



**Montessori**  
SCHOOL OF CAYMAN

# Toddler Student Handbook

**Montessori School of Cayman**

*September 2024 – June 2025*



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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.

## Toddler Directresses 2024-2025

### Toddler 'Sun' Environment

#### **Ms. Qesia**

Ms. Qesia is an Assistant Directress in our Toddler Garden Environment.

Qesia was born in Spain where she spent most of her life. She was always been surrounded by children and that is why she decided to dedicate her life to them. Qesia enjoys working with children, learning about them and learning from them. She also enjoys the challenge of understanding them in a comprehensive way. Qesia holds a Diploma in Higher Education in Early Childhood from the Minister of Education of the Spanish Government. Qesia was always passionate about the Montessori methodology, and after her last position in the Cayman Islands, decided to focus her career on other alternative methodologies that were more respectful and catered to the students individual needs. She received her Montessori Assistant Certificate from IMI (International Montessori Institute) in Barcelona, and her Montessori Infant/Toddler Guide Certificate from NAMC (North American Montessori Center). She also has academic and practical training in Positive Discipline and HighScope. She believes that our mission as teachers is to ensure a balanced social, emotional and academic environment designed specifically for the needs and abilities of each individual student. As a mother who knows the importance of the adult role in the early years, it's her pleasure to work in such a beautiful educational, child focused environment as offered by Montessori School of Cayman.

#### **Ms. Emy**

Ms. Emy is an Assistant Directress in our Toddler Sun Environment.

Emy is from Italy and holds a degree in Education and a Master's Degree in Special Education. Through her studies, Emy has been exposed to a variety of teaching methods, including Montessori (which originated in Italy!). Ms. Emy fell in love with the Cayman Islands during a visit in 2016 and decided to relocate to call Cayman her home! Willing to share her skills and experience as a teacher, she started working in different Montessori schools on the island till she joined our team at Montessori School of Cayman. She is always impressed by the children's curiosity and their creativity. As also explained in Maria Montessori's book "The Secret of Childhood", children are driven by creative energy, a vital impulse, a force that drives them to act. Ms. Emy's educational philosophy is to understand and enhance the uniqueness of every child, promoting the development of identity, autonomy, competence, and citizenship. Each student brings with him/her a wealth of talent that simply needs to be discovered and valued.

Miss Emy loves nature and she is passionate about healthy food and all the natural products. She also loves art in all its expressions!

#### **Ms. Andrea**

Ms. Andrea is an Assistant Directress in our Toddler Sun Environment.

Andrea is from Durban, South Africa and moved to the Cayman Islands in November of 2017 as a swimming coach. She holds a diploma in Sports Coaching and started teaching swimming in 2010. Andrea has been lucky to be able to teach children of ages from 6 months up to 18 years and from all cultural backgrounds. She has a great passion for working with children and enjoys creating stimulating, safe and active learning environments. In her spare time, Andrea likes to spend her time outdoors either snorkeling or scuba diving or just relaxing at the beach with friends. She enjoys traveling to new countries and enjoys trying different foods from different countries and cultures. On the occasional rainy Cayman day you can find her in the kitchen cooking or baking for friends!

## Toddler 'Garden' Environment

### **Ms. Julia**

Ms. Julia is our Lead Directress in our Toddler Garden Environment and is originally from Spain. She holds a Bachelor's degree in Early Childhood Education and her AMI Montessori Diploma for children aged 0-3. She has had the pleasure to work overseas in various teaching environments, including those that follow the Montessori philosophy. Ms. Julia believes that every child is unique and deserves a safe, caring and inspiring environment!

Ms. Julia is truly delighted to be a part of the team at Montessori School of Cayman and in her free time loves spending time outdoors, traveling, and spending time with friends and family. She is also very passionate about animals and food!

### **Ms. Emily**

Ms. Emily is an Assistant Directress in our Toddler Garden Environment.

Emily, who is originally from Cleveland, Ohio, USA earned her degree in Sociology from Loyola University in Chicago. After graduation, Ms. Emily taught for a year at an Early Childhood Education school where she spent her time in the infant classroom as an assistant teacher, with children between the ages of 6 weeks to 15 months. The school followed mostly Montessori practices, which is where she found her passion for teaching in a true Montessori setting. She also has various experiences working with children such as counseling at a day-camp where the children played soccer and babysitting in her teenage years. Ms. Emily believes in creating a safe and nurturing environment where children feel comfortable, and feels that this helps support independence. She herself went to Montessori school in her early years and can see how the education she received still helps her today. In her free time, Ms. Emily enjoys reading, spending time with friends and family, and playing video games!

### **Ms. Taylor**

Ms. Taylor is an Assistant Directress in our Toddler Garden Environment. Originally from the UK, Taylor has been living in Cayman for the past few years after relocating here with her family. A recent graduate from Cayman International School, Taylor is taking a gap year and has joined the Montessori School of Cayman team to further her experience in working with children. Taylor has always been passionate about working with young children, following in her mum's footsteps who is a Pre-K 2 teacher! She has a wealth of experience nannying and volunteering - overseeing after school programmes at CIS. Taylor's ultimate goal is to become a lead teacher and she's hoping that the experience at MSC will continue to open many doors towards reaching her goal!

## TODDLER DAILY SCHEDULE 2024 - 2025

### **7:45–8:30am Arrival & Outdoor Classroom**

- Upon arrival, your child will be greeted by one of their classroom teachers into our Outdoor Classroom.
- Children's belongings can be left on the shelf by the Toddler entrance door.
- Children will be invited to explore in our Outdoor Classroom, engaging with our water table and various sensory activities set up for the morning.

### **8:30am–9:45am Hand Washing, Morning Work Cycle, Circle Time & Group Snack**

- The children will wash their hands and change into their inside shoes before entering the environment for their morning Work Cycle.
- Children will be invited to choose an activity off the shelf and watch presentations given by teachers. We also encourage the children to engage with their peers and explore with the materials and their surroundings.
- At around 9:30am, a bell is rung and children are encouraged to tidy up the environment and join a teacher on the Circle Time mat for morning group time. We begin by singing 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.
- Once Circle Time has ended, children are invited to serve themselves a healthy morning snack. Each day snack consists of a protein, carbohydrate and fruit or vegetable. We try to source organic produce whenever available and always aim to provide healthy, well-balanced options. Snack time is an opportunity for the children to practice their social skills and independence as they eat together in a group setting.
- After snack, the children are encouraged to tidy up their snack area, change their shoes and join their teachers outside in the garden for playtime.

### **9:45am–11:00am Outside Garden Time**

- The Toddler children are invited to play freely in our garden, engaging with our many outside toys and in spontaneous play with one another.
- Water bottles, a water jug and cups are taken outside with the group so that children are encouraged and able to stop for a drink throughout playtime.
- Although our garden provides adequate shade, our Toddlers are encouraged to wear their hats outside during outdoor play time.

### **11:00am-11:45am Handwashing, Special Activities/Group Time**

- Children return inside and wash their hands before returning to the classroom. Children will be invited to join a morning group lesson, or extra-curricular activity depending on the day. A weekly music class, hosted by JukeBox music and weekly dance class, hosted by Centre Pointe are part of our curriculum.
- On days that there are no extra-curricular lessons, 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 Project Week Calendar and Newsletter, which will be emailed and placed in each child's cubby at the beginning of each month.

### **11:45am-12:30pm Toddler Lunch, Half Day Dismissal & Full Day Nap Time**

- The Toddler students will sit down to have their lunch at 11:45am. Parents are welcome to collect their children from 12:15pm. All half days must be collected by 12:30pm.
- After lunch has finished, our full day students will wash their hands & faces and settle down for an afternoon nap. The children will nap for the afternoon on nap mats provided. We ask that you provide 2 blankets for their naps, which we will send home at the end of each week to be washed.

### **1:30pm-3:15pm Afternoon Snack, Work Cycle & Dismissal**

- As the children begin to wake up from their naps, they will be offered a snack and invited to move freely again in the environment, choosing to work with materials independently.
- At dismissal, a teacher will bring your child to the classroom door for collection. All of their belongings will be placed on the shelf outside the classroom door. Please make sure you have checked and have all your child's belongings before leaving 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 and dance classes are to be confirmed for the 24-25 year.*

*\*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 pouring or spooning.

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. In a Montessori environment, the development of language is promoted in all areas of the classroom and we focus on supporting language and the development of vocabulary is every aspect of the Toddlers' school day.

**Counting & Numeracy**

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. We allow the children to explore and problem solve by giving them a range of material to manipulate. The math materials in the toddler classroom allow the child to spontaneously explore quantity and numbers in concrete form. Songs that include counting and sequencing are included every day during circle time to continue developing a mathematical foundation at this stage.

**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.

**Music & Dance**

Specialised Music and Dance enrichment programmes are offered for all students. Classes take place on a weekly basis and include singing, dancing and movement, games and exploration with instruments and props.

### **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 Toddler students over this school year:**

- Grace & Courtesy
- All About Me
- Feelings & Emotions
- Halloween & Harvest
- Colours
- Shapes
- Transportation
- Christmas
- Celebrating where we are from
- Easter
- Animals
- Plants & Seeds
- Seasons
- Fruit and Vegetables
- Under the Sea
- Being Kind to our Earth (reduce, reuse, recycle)
- Sports

## Our School Policies & Procedures

### Opening Hours

School is open Monday thru Friday.

Our doors open for the day at 7:45am and close at 5:15pm.

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 through the right side gate, into our Outdoor Classroom if between 7:45am-8:30am. If arriving after 8:30am, please enter into your child's Toddler classroom door (Toddler Sun entrance at front of school, Toddler Garden entrance on the left side of school building).

#### Casa

All Casa (ages 3-6) students will enter through the left side gate into our garden area. Children can enter through the left side classroom door of the school building to put away their belongings.

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 (12:30pm for half days and 3:15pm for full days).

Late collection (after 3:20pm) 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 7 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 #: 01250891 (CI Savings). Our Royal Bank account details are as follows: Montessori School of Cayman Ltd., account #: 069751148477 (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.

***We do not receive cash payments at Montessori School of Cayman.***

### **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 **\$300** per month and the daily rate for after care is **\$16**. 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 Toddler 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.

### Diaper Bag/Spare Clothes

A full set of spare clothes must be kept in your child's cubby at all times. Toddler students are asked to bring a large supply of diapers/pullups, wipes, and diaper cream (if needed) for their cubby. Your child's teacher will inform you when it's in need of replenishing. Sunblock and insect repellent are also items you can send in if you wish.

### Toileting

All children in diapers/pullups are changed and encouraged to use the toilet. Your child's toileting occurrences during their time at school are recorded in Transparent Classroom and shared with you as part of their Daily Summary. Those children who are no longer in diapers or pullups are reminded to use the bathroom regularly throughout the day.

### 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

We encourage you to keep these items at home. If your child is a full day Toddler and requires one for nap time for comfort, kindly let us know and we are happy to provide it at the appropriate 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.

If your toddler no longer naps, he or she will spend the afternoon work cycle with the Casa students, participating and engaging in their environment.

All students will head outside for afternoon garden time once the napping toddlers wake up.

### 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.

### School Uniforms

At Montessori School of Cayman our school uniform is **compulsory** for our Casa students and **optional** for our Toddler students. We will welcome Fridays as 'dress down' days for all students. Our students are active and their uniform should reflect this. We have chosen simple and comfortable options for a busy day at school!

Parents have the option of ordering the following uniform items for their child. Kindly note that uniform availability may vary between Toddler and Casa.

#### **Boys:**

- MSC logo polo shirts in red, navy & white
- MSC logo t-shirts in blue or red
- MSC logo mesh gym shorts in navy
- Any plan, neutral-coloured bottoms can be worn with MSC uniform top.

#### **Girls:**

- MSC logo polo shirts in red, navy & white
- MSC logo polo dresses in red, navy & white
- MSC logo t-shirts in blue or red
- MSC logo mesh gym shorts in navy
- Any plan, neutral-coloured bottoms can be worn with MSC uniform top.

Uniform items can be purchased directly from the [Land's End](#) website. Our School number is **900198417**, and Land's End will ship directly to your P.O. Box or physical address on island, or your preferred address. Kindly note that we are also able to provide a US Shipping Address to avoid international shipping costs.

Alternatively, you can complete the [Uniform Order Form](#) with your selections. We will place the order for you, and handle the shipping logistics. We also have a very limited selection of second-hand uniforms that are available to purchase at a discounted price from MSC directly.

### **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.

### **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. Hazard Management Cayman Islands and the C.I. Ministry of Education 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

### Toddler Transitions

Your child's first time at school is an enormous start of a new chapter and exciting time in their lives. It's usually the first time they are away from their parents and out of their home environment. This can be overwhelming for some children and it can certainly take some time getting used to!

At Montessori School of Cayman, it is of upmost importance for us to ensure every child's start at MSC to be a positive experience. We believe in respecting the child, following their lead and doing things at their pace. Because of this, we implement a transition process to help them manage with the change and to help ease them into their new school routine.

Information about our transitions will be sent to all new starting families at MSC and we appreciate your patience, cooperation and understanding in this very important process.

### 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 Garden (ages 18months to 3yrs): 345-323-2602**
- **Toddler Sun (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 March/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 & Weekly Updates**

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 weekly update will also be sent out discussing the week's themes and activities in the Toddler environments.

### **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) & [info@caymanmontessori.com](mailto:info@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)**