



Montessori

SCHOOL OF CAYMAN

Parent and Family Handbook

Montessori School of Cayman

September 2025 – June 2026



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Welcome & Introduction

Dear Families,

Welcome to the Montessori School of Cayman! We are honoured to partner with you in your child's educational journey. Our mission is to provide a nurturing, respectful, and stimulating environment where children grow into confident, compassionate, and independent lifelong learners.

This handbook is designed to help you understand our philosophy, daily operations, and policies. Please read it carefully and keep it as a reference throughout the school year.

Warmly,

Ms. Bri & Team

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.

Montessori Philosophy and Approach

At the Montessori School of Cayman, we embrace the educational philosophy of Dr. Maria Montessori, which is founded on:

- Respect for each child as a unique individual
- Hands-on, self-directed learning in a thoughtfully prepared environment
- Multi-age classrooms that foster collaboration and mentorship
- The cultivation of independence, responsibility, and a lifelong love of learning

The role of the guide (teacher) is to observe, encourage, and support rather than lecture. The role of the child is to explore, discover, and engage meaningfully with purposeful work.

Parents are vital partners in this journey, modeling respect, consistency, and curiosity at home.

School Organisation and Governance

Montessori School of Cayman is a privately owned and operated institution, guided by our Head of School, Ms. Briana Bergstrom Currie, and Deputy Head of School, Ms. Lunette van der Merwe.

All Lead Guides at Montessori School of Cayman are Montessori-certified and supported by Assistant Guides, each of whom holds a diploma in Montessori education. All staff bios can be found on our school's website, www.caymanmontessori.com

MSC also has a School Advisory Board that meets regularly throughout the academic year to address key matters and ensure the highest standards of care and education.

Our school follows international Montessori best practices, complies with Cayman Islands educational regulations, and is fully registered with the Cayman Islands Ministry of Education, with our registration in good standing.

Admissions and Enrolment

Admission is granted on a first-come, first-served basis, with priority consideration given to siblings of current students and returning families.

We have Annual, Termly & Monthly payment options. Please see our **School Tuition & Fees Schedule** for an updated list of our fees, along with the applicable terms, outlined in the enrolment contract and is also available on the school's website at www.caymanmontessori.com.

Our annual tuition reserves your child's place at school and remains the same regardless of any absences due to holidays, illnesses or otherwise. In the event of early withdrawal, a minimum of thirty (30) days' written notice is required. Tuition and fees remain the responsibility of the family for this notice period, regardless of whether the student attends during that time.

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 through 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) or account #: 069757503360 (USD Savings). We use an exchange rate of 0.82 if paying in USD. 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 accept cash payments at Montessori School of Cayman.***

Student Drop-Off & Pick-Up

Toddlers

Upon arrival, all Toddler (18 months to 3 years) students will be welcomed by a classroom teacher at their classroom door. Toddler Sun students enter through the red door at the front of MSC, while Toddler Garden students use the Toddler Garden door on the left side of the building.

Casa

All Casa (ages 3-6) students will enter through the Casa classroom door on the left side of our 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 (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.

Daily Operations and Programme Schedules

School Hours:

- **Half-Day Programme:** 7:45 a.m. – 12:30 p.m.
- **Full-Day Programme:** 7:45 a.m. – 3:15 p.m.
- **After-School Care (optional):** 3:15 p.m. – 5:15 p.m.

Arrival: We encourage students to arrive between 7:45 a.m. and 8:30 a.m. so they can settle in and enjoy the full school day. Arriving late can make it harder for children to join the classroom flow.

Dismissal: Please plan to pick up your child on time at dismissal. Families arriving after dismissal may be charged the daily after-school care fee of \$16.

Attendance: Regular attendance helps your child thrive. If your child will be absent, please let their teacher know.

TODDLER DAILY SCHEDULE 2025 - 2026

7:45 – 8:30 a.m. | Arrival & Indoor/Outdoor Activities

Upon arrival, your child will be welcomed by a classroom teacher at the classroom door. Toddler Sun students enter through the red door at the front of MSC, while Toddler Garden students use the Toddler Garden door on the left side of the building.

Children may choose to begin their day indoors or in the Outdoor Classroom, where a variety of sensory and art activities are prepared daily.

8:30 – 9:45 a.m. | Handwashing, Morning Work Cycle, Circle Time & Group Snack

Children wash their hands, change into inside shoes, and enjoy a healthy, self-served morning snack, which includes a protein, carbohydrate, and fruit or vegetable. Whenever possible, organic produce is provided. Snack time encourages independence and social interaction in a group setting.

After snack, children choose activities from the shelves, observe teacher presentations, and work with peers.

At approximately 9:30 a.m., children tidy the environment and join Circle Time. This includes a morning greeting, the singing of the Cayman Islands National Song, songs for days of the week and months of the year, calendar counting, and selection of the day's classroom helper.

Following Circle Time, children prepare to go outside for garden play.

9:45 – 11:00 a.m. | Garden Time

Toddlers enjoy free play in the garden with outdoor toys and opportunities for spontaneous interaction.

Water is available at all times, and children are encouraged to wear hats while outdoors.

11:00 – 11:30 a.m. | Handwashing, Special Activities/Group Time

Children wash hands and rejoin the classroom for a group lesson or extracurricular activity (music with JukeBox or dance with Centre Pointe).

On non-extracurricular days, teachers lead an interactive group lesson connected to the weekly project theme. Families are informed of themes through the monthly Project Week Calendar and Newsletter.

11:30 a.m. – 12:30 p.m. | Lunch, Half-Day Dismissal & Full-Day Nap

Lunch begins at 11:30 a.m. Parents may collect children from 12:00 p.m., and all half-day students must be collected by 12:30 p.m.

After lunch, full-day students wash up and rest on nap mats provided by the school. Families are asked to supply a blanket or sleeping bag, which is sent home weekly for washing.

1:30 – 3:15 p.m. | Afternoon Snack, Work Cycle & Dismissal

As children wake from rest, they are offered an afternoon snack and invited to move freely in the classroom, engaging with materials of their choice.

At dismissal, teachers bring children to the classroom door, where belongings are placed on the shelf outside for collection. Families are asked to check all items before leaving.

3:15 – 5:15 p.m. | After-School Care

Available for children remaining past 3:15 p.m. Attendance is recorded daily, and charges are billed monthly. *Please note: Weekly music and dance classes are subject to confirmation for the*

2025-2026 school year. Daily schedules may be adjusted to best meet the needs of the Toddler students.

CASA DAILY SCHEDULE 2025 - 2026

7:45 – 9:00 a.m. | Arrival, Transition & Indoor/Outdoor Activities

Children are greeted at the classroom door by a teacher and place belongings in their cubbies. They are then invited to explore sensory activities, guided & free play, and outdoor art prepared by Casa teachers, designed to support fine motor skills, concentration, problem-solving, language, social interaction, cognitive growth, creativity, and sensory integration.

9:00 – 9:20 a.m. | Circle Time

Children gather for Circle Time, beginning with the Cayman National Song and a morning greeting.

Songs, calendar work, and classroom roles (helper of the day, feeding school animals) are included.

A short interactive lesson connected to the weekly project theme follows. Families are informed of project themes through the monthly newsletter.

9:20 – 11:00 a.m. | Snack & Morning Work Cycle

Children independently select activities or continue with ongoing work.

A healthy snack (protein, carbohydrate, and fruit or vegetable) is available throughout the Work Cycle. Organic produce is provided when possible.

After eating, children wash their own dishes and rejoin the classroom activities.

11:00 a.m. – 12:00 p.m. | Garden Time

Children enjoy free play in the garden with access to outdoor toys and spontaneous play opportunities.

Hats are encouraged, and water is available at all times.

11:45 a.m. – 12:00 p.m. | Lunch Preparation

Students tidy the garden, wash hands, and prepare for lunch, practicing independence, responsibility, and hygiene.

12:00 – 12:30 p.m. | Lunch & Half-Day Dismissal

Lunch is enjoyed in small groups with teachers, creating a calm and social mealtime environment.

Half-day pick-up is available from 12:15 p.m., with all half-day children collected by 12:30 p.m.

Children clean up after lunch by wiping tables and washing hands and faces.

12:30 – 12:45 p.m. | Meditation

A guided 15-minute meditation session helps children practice mindfulness, relaxation, and breathing techniques, preparing them for the afternoon.

12:45 – 2:45 p.m. | Afternoon Work Cycle

Children freely choose activities and focus on advanced Montessori materials, developing early reading, writing, mathematics, and cultural knowledge.

2:45 – 3:15 p.m. | Preparation for Dismissal & Outdoor Time

Dismissal takes place in the Outdoor Classroom or garden gate, where teachers bring children with their belongings. Families are asked to ensure all items are collected.

Special Activities

Casa students participate weekly in extracurricular lessons, including yoga, PE, language, dance, and music. These are incorporated into the school day to ensure all students can attend.

Weekly music and dance classes are subject to confirmation for the 2025–2026 school year.

The schedule may occasionally be adjusted to meet student needs.

3:15 – 5:15 p.m. | After-School Care

Available for children remaining past 3:15 p.m. Attendance is recorded daily and billed monthly.

Curriculum Information

Toddler Programme Curriculum at Montessori School of Cayman

The Toddler Programme at the Montessori School of Cayman provides a warm, inviting, and purposeful environment designed to nurture children’s developmental milestones. At this stage, children are at a critical point in their growth, and our curriculum aims to support their emerging independence, creativity, and social development. While we adhere to the Montessori philosophy, our programme is also closely linked with the Cayman Islands Early Childhood Curriculum Framework (CIEYCF), ensuring that it aligns with local educational standards and provides a well-rounded, developmentally appropriate learning experience. This integration of Montessori principles and the CIEYCF ensures that our children thrive in a curriculum that supports the whole child, fostering their cognitive, social, emotional, and physical development.

Practical Life

Practical Life activities help toddlers develop independence, concentration, coordination, and a sense of responsibility as they learn everyday tasks.

These activities foster self-discipline, independence, and concentration, encouraging toddlers to take responsibility for themselves and their surroundings, thus contributing to their overall development.

Sensorial

Sensorial activities help toddlers refine their senses, develop cognitive skills, and gain a deeper understanding of the world around them.

The sensorial materials encourage children to explore their environment and categorise the world around them in a more meaningful way. These experiences help fine-tune their senses and support their intellectual growth, while the Pink Tower offers a tactile way for toddlers to engage with mathematical concepts in a concrete manner.

Language

The Language area promotes early communication skills, expanding vocabulary and fostering an understanding of spoken and written language.

Through everyday interactions, storytelling, and interactive lessons, children in our Toddler Programme develop strong language skills and a love for communication.

Numeracy

Numeracy skills are introduced in a concrete and playful way, allowing toddlers to explore and understand basic mathematical concepts.

By allowing toddlers to manipulate objects and explore basic concepts of quantity and number, we lay the groundwork for more complex mathematical thinking later on.

Arts and Crafts

The Arts and Crafts area fosters creativity, fine motor skills, and emotional expression through open-ended artistic activities.

These activities help children explore their emotions, develop creativity, and refine their motor skills, giving them a sense of accomplishment and joy in the creative

Music and Dance

The Music and Dance programme enhances auditory discrimination, rhythm, and coordination while fostering a love for music and movement.

Music activities encourage children to listen attentively, move to rhythms, and experience music in a joyful and engaging way.

Alignment with the Cayman Islands Early Childhood Curriculum Framework (CIEYCF)

Our Toddler Programme is thoughtfully designed to integrate the principles of the Montessori method with the Cayman Islands Early Childhood Curriculum Framework (CIEYCF). The CIEYCF emphasizes the importance of responsive caregiving, quality interactions, and the development of four key areas: Exploration, Respect, Communication, and Well-Being. By aligning with these principles, we ensure that our curriculum supports the whole child—emotionally, socially, cognitively, and physically.

The Montessori approach provides a rich, structured environment where children can explore, learn, and grow at their own pace, while the CIEYCF ensures that these experiences are developmentally appropriate, culturally relevant, and rooted in the local context. This integration offers children a comprehensive early learning experience that sets the foundation for lifelong learning.

The outcomes of our Toddler Programme are reflected in the learning objectives for each Montessori activity. These objectives are detailed in our Transparent Classroom app, allowing parents to track their child's progress and understand the specific goals and milestones of their early education journey.

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

Casa Programme Curriculum at Montessori School of Cayman

The Casa Programme at the Montessori School of Cayman offers a warm, engaging, and purposeful environment designed to support the developmental milestones of children. At this crucial stage of growth, our curriculum emphasizes fostering independence, creativity, social development, and a deep love of learning. While we follow the Montessori philosophy, our programme is also closely aligned with the Cayman Islands Early Childhood Curriculum Framework (CIEYCF), ensuring that it meets local educational standards and provides a well-rounded, developmentally appropriate learning experience.

Additionally, our third year (Kindergarten) curriculum is closely linked with the standards set by the Cayman Islands Primary National Curriculum and the UK National Curriculum, ensuring that students are well-prepared for their transition to primary school. The integration of Montessori principles with the CIEYCF, along with the alignment to primary curriculum standards, ensures that our children thrive in a comprehensive and enriching learning environment that nurtures their cognitive, social, emotional, and physical development.

Areas of Development and Activities

Practical Life

The Practical Life area in the Montessori Casa environment is essential for developing independence, concentration, and motor control. Through purposeful activities, children learn to care for themselves and their environment while developing critical life skills.

Care of the Self: Children practice activities such as washing hands, brushing their teeth, and dressing themselves. These activities promote personal independence, coordination, and self-care.

Care of the Environment: Activities like dusting, sweeping, and setting the table help children develop an understanding of their role in maintaining their surroundings. These tasks build responsibility, order, and a respect for their environment.

Grace and Courtesy: Social lessons focus on teaching children how to interact politely with others, such as greeting a friend, saying "please" and "thank you," and sharing materials. These activities develop respect for others and enhance social skills.

Control of Movement: Activities like walking on a line, transferring objects with tongs, or practicing balance on a beam support the development of coordination, concentration, and motor control.

These Practical Life activities align with the CIEYCF's emphasis on communication, respect, and exploration, providing the foundation for emotional well-being, social competence, and independence.

Sensorial

The Sensorial area helps children refine their sensory perceptions, enhancing cognitive development and supporting intellectual growth by engaging them in activities that involve the senses of sight, touch, taste, smell, and hearing.

Sensorial activities support the development of exploration and communication by refining sensory experiences and encouraging children to classify and understand their environment.

Language

Language development in the Casa programme fosters both oral and written communication. Children are encouraged to build their vocabulary and learn the foundations of reading and writing.

Language activities foster communication and respect, and support the development of cognitive and social-emotional skills as children learn to express themselves clearly and confidently.

Mathematics

Montessori mathematics materials provide a concrete approach to numeracy, where children explore concepts of quantity, number, and mathematical relationships through hands-on activities.

The emphasis on exploration and concentration supports children's understanding of mathematical concepts and helps them approach numeracy in a concrete, hands-on way.

Culture: Geography, History, Religion, Zoology & Botany

The cultural curriculum helps children develop a deeper understanding of the world, its people, and its ecosystems. Through exploration of various countries, cultures, and sciences, children develop a respect for diversity and a sense of global citizenship.

Geography: In term two, children study the continents, exploring different countries and learning about their geography, history, culture, and environment. This is complemented by field trips, such as visiting the Botanic Park, Cayman Turtle Centre, Nautilus Submarine, and Parrot Sanctuary.

History and Culture (Local and Global): We explore the history of the Cayman Islands, celebrating local symbols, holidays, and stories. Children also compare Caymanian culture to others around the world. In addition, we celebrate and explore cultures and traditions from around the world, helping our students gain a deeper understanding and appreciation of the diverse communities and beliefs that make up our global society. This global perspective enhances their social and cultural awareness, fostering respect and curiosity.

Religion, Mindfulness & Meditation: 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 exist worldwide. Through our Study of the World in our second term, we explore each continent, learning about the unique celebrations and festivals that take place around the globe. We encourage children from different countries to share their experiences and bring in items to engage in sensory experiences, helping them gain a deeper understanding and appreciation of other cultures. We offer students the opportunity to learn about and participate in the celebrations practiced across the world, fostering respect for individuals with different beliefs. Our goal is to instill a sense of wonder and curiosity about the world in each student. Through daily **Mindfulness and Meditation** classes, children reflect on their own feelings and experiences, developing respect for others and their cultural practices.

This helps cultivate empathy and an appreciation for the diversity of beliefs and traditions in our world.

Zoology & Botany: Children study local and international plants and animals, exploring their characteristics, habitats, and roles in nature.

This area ties into the CIEYCF's focus on exploration, communication, and respect, encouraging children to develop a broad understanding of the world and the various cultures that shape it.

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.

Arts and crafts support well-being and communication by allowing children to express themselves and engage with their creativity.

Outdoor Classroom

The Outdoor Classroom provides children with the opportunity to engage in physical and nature-based activities that complement their learning inside.

Gardening: Children plant, water, and care for plants, learning about nature and responsibility.

Creative Play: Outdoor play includes activities such as art, experiments, mud kitchens, and water play.

The Outdoor Classroom enhances physical well-being, communication, and exploration, allowing children to connect with nature in meaningful ways.

Music and 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. Children learn songs, engage in rhythmic movements, and explore music as an expressive medium.

Music fosters communication and well-being by providing children with an outlet for self-expression and emotional regulation.

Alignment with the Cayman Islands Early Childhood Curriculum Framework (CIEYCF) and National Standards

At Montessori School of Cayman, we align our Casa Programme with the Cayman Islands Early Childhood Curriculum Framework (CIEYCF), which focuses on four core areas: Exploration, Respect, Communication, and Well-Being. This ensures that our programme nurtures the whole child by fostering their cognitive, emotional, social, and physical development in a holistic manner. Additionally, our third-year (Kindergarten) curriculum aligns closely with the standards set by the Cayman Islands Primary National Curriculum and the UK National Curriculum, ensuring that our students are well-prepared for their transition to primary education.

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 around the World
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

Social and Emotional Learning (SEL) Curriculum

At Montessori School of Cayman, we believe that a child's social and emotional growth is just as important as their academic development. Our *Bright Up, Mind Up* curriculum, created by our Lead Casa Guide, Ms. Ari, is designed for all students at MSC and has been thoughtfully crafted to meet the developmental needs of both our Toddler and Casa students.

Each month, children explore one Social and Emotional Learning (SEL) theme through simple and engaging experiences such as songs, art, practical life activities, mindfulness, and daily routines. Lessons are designed to be predictable, sensory-based, and developmentally appropriate, helping children build confidence while expanding their emotional vocabulary.

Our curriculum aligns with the **CASEL 5 SEL Competencies**, ensuring that children gain a strong foundation in social and emotional well-being:

Self-Awareness – Recognizing and naming emotions through visual cues and sensory tools.

Self-Management – Practicing calmness, gentle movement, and breath control to regulate emotions.

Social Awareness – Developing empathy, kindness, and understanding through daily routines that support others.

Relationship Skills – Strengthening connections through songs, turn-taking activities, and opportunities to help peers.

Responsible Decision-Making – Encouraging thoughtful choices and nurturing care for oneself, others, and the environment.

By weaving SEL into everyday routines, *Bright Up, Mind Up* empowers children to become confident, kind, and mindful individuals, preparing them with lifelong skills for both learning and relationships.

Parent Communication and Expectations

Adjustment to School

Most children settle into school quite smoothly; however, beginning school for the first time can sometimes feel overwhelming. We ask that parents and caregivers remain patient, calm, and positive during this important transition, as your reassurance greatly supports your child's adjustment. The transition period typically lasts up to six weeks, though this may vary for each child. To help ease this process, we encourage "short and sweet" drop-offs. A cheerful goodbye, reassurance that you will return, and a swift departure all help your child adjust more quickly. If your child is upset at drop-off, please be assured that our staff will provide comfort, and you will receive a follow-up call once they have settled.

Toddler Transitions *(for new Toddlers joining MSC)*

Your child's first school experience is an important milestone and a very exciting time. For many, it may also be the first separation from parents and home, which can feel overwhelming. At Montessori School of Cayman, we are committed to ensuring that every child's start with us is positive and respectful of their pace. We follow a gradual transition process that allows each child to adjust comfortably to their new environment.

Families of newly enrolled students will receive detailed information about the transition process. We ask for your patience, cooperation, and understanding during this stage, as it sets the foundation for your child's success at school.

Our Expectations & Code of Conduct

For Children:

- Respect yourself, others, and the environment.
- Care for classroom materials and return them when finished.
- Resolve conflicts peacefully, with guidance from an adult when needed.

For Parents:

- Support your child's independence (e.g., encourage dressing themselves, carrying their own bag).
- Arrive on time for school and scheduled events.
- Respect school policies and use established communication channels.

Discipline:

Discipline at Montessori School of Cayman follows natural and logical consequences in keeping with Montessori principles. We do not use corporal punishment, shaming, or punitive measures. Instead, we guide children toward self-discipline and positive choices.

The Journey to Independence

Practical Life activities in the Montessori classroom nurture your child's independence, helping them learn to care for themselves and their environment. This growth often extends to the home, where children may want to continue practicing new skills.

We encourage families to support independence at home by allowing children to:

- Dress themselves
- Brush their teeth
- Feed themselves

- Pour their own drinks
- Help with simple household chores

Patience is key. Mistakes are part of the learning process, and role-modeling the correct way is a valuable teaching tool.

We also encourage children to walk into school independently, carrying their own belongings. This builds confidence, self-esteem, and a sense of responsibility.

Parent–Teacher Communication

Strong communication between school and home ensures your child’s success. Please keep your contact information up to date so we can reach you if needed.

General notices will be sent via admin@caymanmontessori.com or info@caymanmontessori.com or classroom emails (casa@caymanmontessori.com, toddler@caymanmontessori.com).

Teachers may contact you by phone using the numbers you provided on your child’s registration form.

Parents can reach us directly at:

Casa Group (ages 3–6): 345-547-4717

Toddler Garden (18 months–3 years): 345-323-2602

Toddler Sun (18 months–3 years): 345-547-4716

Main School Office: 345-949-0202

Formal updates on your child’s progress are provided during parent–teacher conferences in the fall term and again in the spring term. However, you are always welcome to reach out to your child’s teacher at any time by phone or email.

Please note: Arrival and dismissal times are dedicated to greeting and farewelling students and are not intended for extended conversations.

If there are significant changes at home (e.g., a parent traveling, a new caregiver, visitors in the home), we ask that you inform your child’s teacher. These changes often explain shifts in a child’s behavior.

Parent Communication Platform – Noorana

Upon enrolment, families will receive an invitation to join **Noorana**, our communication and record-keeping platform.

Through the app, families receive:

- Daily summaries of classroom activities, including lessons, photos, and notes
- Updates to their child’s Individual Learning Plan, stored electronically throughout their time at MSC
- Access to descriptions of Montessori lessons, their developmental purposes, and suggestions for supporting learning at home
- Parents will also see how lessons align with the **Cayman Islands Early Years Curriculum Framework**, helping you understand how your child’s learning is supported.

Classroom Newsletters & Project Week Calendars

Each month, families receive our school newsletter highlighting themes, announcements, and classroom activities.

A Project Week Calendar is also shared monthly for each programme, offering daily insights into classroom themes and planned activities.

School Year

The school year runs from **September to June** and follows traditional term dates and holidays, including Christmas, Easter, Half Term breaks, and Public Holidays. Families will receive a calendar listing all important dates.

Parent Grievance Policy

At Montessori School of Cayman, fairness and consistency are central to all our practices.

If you have a concern:

Please first speak directly with your child's teacher.

If the matter remains unresolved, a meeting with the Head of School can be arranged.

We value open communication and aim to resolve matters with respect and fairness.

Parent Library

Families are welcome to borrow books from our Parent Library, located in the school office.

Topics include child development, parenting, special needs, and Montessori education.

We also recommend the following websites for additional resources:

www.aidtolife.org

www.montessori.org

Health, Safety and Wellness

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 digital medication form (request this from your child's teacher or administration). 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 pediatrician as well as an emergency medical plan including instructions on how and when to administer any medicine. A digital Medication Form must also be completed by the parent. Any changes to the medication will require a new authorisation.

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. MSC also has an AED machine on site.

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 stored digitally in your child's file on our school platform, Noorana.

Immunisation Records

At Montessori School of Cayman, the health and safety of our students, staff, and families is our highest priority. To help protect our community, we strongly encourage full immunisation for all children.

- A copy of each child's immunisation record must be uploaded to their digital file on **Noorana**.
- Immunisation forms are required as part of the enrolment process at the beginning of each school year.
- Families are responsible for providing the school with any updates to their child's immunisation record.
-

For families who have chosen not to vaccinate:

Montessori School of Cayman requires a **written exemption from Cayman Islands Public Health**. In the event of a communicable disease outbreak, unvaccinated children will be required to remain at home for the duration of the outbreak, in accordance with Public Health guidelines. This policy exists to safeguard the well-being of all members of our school community.

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, Casa Students

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.

Diaper Bag/Spare Clothes, Toddler Students

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.

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. ***These are not permitted for Casa students at 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)

Please refrain from having your child bring in personal items into school.

School Policies and Procedures

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.

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, green, 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, green, navy & white
- MSC logo polo dresses in red, green, 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 in time for when MSC completes a bulk uniform order. We will place the order for you, and handle the shipping logistics. Kindly note that we administration will notify you of ordering periods.

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.

Field Trips

Field trips are an essential supplement to the Montessori curriculum, particularly as part of our Casa programme. 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! For Toddler Field Trips, a Parent or Guardian will be required to attend.

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 on our school app, Noorana, 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 Noorana 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](#).

Transition Policy

The purpose of this policy is to outline the structured and supportive process for children transitioning to MSC as a new student, or from the Toddler Programme to the Casa Programme at the Montessori School of Cayman. This ensures a smooth, well-supported change that respects the developmental needs of each child, fosters collaboration between educators and families, and upholds the Montessori philosophy of individualized learning.

Please view our full Transition 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](#).

Additional Learning Support Needs (ALSN) 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 ALSN 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.

Montessori School of Cayman Contact Information

Physical Address:

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Grand Cayman, Cayman Islands

Mailing Address:

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KY1-1202, Cayman Islands

Telephone:

(345) 949-0202 – School Office

Email Addresses:

Administration – admin@caymanmontessori.com & info@caymanmontessori.com

Casa – casa@caymanmontessori.com

Toddler – toddler@caymanmontessori.com

Website:

www.caymanmontessori.com