

Dear Parents,

Welcome to a New School Year!

We thank you for the trust you have placed in us and we assure you that our biggest wish is to exceed all of your expectations.

We believe that a happy child is best-suited to reach its optimum emotional, intellectual and motor-skills development. For this, it is imperative that the child perceive an environment filled with peace, harmony, happiness and respect.

Please find below a summary of our philosophy and work style, which may be of interest to you.

The Management

The importance of early stimulation:

Neuro-scientists have concluded that the brain absorbs more information during the first 3 years of life than at any other period in life. Therefore, the neurological development of an adult depends principally on the early stimulation that it received during the first 3 years of life.

It is essential to give our children the opportunity to benefit from an enriching early stimulation programme.

Happy Faces provides:

- Trained personnel
- Today's best programmes and materials for early stimulation available on the market.
- A limited and reduced number of children per classroom
- Large space and facilities:
 - a garden of approximately 900 square meters
 - a motor-skills area,
 - a room for diverse activities,
 - an area for art and music,

- a dining room and others.

Our philosophy

- Our programme encourages children to participate in activities that develop:
 - intellectual skills
 - motor-skills
 - sensory skills,
 - language skills,
 - social skills and
 - everyday practical skills with which children gain a sense of independence and self-confidence.
- Our programme includes:
 - human values
 - music and rhythm
 - Spanish, English
 - Early stimulation: concentration, memory, reasoning skills, among others.
- Our teachers will provide formal and informal presentations
 - Formal presentations are short activities, previously prepared by the teacher and which take into account the level, the specific interests, needs and capabilities of the children in the classroom.
 - Informal presentations are those that emerge at the moment when the child is working on an activity of his/her choice. The teacher who is observing the child will seek to present, show and provide the child what he/she needs at the appropriate time.
- Through daily observations, planning and preparation, the teachers will be certain to have the appropriate materials and presentations related to the activities for the time that the child is most apt for learning the desired objective.
- Our classrooms and facilities are decorated in neutral and calming shades, so as to create a harmonious and calm environment which favours learning, concentration and the integral development of the child.

Our Schedules

The school will be open from 8:00 to 17:00 h

The school-day schedule will be:

8:00 to 9:00	Crèche / Day care
9:00 to 12:00	Early stimulation activities
12:00 to 13:00	Lunchtime
13:00 to 15:00	Nap time/ activities (starting 3 years up)
15:00 to 16:00 or 17:00	Crèche / play areas / diverse activities.

We kindly request punctuality with regards to the above schedule.

It is important for the children and for classroom dynamics that all the children be settled in the classroom before any activity can begin.

When registering a child, the parents will choose a desired scheduling option. We kindly ask that parents respect their agreed-upon schedule and notify the teacher in the event that a modification is required. Please make a note of this on the child's journal.

Dining Facilities

Happy Faces Kinder center is very much concerned with proper nutrition. We offer a high-quality food service. A cook will prepare daily menus offering varied and well-balanced foods for the children. The children will eat in a dedicated and pleasant dining area with garden view and classic music. The teachers will be responsible for feeding the children of their own class, thus providing a safe environment for the students. The idea is that eating time should be a time of relaxation and enjoyment.

Adjustment Period:

The first few weeks of a child's school-life require close supervision by the parents and teachers, given that a child will go from the safe, closed and well-known environment of his/her family to a completely new environment and

surrounding.

We wish to offer some suggestions that might facilitate this adjustment period for the child.

- It is best if the children see their parents at the school as confident and trusting. When the parent leaves the child at the school, they should have a calm and joyful attitude, without letting the child sense any possible concerns.
- During the first few days, it is possible for parents to enter the classroom and play with their child if it is considered that the parent's presence is a positive and favourable factor.
- We recommend that each child's stay at the school increase progressively. When possible, it is best if the child stays for one hour on his/her first day and that the duration of the stay increases with time, until it reaches the full agreed upon schedule. We also recommend that the child come every day, so as not to prolong the adaptation period.
- We recommend that parents schedule a meeting with the teacher within the first few weeks of the school year in order to follow the adaptation period and take into account any problems that may arise in school or at home.

Hygiene and Health:

Because the immune system of a child is not fully developed, young children are generally more susceptible to infections. When one child in the classroom is ill, he/she puts all the other children at risk of contagion. For this reason, we kindly inform that parents can't bring their child to the school if he/she has the following symptoms:

- Cutaneous rash or other contagious dermatological outbreaks (chicken pox, measles, etc.)
- Conjunctivitis (pink eye).
- Intestinal parasite (Diarrhea).
- Fever exceeding 37°.
- Lice
- Infections in the mouth

If a medicines need to be administered to the child, the medication and doctor's receipt needs to be given to the teacher. The dose and time of each application should also be written on the box of the medicine. In the event that

a child become ill during the day, the school will immediately call his parents so that they may come pick him/her up from school.

If a child is allergic to a medicine or type of food, please inform the school management and teachers. In addition, please make a note of this on the child's Registration form and in his/her journal.

School Administration

The acceptance of a child's registration secures the placement of one child into a class and in turn, commits the parents to ten monthly payments. July is optional.

Monthly payments will be due on the first week of each month and can be made directly to the School Administration or through the banking system ("domiciliación").

A child's absence from the school does not preclude the payment of monthly fees.

Any change to the child's agreed-upon schedule will be communicated to the School Administration and will be noted in the child's journal.

We kindly request that parents notify the School Administration of plans to withdraw a child from the school (with a note in the child's journal) at least one month in advance.

Calendar

The school will be open every working day of the year, with the exception of holidays indicated in the Calendar and Annual Program indicated in our web.