



**Montessori**  
SCHOOL OF CAYMAN

# Casa Student Handbook

**Montessori School of Cayman**

September 2021 – June 2022

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## **Our School Mission & Goal**

### **Our Mission**

At Montessori School of Cayman it is our mission to provide an authentic and extraordinary Montessori early years & kindergarten programme, so that all of our students are given the best preschool experience and start to their education.

### **Our Goal**

It is our goal to deliver a whole-hearted, holistic Montessori approach and offer a happy, safe and stimulating prepared environment where children are able to explore and thrive, therefore developing a love for learning. We believe in the development of the individual child and thoroughly understand that every child is unique and requires a variety of methods to support and nurture their social, emotional and academic journeys. Our environment will help to support your child's development of their self-confidence, independence and concentration.

## Casa Directresses 2021-2022

### Miss Bri

Miss Bri is the owner and Director of Montessori School of Cayman. She is also the Lead Directress in our Casa environment.

She actually attended Montessori School of Cayman (MSC) herself from 1993-1995. Miss Bri received her BA (Hons) in Education and Early Childhood Development in Bristol, England. She then went on to The University of Oxford and received her MSc in Education and Child Development. After some teaching experience, she made the decision to follow the path of Montessori and complete her AMI Montessori Diploma (2.5-6) training in London. Miss Bri moved back to Cayman after the end of her training and assisted in the beginnings of the Montessori programme at Village Montessori when she was hired as their Head Casa Teacher. In the summer of 2016, Ms Peggy passed the baton to Miss Bri, and she took over Montessori School of Cayman (even moving in upstairs!). Since then, Bri has made amazing changes to the school and the building itself to allow for more indoor and outdoor classroom spaces. Bri has dedicated her work at the school to develop the Montessori curriculum and programmes offered to ensure a holistic and authentic delivery of Montessori education. In her free time, Bri loves to spend time with her friends and family, spend time at the beach or in the sea, exercise and travel.

### Miss Courtney

Miss Courtney is one of our Assistant Directresses in our Casa environment.

Courtney moved to Cayman in 2014 where she worked as Assistant Casa Teacher at Village Montessori for three years (two of those years with Miss Bri!). Prior to moving to Cayman, Miss Courtney worked at Country Casa Montessori for four years in Toronto. She has a Diploma in Early Childhood Education (0-12) and her AMI Assistants Diploma (2.5-6) training both in Toronto. Miss Courtney takes great care of overseeing our rabbits, Coco and Mushroom and our class guinea pig, Nutmeg. In her spare time she enjoys volunteering at the Cayman Islands Humane Society, snorkelling in the ocean, and getting lost in a good book!

### Miss Chanel

Miss Chanel is our newest addition to the Casa team, coming on as an Assistant directress. Chanel was born and raised in Grand Cayman. Although she is new to our upper-class she has been with the preschool for over 3 years. Prior to Miss Bri taking over the reins as head of the school, Chanel was incredibly privileged to receive an opportunity to develop her passion for the Montessori method as a high school intern under the guidance of her aunt Peggy Anderson (The previous owner). Enabling her to carry on the love and legacy for child care into yet another generation.

Since her first encounter with the Montessori method, Chanel's enthusiasm for teaching has continued to expand; leading her to Obtain her Montessori AMI Assistants Diploma.

Whilst taking a short leave from MSC to pursue her creative passions in Trinidad and Tobago, the inclination for educating seemed to follow her relentlessly; Ushering her to provide private tutoring lessons for children ages 3-8 while studying child development and psychology in her free time.

In other moments of leisure she enjoys being in the company of her loved ones, singing, creating art and maintaining a healthy active lifestyle.

## CASA DAILY SCHEDULE 2021 - 2022

### **7:45am – School doors open for the day**

- Upon arrival, your child will be greeted at their classroom door by a teacher. The children will put their belongings in their cubbies and lunch boxes in the kitchen. They will be asked to choose to work with an activity until garden time at 8am.

### **8:00am -9:00am Outdoor Playtime**

- The Casa children are invited to play freely in our garden, engaging with our many outside toys and in spontaneous play with one another.
- Children are encouraged to wear their hats during garden time and water bottles are taken outside so that the children can hydrate as they need to. Children are encouraged and reminded to drink water throughout their outside playtime. Water bottles are refilled using our filter system as needed throughout the day.

### **9:00am – 9:30am Circle Time**

- At around 9am each morning, the children will come inside from the garden for Circle Time. They are expected to change their shoes to indoor shoes and wash their hands before joining the group.
- We begin by singing the Cayman National Song and choosing the ‘Leader of the Day’.
- We then sing our morning greeting to everyone. We will sing our special songs to help us remember both our days of the week and months of the year. We will also count our calendar days and see whose turn it is to be helper of the day and who will be feeding school animals.
- An interactive style lesson is given based on the weekly project theme and we discuss everyone’s thoughts and ideas. Parents will be notified of the weekly project by the monthly newsletter, which will be emailed and placed in each child’s cubby at the beginning of each month. Once circle time has finished, the children are invited to choose a piece of work.

### **Morning Work Cycle & Snack 9:30am – 12pm**

- Once Circle Time has ended, children are invited to choose work freely. They are encouraged to move throughout the various rooms and are encouraged to choose to work with a range of materials. At this time the teachers are moving around the rooms giving individual presentations. Additionally, we will be completing various art and cooking activities throughout the week.
- Snack is set out during the morning work cycle and children are invited to serve themselves and have their snack whenever they choose throughout the morning. Children will also be encouraged to help in the preparation of snack for the day.

### **12:00pm-12:45pm Lunch and Half Day Dismissal**

- The bell with sound to signal the end of our Work Cycle just before 12pm. The children will put their work away and join the group for a story while lunch is being prepared.
- Students are then asked to wash their hands, change their shoes and find their lunch boxes. They then sit down to have their lunch. Half Day Parents are welcome to collect their children from 12:15pm. All half days must be collected by 12:30pm.

### **12:45pm-3:15pm Garden/Outdoor Classroom, Afternoon Work Cycle, Story Time & Special Activities**

- As the children finish their lunches they are asked to wipe their table space and wash their hands and faces. The children will be invited to our Garden for free play or Outdoor Classroom where there are a range of sensorial activities to engage in. Art, washing activities, gardening and water trays are available for the children to explore.
- At 1:15pm the children are asked to join us inside for a brief group time and story before being excused to the environment for the afternoon work cycle. The children are encouraged to move freely in the environment, choosing materials independently. The afternoon work cycle is a time to focus on advanced materials and working with children to develop their early reading, writing, mathematical and cultural skills.
- At around 2:00-2:30pm, some of our extra-curricular activities begin. These include Yoga, Mindfulness and Drama. Once our extra-curricular lesson is finished, we continue to with the afternoon work cycle before going home for the day.

### **3:15pm Full Day Dismissal**

- A teacher will bring your child to the classroom door for collection time. Please make sure you have checked your child's cubby and have all your child's belongings before leaving the school.

### **3:15-5:15pm After Care**

- This time is provided for the children who need to stay past 3:15pm. This is recorded daily and billed to you at the end of each month.

\*Kindly note that our weekly music class is to be confirmed for the 21-22 year.

\*Yoga Sprouts is offered as an addition extra-curricular activity for our Casa students and is on a first come, first serve basis. The Yoga Sprouts lesson takes place on Tuesdays at 12:45pm.

\*Please also note that we occasionally adjust our daily schedule to best suit the needs of the Toddler students.

## Montessori Education & School Curriculum

### Practical Life

The Practical Life area in a Montessori Children's House is fundamental to children's development and the Montessori philosophy. These activities help the child adapt to their environment as they learn to engage in everyday exercises and activities in a purposeful way.

The activities within the Practical Life area help the child to gain control in the coordination of their movement, and support the child in gaining independence as they adapt to their society. The Practical Life exercises also aid in the growth and development of the child's intellect and concentration and will in turn also help the child develop an orderly and logical way of thinking.

Practical Life exercises can be categorised into four different areas: Preliminary Activities, Care of the Self and of the Environment, Grace and Courtesy lessons and Control of Movement. Working within these areas allows the child to learn how to do every day exercises as part of their society, that enables them to care for themselves independently (e.g. washing hands), or care for their environment (e.g. dusting a table).

Grace and Courtesy activities are social lessons that help the child develop a respect for themselves, their peers and their environment. The child also is able to learn his or her own movements and how to refine his or her coordination through Control of Movement activities, such as pinpricking or walking on the line.

The repetition of working with the Practical Life materials, overtime gives the child a sense of responsibility and ownership of their learning environment. It helps them to feel as part of a community as they become a valued member. The work in Practical Life also contributes to the child's overall development of concentration, independence, fine and gross motor control, orderly working habits and logical and sequential thinking.

### Sensorial

The sensorial materials in a Montessori learning environment help to familiarize the child with their world through their senses. Exploring the world using all senses was important to Montessori and her beliefs on children's education as she viewed our senses as the gateways to intelligence.

Children in a Montessori environment are experiencing the sensorial materials during the first plane of development and are very much sensorial learners. Montessori felt that it was appropriate to support children's experiences with the materials in the environment by giving them the tools to acquire an understanding of their world through their senses. The more classifications the child is exposed to, the more refined their thinking can become. The continued classification of their environment helps the child perceive the world more accurately. This allows the child to refine their senses. The more educated our senses are and the more experiences we have, enable our brain to become more perceptive. The sensorial materials in Montessori education also allow the children to further develop a love for their environment.

The sensorial materials invite the child to sort things by size, shape, colour, touch, sound, temperature, and weight. They further their experience with classification in a scientific manner when completing sensorial activities that incorporate grading (e.g. from light to dark, from large to small, and from rough to smooth). The sensorial materials allow for individual work, encourage repetition and include a control of error so that the child is able to correct themselves independently, without being afraid of making a mistake.

## **Language**

The acquisition of language is something that comes naturally for the child depending on their environment. The Montessori classroom is a language-rich environment and a child is immediately given a preliminary introduction to language. Their vocabulary begins expanding through spontaneous conversations, stories, songs, poems and classified cards. The child is then introduced to the letters of the alphabet, phonetically through a variety of sound games and experiences within the classroom environment. Next, the Sandpaper Letters are shown to the child, which incorporate the feel, sound and sight of the letter symbol. This allows the child to gain a holistic introduction to reading. The natural progression through working with the Language materials has the child developing the ability to compose words using our Moveable Alphabet and eventually they begin to read.

]The child also begins their development of writing. Through their initial work in the Practical Life area, children have gained experiences working with a range of activities developed to refine their fine motor control and hand eye coordination. Their experiences working with the Sensorial materials also contribute to the preparation of writing. The child then is introduced to writing on a chalkboard and working with the Metal Insets to refine their skills before printing letters on lined paper.

In their third year, once the child develops an understanding of the phonetic and phonographic alphabet, as well as the formation of words we can then move on to the function of words. These lessons help the child to develop an understanding of the English language, as we introduce the article, noun, adjective, verb, conjunction, and preposition. As their work and understanding develops further, we continue their work in the language area by exploring creative writing.

## **Mathematics**

Numeracy skills are introduced very concretely to the child and the activities progress into more abstract concepts. Like other areas of the Montessori environment, the activities move from simple to more complex. For the child to understand the concept of Mathematics, they must first understand quantity. Order, coordination, concentration and independence are experienced by the child using uniquely designed Montessori mathematics materials.

The math activities are organised into six groups: Numbers 1-10, Introduction to the Decimal System, Counting 1 to 1000, Memorising Essential Number Combinations, The Passage to Abstraction and Fractions.

## **Culture: Geography, History, Religion, Zoology & Botany**

In addition to all of the other subject areas in the Montessori curriculum, the child needs to also be introduced to the cultures of the world, aside from their own. Culture means the whole of human experience. When a child is born into their environment they have to adapt into the world they have been born into and they have to acclimatise in order to fit into their community. The young child has to understand the world around him in order to become a member of his society. When we understand things we gain an appreciation for them and as children begin to make sense of their world they can start to distinguish between what they like and what they don't like, which contributes to the development of their individual characters. Montessori believed that we need to give the child the world in order for them to form an understanding.

The culture materials are presented to children as extensions of the practical life, sensorial and language areas and are spontaneously incorporated into the curriculum. The children are able to experience various cultures and gain cultural awareness by exploring through several medias such as art, music, language, and food. Our aim is to encourage the child to become respectful and appreciative of other people and cultures.



**Geography & History** - As part of the Casa curriculum, in term two we spend eight weeks focusing on the Continents of the World and explore the various countries within them. During our study, we focus on the geography, history, zoology, botany, cuisine, and cultural celebrations.

Living in the Cayman Islands, we also take the time to explore and celebrate our island, introducing students to the history and geography of Cayman. We spend time exploring our local environment and learning about the various landscapes. Special trips that we host each year such as a trip to Queen Elizabeth II's Botanic Park and a trip on the Nautilus around the George Town harbour help our students develop more of a well-rounded understanding of our island.

National and traditional Caymanian symbols and holidays are introduced, celebrated and explored and students are asked to share any stories and experiences. Local stories and books written by local authors are used to help children to grasp an idea of historical concepts. Once exploring our world through our Continent study, students are able to make comparisons between Cayman and the rest of the world.

**Religion** - Montessori valued the ideals and beliefs of all people and cultures. At Montessori School of Cayman we aim to introduce our students to the many different faiths and cultural practices that take place all over the world. Through our Study of the World in our second term, we are able to do this as we spend time exploring each Continent and learn about the different celebrations and festivals that take place throughout them. We also encourage those students from other countries to share their experiences and bring in items so that we can enjoy and engage in a sensorial experience whenever possible, therefore developing a better understanding and appreciation. We give our students the opportunity to learn and experience the practiced celebrations that take place all over the world and to develop a respect for individuals who have different beliefs to ours. We aim to instil a sense of wonder for our World in each student at MSC. We allow children to discuss their values and beliefs as they reflect on their own feelings and experiences. This becomes possible through our weekly Mindfulness and Mediation classes, as children gain a sense of appreciation for reflection as they learn to respect the beliefs and practices of all people.

### **Arts and Crafts**

Children are encouraged to explore their imagination freely, using a variety of mediums to express themselves. We emphasize the importance on the process of the work rather than the finished product. In our environment, Arts and crafts are traditionally done at the child's own will during the morning work cycle.

### **Outdoor Classroom**

Children are welcome to visit our Outdoor Classroom during their work cycle to experience in outdoor learning activities to further enhance their experience at Montessori School of Cayman. The Outdoor Classroom is fit with grow boxes for gardening, a large outdoor chalkboard for creative expression, water tables, a mud kitchen and an easel for painting.

### **Music**

A specialised music enrichment programme is offered for all students. Classes take place on a weekly basis and include singing, dancing and movement, games and exploration with instruments.

### **Cayman Islands Early Years Curriculum Framework**

At Montessori School of Cayman we incorporate the learning outcomes outlined in the C.I. Early Years Curriculum Framework into our curriculum in all programmes. The framework is focused around four areas of development: Exploration, Respect, Communication and Well-Being.

These learning outcomes can be found in the material description for all of the Montessori activities

that make up our curriculum. Each lesson description can be found on our Transparent Classroom app.

**Various themes that will be explored by our Casa students over this school year:**

- All About Me
- Halloween & Harvest
- Cayman Culture (Pirate's Week)
- Christmas
- Study of the World (exploring the seven Continents)
- Easter & Spring
- Being kind to our Earth (reduce, reuse, recycle)
- Plants & Seeds
- Dinosaurs
- Planets
- Community Helpers
- Coral Reef
- Life Cycles
- Seasons

## Our School Policies & Procedures

### Opening Hours

School is open Monday thru Friday.

Our doors open for the day at 7:45am and close at 5:00pm.

Half Days: **7:45am - 12:30pm**

Full Days: **7:45am – 3:15pm**

After Care: **3:15pm – 5:15pm**

### Student Drop-Off & Pick-Up

#### Toddlers

All Toddler (18 months to 3 years) students will enter into through our Toddler entrance located at the front right side of our school building.

#### Casa

All Casa (ages 3-6) students will enter through the right side gate, into our Outdoor Classroom. The side door on the left will be the Casa entrance into the school building.

Please be mindful that our driveway is small and does not allow for a large number of cars to pull in at one time. We encourage a quick drop-off in order to keep the flow of traffic moving during drop-off and pick-up times. Should our front driveway be full, you are welcome to park behind our school and enter through the back garden gate. We appreciate your patience and understanding regarding this!

We ask that your child be picked up from school by their programme collection time (12.30 for half days and 3.15 for full days).

Late collection will mean an additional After Care charge at the end of the month.

It's important for us to respect the space and learning environments of both our Toddler and Casa students and therefore ask parents to drop-off and pick-up their children at the door. We encourage parents to refrain from entering the school during these times.

### Fees and Tuition

Our annual tuition reserves your child's place at school and remains the same regardless of any absences due to holidays, illnesses or otherwise.

If you withdraw your child before the end of the school year, we require 30 days written notice.

We have Annual, Termly & Monthly payment options. Please see our **School Tuition & Fees Schedule** for an updated list of our fees.

Tuition is due on the first of each month and must be paid within 10 working days. Any late payments will incur an additional \$50.00 late fee.

Please make checks payable to "Montessori School of Cayman".

Online payments are accepted though transfer to our Cayman National Bank account or our Royal Bank (Cayman) Ltd. account. If transferring from a Cayman National account, you can select our school under "Bill Payments".

Our Cayman National account details are as follows: Montessori School of Cayman Ltd., account #: 012-50891 (CI Savings). Our Royal Bank account details are as follows: Montessori School of Cayman Ltd., account #: 06975-1148477 (CI Checking).

Please note that there are additional charges for transferring fees online from another bank. We also accept debit/credit card payments at school. Kindly let us know if you wish to process a card payment and we can process the payment at school or share our secure payment form with you.

### **After Care**

The school will remain open until **5:15pm** for those parents wishing to use our after school care. Please make sure to inform a teacher if you need to make use of this facility. The monthly rate for after care is **\$250** per month and the daily rate for after care is **\$15**. After care attendance will be calculated and billed to you at the end of each month. Parents who have not requested after care and are late collecting their child will also be charged this amount.

### **Emergencies**

Parents will be contacted immediately in the event of an emergency. It is crucial that all contact numbers and information are kept up to date. If a parent cannot be reached, the school will use the emergency information on your child's file.

### **Medication**

Should your child require any kind of medication during school hours, please ensure that you fill out a medication form. This form gives parental permission for teachers to administer the medication, directions and dosage.

### **Medical Documentation**

If your child has a medical need (allergies, asthma, disabilities) please provide documentation from your child's paediatrician as well as an emergency medical plan including instructions on how and when to administer any medicine. A Medication Form must also be obtained from the office and completed by the parent. Any changes to the medication will require a new written authorization.

### **First Aid and CPR**

All staff members at Montessori School of Cayman are First Aid and CPR trained and each classroom has a fully stocked first aid kit.

### **Accidents**

Although we try to avoid them, accidents do occur. In most cases minor first aid is all that is required. When serious injuries occur, the parent or designated person is informed of the need of serious medical attention. In the event of an emergency where we are unable to make immediate telephone contact with the parents or guardians, we will call for an ambulance and accompany the injured child to hospital.

Incident/Accident reports are completed by the staff as needed and will require a parent's signature. These reports will be kept in your child's file for the full duration of their time at our school.

### **Immunisation Records**

A copy of your child's immunisation must be kept in your child's file at school. Please notify us of any updates.

## Nutrition

Morning snack is provided by the school each day. At Montessori School of Cayman we aim to provide healthy, organic options for all students. *Please inform the school if your child has any food allergies or special dietary requirements.*

At Montessori School of Cayman we believe in promoting and encouraging healthy eating habits and strive to teach our students about the benefits of consuming nutritious foods. The Casa snack time is an opportunity for the children to further their development of independence, responsibility, community and socialisation as they prepare food, serve themselves/each other and share in meals.

In addition, the children are encouraged to re-hydrate by regularly drinking water throughout the day.

Lunch boxes should be brought everyday (except on special occasions on which you will be notified). Lunches are kept in your child's cubby. We ask that you place an icepack in your child's lunchbox if necessary. Lunch can be heated microwave if needed.

**Please make sure that your child's lunch box (and any heat up containers), are clearly labelled with your child's name.** This is especially important if your child has any kind of food allergies. Candy, gum, sodas or fizzy drinks are not permitted in school at any time.

**Nut-free Zone** - Please note that peanuts, tree nuts and items containing these foods are not permitted in the school. Good alternatives which can be used are 'Wow Butter', which is soy-based or 'Sun Nut Butter', which is made from sunflower seeds.

## Spare Clothes

A full set of spare clothes must be kept in your child's cubby at all times. If your child is still having accidents frequently, please bring several sets of spare clothes. All clothes and belongings must be labelled.

## Sun Hats and Sunscreen

We advise children to bring sun hats, especially during the summer months. Please make sure your child's name is on the hat.

Because of the dangers of the sun's rays, sunscreen should be applied on your child's body before he/she leaves for school. Please be advised that it is your responsibility that sufficient sunscreen be applied to your child as you know his/her sensitivity to the sun best.

## Shoes

We request that all children have two pairs of shoes at school with them. One pair will be left inside for our Work Cycle and inside activities, while the pair they wear to school will remain as their outside (Garden Time) shoes for the day. We ask that children wear suitable footwear to school (i.e. trainers, crocs or sandals with straps). This is for the safety of your child, especially when we are in the garden. If your child insists on wearing flip-flops, they will only be allowed to wear them during time spent inside. Outside shoes must be secure.

## Hair and Jewellery

If your child has long hair, please make sure it is styled so it is out of their eyes. If you are not able to do this, please bring a hairbrush and hair bands so we can do it.

If there is a case of head lice all long hair must be tied up.

For your child's safety we request that no jewellery is worn to school. If your child wears jewellery for religious purposes, please inform a teacher. Otherwise, any jewellery will be removed and placed in your child's cubby.

### **Bottles & Pacifiers**

These are not permitted in school at any time.

### **Naps**

Our Toddler students nap once they have finished their lunch for the day. A nap mat is provided for each child and we ask that parents provide two blankets, which will be sent home each week to be washed.

Naps are optional for Casa students, however they are not part of our daily schedule in Casa. If you would like for your child to nap, please let a teacher know.

### **Personal Items (Toys)**

Toys are only allowed at school on Fridays, which is our **"Show and Tell"** day. On this day, ONE toy may be brought which MUST be able to fit in your child's cubby.

We do however encourage children to bring in books to share with their friends.

### **Birthday Traditions**

We celebrate birthdays a little differently at Montessori School of Cayman. We celebrate each students' birthday with a special 'Walk Around the Sun'. Parents are encouraged to bring in special photographs of the birthday boy or girl beginning from birth and up to and including their celebrated age. This is a wonderful exercise in building self-esteem.

We also encourage the birthday girl or boy to bring in their favourite book as a present to their class. The children enjoy this presentation which helps them to understand the importance of giving. If you wish to partake in this tradition, please write your child's name and the date in the front of the book so we can use it for reference for years to come!

If you are planning birthday celebrations at home, a class list can be provided upon request.

### **Field Trips**

Field trips are an essential supplement to the Montessori curriculum. Field trips will be planned throughout the year to accompany some of our project weeks. All field trips will be announced in advance, and each child must have a signed permission slip to participate. Parent volunteers may be requested and are welcomed to join us!

### **Class Email/Phone Lists**

There are times throughout the school year when we are asked by parents for a list of students as well as phone numbers and email addresses. If you do not wish for your contact information to be given out please let us know in writing as soon as possible.

### **Photo Release**

During the year we will be taking pictures and videos of children participating in various activities. We will use these for press releases, the school newsletter, advertising, and for our website. If you do not wish for your child's photo to be used, kindly indicate this in the consent section of your child's registration form and in our enrolment checklist so that we may respect your wishes.

Alternatively, photos will be taken of your child throughout the year and shared with you only through the Transparent Classroom app. Once a photo has been posted of your child, you will

receive an email notifying you of the upload. All photos of your child will be stored on your child's profile for the duration of their time with us at MSC.

### **Health Policy**

Our health policy has been developed with the primary concern for the wellbeing of our students and school community.

Please view our full Health Policy [here](#).

### **Behavioural Expectations**

At Montessori School of Cayman believe that children flourish best when their personal, social and emotional needs are understood, supported and met and where there are clear, fair and developmentally appropriate expectations for their behaviour.

Please view our full Behaviour Policy [here](#).

### **Child Protection Policy**

The purpose of the Montessori School of Cayman (MSC) 'Child Protection Policy' is to support and protect the health and safety of all children enrolled at Montessori School of Cayman.

Please view our full Child Protection Policy [here](#).

### **Special Educational Needs (SEN) Policy**

At Montessori School of Cayman we trust that our learning environments are beneficial to students with many different types of needs and learning styles. We believe that all children should be treated as individuals and given an equal opportunity to thrive and develop at their own pace in a healthy, safe and stimulating learning environment.

Please view our full SEN Policy [here](#).

### **Emergency Management Policy**

At Montessori School of Cayman we strive to ensure the safety of all staff, children and school visitors in the event of an emergency situation within the school.

Please view our full Emergency Management Policy [here](#).

### **Hurricane/Tropical Storm Policy and School Closures**

Should the island be under hurricane warning or experiencing severe weather conditions it is in the safety of all concerned that school should close. We will remain closed for the duration of the storm and any aftermath.

Our policy is that, if Government schools are closed, we will be closed. 'Daybreak' on Cayman 27 will make any announcements regarding the closure of schools, at 7:00 a.m.

\*Please also note that should the school be without electricity or water for any reason, it is in the safety of the children that we close. All parents will be notified and asked to come and collect their child immediately.

## Parent Communication, Involvement and Information

### Adjustment to School

Most students will adjust quite easily, however, coming to school for the first time can be an overwhelming experience. We ask that, as parents/caregivers, you are patient and positive during the transition period as that will most likely ensure a positive experience for your child.

The time frame for a child to transition into school may take approximately six weeks. This can sometimes be longer or shorter depending on the child.

We ask that your drop-offs are 'short and sweet'. We always encourage you to say 'see you later' and reassure them that you will be back! It is important to make it a swift drop-off as it helps your child settle quicker during the transition period. If your child is upset, we will always give a follow up phone call to let you know when they have settled.

### The Journey to Independence

The work in Practical Life will support the development of your child's independence as they will be engaging in activities which support them in doing many different things for themselves. Your child's independence will grow and they will most probably want to continue their independent habits at home. We ask that you encourage your child's independence at home and allow them many opportunities to do so!

This may include: dressing themselves, brushing their teeth, feeding themselves, pouring their own drink and helping with other chores around the home.

It's important that you exercise patience with your children as they complete these independent tasks and allow them to make mistakes. If they do make a mistake, role-modelling the correct way of doing something is helpful to them.

It is also important to encourage your child to walk into school independently, carrying their own belongings themselves. This helps to develop their sense of self, self-esteem, responsibility and independence.

### Parent Teacher Communication

It is important for us (Montessori School of Cayman) to reach Parents and vice versa throughout the day in order to communicate notices regarding regular operations and health emergencies if/when they occur. Please ensure that your contact information has been updated and is accurate on our files so that we can reach you if needed.

Any notices regarding regular operations will be sent via email from [admin@caymanmontessori.com](mailto:admin@caymanmontessori.com) or from our classroom emails - [casa@caymanmontessori.com](mailto:casa@caymanmontessori.com) & [toddler@caymanmontessori.com](mailto:toddler@caymanmontessori.com).

If we need to contact you throughout the day for various reasons, we will be contacting you using the classroom emails or phone numbers submitted with your child's registration form.

Should you need to contact us throughout the day for any reason, you can reach us on the following numbers:

- **Casa Group (ages 3yrs to 6yrs): 345-547-4717**
- **Toddler Group (ages 18months to 3yrs): 345-547-4716**
- **Main School Phone: 345-949-0202**

An opportunity to formally discuss your child's development and progress at school will be available during our parent/teacher conferences held in November and in April. If, at any time, you are interested in how your child is progressing, please contact their classroom teacher directly by email



or phone. Please do not feel that you need to wait until the scheduled parent/teacher conferences to discuss your child's development.

Arrival and dismissal times are reserved for greeting and saying good-bye to our students. Although convenient, these times are not meant for in-depth conversation with the teachers.

If there is something unusual going on at home or in the family please let your child's teacher know. I.e. house guests, parents away on business, new caregiver, etc. Often times this will explain a child's change in behaviour.

### **Parent Communication & Record Keeping Platform – Transparent Classroom**

At the time of your child's start with us at Montessori School of Cayman, you will receive an invitation to join our parent communication platform through Transparent Classroom.

Transparent Classroom is a platform used in both our Toddler and Casa programmes for parents to keep in contact with their child's teachers. The app ensures a solid line of communication between parents and staff.

At the end of every school day, parents are sent a daily summary of what their child has been up to each day. This can include any lessons your child has been given, photos or videos, or important notes from your child's teachers.

Transparent Classroom also provides online-record keeping and lesson planning for our Montessori teachers. Every student's Individual Learning Plan is updated and stored electronically for the entirety of your child's time with us at Montessori School of Cayman.

Parents are able to use the app to gain further understanding of the Montessori curriculum and materials. Each Montessori material and activity has been uploaded to the app so that parents are able to view a description of the lesson, learn the developmental purposes of the lesson and suggestions of how to continue to offer support at home.

Within each lesson description, parents will also find the specific learning outcomes that are targeted and taken from the Cayman Islands Early Years Curriculum Framework.

### **Classroom Newsletters & Project Week Calendars**

A Newsletter is sent out each month which will highlight what the children have been up to in class including monthly themes, holidays, announcements etc. We encourage you to read the monthly newsletter in order to find out about all the wonderful things going on in your child's classroom.

A monthly Project Week Calendar will also be sent out. The project week calendar will give you a daily insight to what your child will be learning about at school that day, listing themes and activities.

### **School Year**

A school calendar has been provided to you and clearly lists our term dates. Please note that our school year runs from September to June. Montessori School of Cayman follows traditional school holidays and will be closed for Christmas and Easter holidays, as well as Half Term Breaks and Public Holidays.

### **Parent Grievance Policy**

It is important at Montessori School of Cayman that all procedures and actions that affect students are fair and are seen to be fair. At MSC we pride ourselves on being consistent with our decisions and fair to all students and families.

In order to support our Head of School and staff at MSC, we ask that parents first speak to their child's classroom teacher regarding their child's social, emotional, physical or academic progress. If

the parent is not content with the answer provided by the child's teacher a meeting with the Head of School can be arranged.

### **Parent Library**

There is a selection of books available for parents to sign out for personal interest. Topics in these books range from child development, parenting, special needs topics, and Montessori theory. Please feel free to sign books out from the office. Please also visit [www.aidtolife.org](http://www.aidtolife.org) or [www.montessori.org](http://www.montessori.org) or for further information.

### **Montessori School of Cayman Contact Information**

#### **Physical Address:**

**Montessori School of Cayman Ltd.  
519 South Church Street, George Town  
Grand Cayman, Cayman Islands**

#### **Mailing Address:**

**Montessori School of Cayman Ltd.  
PO Box 30333, Grand Cayman  
KY1-1202, Cayman Islands**

#### **Telephone:**

**(345) 949-0202 – Classrooms  
(345) 233-0474 – School Office**

#### **Email Addresses:**

**Administration – [admin@caymanmontessori.com](mailto:admin@caymanmontessori.com)  
Casa – [casa@caymanmontessori.com](mailto:casa@caymanmontessori.com)  
Toddler – [toddler@caymanmontessori.com](mailto:toddler@caymanmontessori.com)**

#### **Website:**

**[www.caymanmontessori.com](http://www.caymanmontessori.com)**