergency list of families' names and updated phone numbers to notify them of our location and coordinate who will pick up the child.

Inclusion Policy

Pequeños Exploradores Spanish Immersion Daycare is a program that believes that the equity and inclusion of all children is a necessity in creating a better and more fair community. We will not exclude any child or family regardless of their race, color, language, culture, religion, or any special need because we believe that everyone should be given the same opportunities. The provider will provide equal opportunity to all children. We know that not all children learn the same way. Some children are visual/hands-on learners and others are analytical. For this reason, our staff will ensure that all activities can be conducted from the two above-mentioned angles.

Additionally, we will have activities that allow us to use and practice Spanish, our target language. We need children to be able to explain the work they are doing, their concerns, needs and tastes or preferences using appropriate and varied vocabulary.

Another aspect of inclusion is allowing children with physical disabilities access to all the places and all the activity stations the program has. The provider is prepared to accommodate and make all necessary changes for the inclusion of all children.

Children with special needs

The program aims to accept all children regardless of their physical or medical condition (temporary or permanent). Our staff is willing to coordinate with families and community

specialists to meet the needs of children with special needs. We are ready to make the necessary accommodations and changes that any child may require to easily access the program or activities we prepared for all children. Our mission is to provide the best service to all children.

Exclusion and Expulsion

Pequeños Exploradores Spanish Immersion Daycare has a **No Exclusion or Expulsion policy**. Rather than excluding or expelling children, we (provider and families) must work together to scaffold children's misbehavior by teaching, modeling or redirecting the behavior. We believe that working together we can build strong relationships among children by talking about their strengths, our concerns, and strategies that can be implemented at home as well as in the daycare.

Families can help by:

- Reading and asking questions about our policy.
- Informing the provider in advance about your child's needs, interests, and preferences for routines like sleeping, eating and interacting with others.
- If you are concerned about your child's behavior or challenges, share it with the provider and plan possible responses/strategies to scaffold it.
- Being open to suggestions, support or help from the provider/behavior specialist.
- Requesting professional support if needed.
- Following through on getting a screening or assessment if suggested.
- Supporting at home the strategies planned by the provider/specialist to scaffold the behavior.

Provider can help by:

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- Informing family about the guidance and discipline practices implemented in the daycare.
- Implementing a behavior tracking log to document when and why the behavior happens.
- Utilizing the implemented practices as learning opportunities to guide the child's behavioral development and set appropriate goals to support the child's social, emotional, and behavioral development.
- Communicating the child's progress with the family and making changes, if needed, to help the child.
- Finding support from early childhood specialists, mental health consultants, behavioral coaches, or private special health support.

Use of technology

Pequeños Exploradores Spanish Immersion Daycare understands that technology is part of education. Technology misuse may cause dependency in children and consequently damages children's brains. However, selective and controlled technology use can have positive effects on the child's emotional, social and cognitive development areas. Our program aims to limit the use of technology to only music and audiobook use. Occasionally, we may show the children a movie, but we will notify families about this prior to showing the children.

Communication to Families

Our staff will notify families about the use of electronic devices in the program. We will use technology to support our children's learning. Our staff will use technology for our transition music, audiobooks, or the special occasion age-appropriate movie.

Active Participation of Children

The children will be an active part in the development of the educational programs that the provider will use during the day. Part of the visual programming are songs that our staff will

use to keep the children active. During the visual programs our staff will pause the video to verify understanding and analysis of the topic. They will ask a series of questions to measure the degree of understanding and analysis of what has been observed.

During meal or food

No electronic device will be turned on during mealtime or snacks because it will alter the purpose of the meal and the conversation that will take place during meal. We believe that electronic devices will distract children while they are fed.

Restrictions for children

Children under two (2) years of age may not use any type of electronics during the day. Educational programs will not include the participation of children under 2 years of age. As an alternative, our staff will have a special area where toddlers (under 2 years old) can do parallel activity.

All programs with violent content will be omitted. The time in front of the screen will not exceed 60 minutes per day. The display will not replace an educational activity. Television may not be used during mealtime, and children will not choose the programs.

Restrictions for adults

Electronic use for personal business during work hours is prohibited for staff. Our staff may use their cellphones to communicate with families in cases of emergency. Staff must be alert to the children's interactions at all times. Distraction from staff's supervision may lead to problems, accidents or unwanted behaviors that undermine the work done.

Interaction with Children

Our staff will speak and address children with respect. We will always model a positive attitude in front of children so that they can replicate the same manner in front of other people. During the instruction with children, our staff will use open-ended questions that will lead to short and complex answers depending on the child's age.

Our staff will give positive feedback to children to increase their self-esteem and thus, increase their sociability and emotions. We believe that the positive actions, feelings and emotions from children should be valued and recognized by adults. Therefore, a stimulated child acts and participates positively. We will always have positive comments and encouragement to give them during conversation. All scheduled activities in daycare are supervised, and it is our staff's responsibility to participate in these activities. When a child does not understand the directions, we will repeat or extend the message, in this way, the child will have a better understanding of what was asked or explained. Our staff will use sample or parallel stories to clarify children's feelings and/or actions.

According to Vygotsky, learning is a process of building new knowledge. For a proper cognitive, social and emotional building knowledge, scaffolding is crucial in the learning process. **Pequeños Exploradores Spanish Immersion Daycare** will carefully plan all activities to provide academic, social and emotional support that is tailored to each child and their needs. The environment organization is in accordance with the program activities. It is our goal to provide adequate and professional learning support to all children.

Procedures in the Program

Class policy in case of inclement weather

In the case of inclement weather our staff will communicate with parents if the daycare will be open for that day. Our program is adamant about keeping our program open in most cases of bad weather, however if the inclement weather affects the power in our facilities, then our facilities will be closed. However, regardless if our facility is open, ultimately it is each family's decision about whether or not your child attends.

Conferences

Pequeños Exploradores Spanish Immersion Daycare and families will have two types of conferences: at the beginning and at the end of the academic year to discuss children's progress and needs. These conferences can be conducted in person or over Zoom or Google Meet, and our staff will try to accommodate the best we can to work with your availability.

Authorization to be photographed or filmed

Our program asks families to sign authorization sheets so that their child(ren) can be photographed or filmed. The sole purpose of the photographs or filming is to support and show the activities that the program does to the website of **Pequeños Exploradores Spanish Immersion Daycare**, and for educational institutions, such as Oregon Child Care Office.

Absences

Communication between our staff and families is crucial for the child(ren)'s best academic, social and emotional development. Therefore, if the child is not able to continue in the program due to:

1. health reason or

2. family reason

Please contact us as soon as possible. If no one answers, please leave us a message indicating the child's name and the reason for absence. All other types of absences can be planned, and it is the parent's responsibility to inform the provider in advance.

Payments

Payments for the program occur primarily through Baby Promise, Preschool Promise, or Preschool for All. If your child is enrolled in these programs, then the payment will be handled by these organizations. If your child is not under any of these programs, then the payment will be expected at the beginning of each month.

Withdrawn of a child from the program

If for any reason the child is withdrawn from the program, we ask the family to notify our program in advance. We need at least two weeks in advance for the child to be withdrawn from the program. Unexpected child withdrawal from our program is difficult for **Pequeños Exploradores Spanish Immersion Daycare** as we must get into contact with families to confirm the withdrawal.

Arrival and departure

At the time of enrollment, the provider asks families to indicate the days and times children will arrive and be picked up from the program. We ask parents to be on time when dropping off and picking up their children. Drop offs must occur before 9:00 am, and pick-up at the latest must be at 5:00 pm. It is very important that parents respect the schedule because our staff needs to proceed with our schedule on time and be able to leave work on time. Children may only be picked up by parents/guardians or authorized relatives. If the child is not picked up at the indicated time, the provider will contact the parents/guardians and emergency contacts. We

will attempt to call both parents/guardians and emergency contacts multiple times, but if no contact is made, we are obligated to contact the authorities to report the situation. We would like not to reach this step, and therefore we urge families to respect the pick-up times and to make sure their emergency contacts are aware that the daycare may call them.

Confidentiality of information

Our staff know that all information about the child and family must be kept confidential. No person should have access to the information that the family has made privy to our staff. The information will only be available to parents, our staff, and the Child Care Development supervisor. If any other person wishes to have access to any type of information, the person must have direct permission from the family. It is the responsibility of all staff working in the program to maintain the confidentiality of the child and family's information.

Ethics and professional responsibility

Pequeños Exploradores Spanish Immersion Daycare is committed to having trained staff in ethics and professional responsibility. It is the responsibility of the provider to coordinate with trainers (PSU, MHCC, Child Care Resource & Referral of Multnomah County, etc.) for staff to receive the appropriate training in ethics and professional responsibility. Our staff will have annual meetings to remind them about the confidentiality of the information of the children and their families. Likewise, they will discuss the professional ethics that all assistants must keep during working hours.

Modification of personal information

The personal information of children and family should be updated when needed. The only way we can update the information in the child's file is upon the family's request or when the provider notices the child's status change. It is necessary to have children's information

updated to be able to serve them better. When our staff notices that some of the children's information is inaccurate, they may ask the parents for a meeting to update the information. Our staff will meet with each family at least once a year to verify that the information in each child's file is accurate in order to adequately serve them.

Family Involvement

Family involvement in the child's care and education is a must. Children need guides and role models. Children tend to imitate everything adults do. The program wants and needs families to take an active part in their children's education and care. Therefore, **Pequeños Exploradores Spanish Immersion Daycare** has an open-door policy open to all families who want to participate in the activities the provider prepares for children. We only ask families to notify us in advance. We will also encourage parents to participate in person in the following events:

- At the enrollment time.
- Meet your new teacher event.
- During the Parent - Teacher conferences, at least twice a year.
- Daycare anniversary date.
- Graduation Ceremony.

Children's Attendance

The child's attendance to the program is very important and necessary for better education. We ask families to bring children on time. and ready to start learning and interact. Being late to the program could mean missing some activities that are very important for the child's cognitive, social, and emotional development. Likewise, families are asked to pick up

their children on time because the provider needs to set the daycare and plan the next day's activities.

Family Input: Comments, Complaints, or Concerns Procedure

Families have the right to provide input: comments, claims or complaints to the provider for any action or service they think was not appropriate. We ask families to contact our staff or director right after observing any problems or incorrect actions. It will be our pleasure to correct, change or improve our work for children's well-being. We will look for an intervention to solve the problem. We encourage families to let us know of anything they consider incorrect.

Families at program meetings

The program has established three meetings with parents to discuss children's academic progress. These meetings are scheduled in our calendar year. These meetings have two specific objectives:

1. Our staff will explain the child's progress in different academic, social, and emotional areas. This time is important for families to know everything their children are learning in the program.
2. The families will be able to give opinions to the provider and communicate or propose new ideas, changes in the children's care.

The program also has an annual meeting with all families. This meeting aims to celebrate the families, their children's accomplishments and culture. This meeting is held in June of each year. All families are invited in advance so that they can plan ahead, their agenda and join us for a moment to socialize.

Holidays

Pequeños Exploradores Spanish Immersion Daycare has holidays and scheduled closures, which will be disclosed in our yearly calendar.

Vacations

Pequeños Exploradores Spanish Immersion Daycare will have an annual vacation that will be notified via our yearly calendar.

The reason for the holidays is to give the staff a period of rest and relaxation. During the rest period, the program will renew energy, adjust the curriculum, create new activities and improve daycare service by attending training sessions.

Opening Hours

Pequeños Exploradores Spanish Immersion Daycare hours of operation are Monday through Friday from 7:00 am to 5:00 pm. The program is firm on these hours and asks for families to respect and be aware that picking up later than 5:00 pm is inconvenient to staff and hinders their ability to go home on time. Please note that in the case, where a child has not been picked up before 5:00 pm, and neither family nor emergency contacts cannot be reached, our staff is obligated to notify the authorities. For this reason, we would like to reiterate that families are expected to respect the established schedule.

Authorization to be Filmed and Photographed

I _____
parent of _____

I give written permission for my child's image to be portrayed by program staff. I understand that the purpose of the photographs or videos in which my child participates may only be used for educational or promotional purposes of the program. Below I indicate the type of authorization:

- I authorize my son to be photographed
- I authorize my son to be filmed
- I do not authorize my child to be photographed
- I do not authorize my child to be filmed

Parent's name

Parent's signature

Date _____

Family Assistance Agencies

Agencies	Telephone
Child Abuse Line	503-731-3100
Crisis Teen Line	503-233-8111
Drug Complaints	503-823-3784
Family Services Division (allegations of child abuse or domestic violence)	503-823-0090
Food in an Emergency (Sunshine Division)	503-823-2102
Complaints Unit (vandalism, theft, car theft)	503-823-3333
Crime Prevention Service	503-823-4519
Emergencies	911
Non-emergency phone number	503-823-3333
City of Portland	503-823-4000
Firefighters 8645 NE Sandy Blvd. Portland Oregon 97220	503-618-2691
Portland Police www.portlandpolicebureau.com	
WIC	971-673-0040
DHS	971-673-2040

Pequeños Exploradores Spanish Immersion Daycare

Accident Report

Date: _____

Child's name: _____

Another child involved: _____

What happened? _____

Where did it happen? _____

*injuries requiring the attention of licensed health care professionals must be reported to CCD within 7 days.

Staff's signature: _____ Parent's signature: _____

Pequeños Exploradores Spanish Immersion Daycare

Reporte de Accidente

Fecha: _____

Nombre del niño: _____

Algún otro niño involucrado: _____

¿Qué sucedió? _____

¿Dónde sucedió? _____

*Las heridas que requieran la atención de una profesional de la salud deberá ser reportada al CCD dentro de los 7 días.

Firma del personal: _____ Firma del Padre _____

Pequeños Exploradores Spanish Immersion Daycare LLC

2024-2025 calendar

● First and last day of school
● No school / Vacation

● Parent-Teacher conferences
● Professional development / no school for students

Pequeños Exploradores Spanish Immersion Daycare LLC

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

28 Last school day of summer Session
 29-30 No school for students / Professional development

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 No school / President's Day
 18 No school for students / Professional Development

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No school / Labor Day
 3 First day of school

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 No school for students / Professional development

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 No school for students / Professional development

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2-4 Parent-Teacher evening conferences / Regular classes / Early release

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 No school / Veterans day
 25 No school for students / Professional development
 28-29 No school / Thanksgiving Day

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 No school for students / Professional development
 26 No school / Memorial's Day

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4-6 Parent-Teacher evening conferences / Regular classes / Early release
 25 No school / Christmas Day

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

17 Last day of school / Graduation Day / Graduated students only
 19 No school / Juneteenth Day
 20 No school / Professional development
 23-30 Staff's vacation

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 No school / New Year's Day
 2 No school for students / Professional development
 20 No school / M.L. King's Day

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-18 Staff's vacation
 21 First day of summer session