

BEIJA FLOR: OUR EARLY CHILDHOOD PROGRAM

PARENT HANDBOOK



“The way we respond to our children
is the way they will learn how to
respond to themselves.”





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Welcome Message from Our Pedagogical Director



Dear Families,

It's with immense warmth and deep gratitude, I extend a heartfelt welcome to our cherished community encompassing our Early Childhood Program. It is an honor to be entrusted with your beloved children, who grace us with their innocence. In these formative years, we recognize the profound impact early childhood holds, setting the stage for a journey into adulthood. We feel truly blessed that you have chosen us as your extended family, your home away from home. Our commitment to your children is deeply heart-centered, while embracing regenerative approaches. Our children are indeed our inspiration and our greatest joy. Please feel free to reach out at any time. We are here to support you in every step of your child's growth.

Warmly,

Halimah Harden

Halimah Harden
School Founder & Director





About Our Program

Beija Flor is an intimate Early Childhood Program specializing in nurturing children ages 2.5 to 6 in a bilingual (English and Spanish) environment. With a small group size, Beija Flor provides individualized care and attention, creating the ideal environment for children to flourish. At the heart of our program are three guiding pillars: honoring the wholeness of the child, nurturing through regenerative and sustainable approaches that respect the natural world, and serving as an extension of the family and our local community.

Our heart-centered approach embraces each child's development, offering gentle and rhythmic responses to their ever-evolving growth and experiences. Through our nurturing environment, children feel deeply seen, held, and encouraged to explore their unique individuality while flourishing as part of a greater whole.

At Beija Flor, there is a natural rhythm to the day – a gentle flow between focused engagement and joyful free play. This cadence mirrors a child's curiosity, creativity, and support for movement and rest, fostering a sense of wonder and wholeness that extends far beyond our heart-centered space. It is with immense gratitude, tenderness, and love that we hold these precious foundational years, honoring the magic and beauty of this ripe stage of life and the privilege of walking alongside each child and family on this journey.



Rhythm of Our Day

Daily Rhythm Monday—Thursday

8:15	Free-Play & Fruit
9:30	Spiral & Storytime
9:45	Special Activity
10:15	Handwash & Snacktime
10:45	Permaculture Play
11:30	Booktime & Handwash
11:45	Lunchtime
12:15	Rest & Calming Activities
12:30	Nature Walk
1:30	Handwash & Snacktime
2:00	Gratitude Spiral & Pick-Up

At Beija Flor, we honor the importance of rhythm in early childhood, recognizing that these foundational years are critical for strengthening a child’s overall well-being. Our heart-centered approach embraces a breath-inspired curriculum, weaving a gentle flow between moments of focused engagement and joyful free play. These two elements mirror the natural rhythm of the breath – the focused engagement serving as the inhale, a time for children to come inward through introspection and purposeful activity, and joyful free play as the exhale, a time for outward expression, exploration, and creative release. This harmonious balance nurtures the child’s circadian rhythms, supporting their need for predictability and stability while encouraging their innate curiosity and creativity to flourish.

The rhythm of the day is a living, nurturing force that holds and strengthens the foundation children are building during this pivotal stage of life. By thoughtfully aligning with their natural rhythms, we support the development of healthy habit bodies, which serve as the cornerstone for innate strength and well-being as they grow. This gentle cadence allows children to feel both grounded and free, honoring their need for both inward stillness and outward expression. In this way, Beija Flor’s rhythm of the day provides a sense of security, as well as a foundation for lifelong balance, joy, and harmony.



Commitment to Our Families

We are committed to transparent and effective communication with our families, which is at the forefront of our approach. We provide:

- Updates on your child's daily experience
- A daily lunch menu detailing what the children have eaten
- A daily bathroom chart

Throughout the year, we offer parents two annual *Child Development Check-Ins*, fostering an environment where we collaboratively discuss and celebrate their child's development. These conversations provide an opportunity for shared understanding and alignment as we nurture each child's growth.

We embrace an open-door policy that encourages parents to reach out and communicate with us at any time. We welcome and deeply value this ongoing dialogue, recognizing that open and collaborative communication enriches the connection between home and Beija Flor, while supporting the overall well-being of the children during these precious foundational years.





Community Commitment

We value deep interconnectedness of child, family, and community—embracing the spirit of Ubuntu—“*I am because we are.*” This philosophy guides us as we help to nurture both the children and greater community that surrounds and supports us. By fostering meaningful connections, we honor the essence of *Pura Vida*—a life of simplicity, joy, and harmony in action.

Highlights of Our Program & Community Connection:

- **Child Development Check-Ins:** We offer two check-ins to collaboratively share and celebrate each child’s growth.
- **Friday Community Dinners:** Every Friday, families are warmly invited to join us for a community potluck dinner. This event is optional, as our community dinner is hosted for all in the Montezuma and Santa Teresa area.
- **Parent Date Night:** Once a month, we care for the children while parents enjoy a well-deserved evening out, recognizing that by supporting parents, we are also caring for the children.

Through these meaningful offerings, we are committed to creating a space where families and the community come together to support one another, celebrate shared moments, and care for the world around us. This is *Pura Vida* in its truest form—living with intention, connection, and joy—inspiring our children to embrace community, care, and gratitude as a natural part of life.



“I am because we are.”



Program Calendar

2025: 4-Day Schedule

January 20	First Day* (first week half days)
February 27	Child Development Check-Ins
March 13	Professional Development Day
April 17 - 22	Easter Break
May 1	Labor Day
June 10	Last Day*

2025-2026: 5-Day Schedule

September 9	First Day* (first week half days)
September 15	Costa Rica Independence Day
October 17	Child Development Check-Ins
October 22 - 24	Fall Break
November 27 - 28	Thanksgiving
December 16 -	Holidays
January 6	
February 27	Child Development Check-Ins
March 28	Professional Development Day
April 14 - 25	Easter Break
May 1	Labor Day
June 10	Last Day*

Special Events 2025 Calendar (TBA—2025 to 2026 Program Year)

January 30, 2025	Parents' Night Out 4-7pm
February 6, 2025	New Beginnings Potluck 4-7pm
February 13, 2025	Parents' Night Out 4-7pm
March 6, 2025	Parents' Night Out 4-7 pm
April 24, 2025	Parents' Night Out 4-7pm
May 15, 2025	Parents' Night Out 4-7pm
June 5, 2025	Parents' Night Out 4-7pm
June 7, 2025	Closing Potluck Celebration

**Seasonal Festivals TBA*



Health & Safety

At Beija Flor the well-being of your child is our top priority. We recognize that ensuring their health and safety extends beyond individual care to impact our entire community. Our dedicated health and safety policies are crafted with meticulous consideration to create a secure and nurturing environment. By prioritizing your child's wellness, we contribute to fostering a safe and supportive community for every family in our care.

Fevers

A temperature of 38°C (100.6°F) or higher is considered a fever. If your child is sent home with a fever, they may not return to Beija Flor the next day. Children must wait to return to Beija Flor after 24 hours of breaking the fever without any medication.

Conjunctivitis (pink eye)

If your child has or is sent home with conjunctivitis, they cannot return to Beija Flor the next day. They may return to us 24 hours after they receive the first eye treatment. At this point, we can administer the drops with a signed note giving us permission to put the drops in your child's eye.

Administering Medicine

If you wish for us to give your child medicine (herbal or prescribed), please put the medicine in a sealed ziplock bag. Please also include in the ziplock bag the directions on when to administer the medicine, the dosage, as well as your signature giving us permission.

Lice

If your child has or is sent home with nits or lice, they must get treatment and/or confirm they are nit and lice free before returning. For children with a fuller head of hair, recommendations are *Lice of America* in San Jose. Lice is highly contagious, we suggest that you occasionally check your child's head, as there can be lice outbreaks from time to time.

Throwing up | Diarrhea | Lethargic | Severe Cough

Depending on the severity of the situation, we may ask that you pick up your child from Beija Flor. They may return when they're feeling better and/or the symptoms have subsided.



Emergency Procedure

The safety and well-being of our children is our top priority. In the event of an emergency, our team will follow a clear and practiced protocol to ensure a calm and collective response.

- Our first designated meeting point is the **Community Space and Kitchen**. If we are unable to access this location, we will proceed to the **Beija Flor Office**.

Parents will be contacted immediately once the children are safely situated. We kindly ask families to ensure their contact information is up-to-date to facilitate prompt communication.





Our Program Policy

We recognize that fostering a harmonious and nurturing environment is a shared responsibility. Our program policy serves as a guiding light, outlining our expectations and principles to ensure a balanced and transparent relationship with our beloved families.

We encourage open communication, active engagement, and a deep sense of commitment from our parents, who play an integral role in their child's journey of growth and learning. These policies are thoughtfully woven into the fabric of our program, promoting a profound sense of trust, respect, and transparency. Through this foundation, we create a holistic and heart-centered experience that supports each child's flourishing during these precious, foundational years.

Schedule (January 20, 2025 to June 10, 2025)

Monday to Thursday: 8:15am to 2:00pm

Please Note: Beginning September 2025, Beija Flor will move to a five-day weekly schedule.

Arrival Time / Late Fees / Absence

Our drop-off is from 8:15am to 8:45am. If you know that your child will be late on a specific day, please notify us so that we may plan accordingly. We understand that things happen from time to time; however, children coming in late during our Spiral time (morning group meeting at 9:30am) can be disruptive. In addition, please note that we do not accept children after 10:00am unless it has been planned.

Children will be released only to authorized persons whose names are on the emergency sheet. These names may be revised at anytime by the parent in writing.





The Wholeness of A Child

Beija Flor holds a profound understanding of the wholeness of each child, surpassing the conventional aspects of development, and delves into a revolutionary approach where *"how we respond to our child is how they will learn to respond to themselves."* In these foundational years, the importance of responding to a child's feelings with sensitivity and grace cannot be overstated. We acknowledge that feelings are energy, and when children express sadness or anger, they are releasing and moving through energy.

Our heart-centered approach emphasizes *rhythmic responses*, allowing children to experience emotional release without judgment, preventing the accumulation of emotional tension that may lead to a sense of lack or dis-ease later in life. By honoring their emotions with tenderness and acceptance, we empower children to navigate their inner world with confidence and strength. This foundation of acceptance strengthens their ability to meet life with a sense of empowerment, fostering emotional well-being and self-trust that will carry them into adulthood with grace and strength.

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*Thank you for choosing our school to
be an extension of your family.*

–Early Childhood Program Team

