



2010-2011

Parent and Student Handbook

Montessori By The Sea
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Montessori By The Sea was established in September 2000, with one Toddler and one Casa classroom. Our program now accommodates approximately 150 students, from ages 21 months through age 14.

Our Vision

On a global level we envision a world community that exists in harmony recognizing the inherent worth of us all. Our vision for Montessori By The Sea's school community is students who are passionate about life and learning; loving, dedicated and professional administrators and teachers, and supportive and involved parents.

Our Mission

At MBTS we promote a legacy of limitless possibilities by inspiring a love of life, learning and laughter; creating environments that engage, excite and embrace everyone and fostering the acquisition of skills necessary for a balanced, successful life. We value respect for self, others and the world, nourish self-awareness and peace within, inspire innovative thinkers, nurture relationships and foster inherent worth as well as encompass global awareness and citizenship.

Our Aims:

At MBTS we aim to provide our students with a legacy of limitless possibilities through:

Love of life, learning & laughter

Environments that engage, excite and embrace everyone

Acquisition of skills necessary for a balanced, successful life

Respect: for self, others, and the world

Nourishing self-awareness and peace within

Inspiring innovative thinkers

Nurturing relationships & fostering inherent worth

Global awareness & citizenship

At Montessori By The Sea, the concept of educating the whole child is central to everything we do. The Montessori curriculum is **interdisciplinary, sequential, individualized, contextual, meaningful and holistic**, and provides students with the opportunity to learn in a variety of ways. Additionally, each student participates in enrichment classes (PE, Art, Music, French and ICT—at the Elementary level-) weekly. This further facilitates the child's total development.

We empower our students to initiate their own activities, helping them to develop self-reliance, independence and a sense of ownership of their classroom and school environment.

Memberships

* Fully licensed and registered by the Cayman Islands
Department of Education

* International Montessori Council

GENERAL INFORMATION

2009/2010 School Year Calendar

The school year begins in September and runs for ten months. Depending on the demand, there may be a Summer Camp program offered. The following dates are subject to change and/or additional dates may be added if necessary.

Aug 30-31	Half Days for Returning Toddler, Casa & ALL Elementary & Middle Years Students— 1:00 pm Dismissal (12:00 Noon for Toddler Students)
September 1-3	- Full Days for Returning Toddler, Casa & ALL Elementary & Middle Years Students
September 6	- Rotated Days & Times for New Toddler & Casa Students
September 6	- Full Days for New Toddler (Rotated) & Casa Students
September 7	- Elementary and Middle Years Assembly
September 7	- Toddler Orientation Night 6-7 pm
September 14	- Elementary Orientation Night 6:30-7:30 pm
September 14-17	- Casa Orientation Night 6-7 pm
September 18	- Middle Years Orientation Night 6:30-7:30 pm
September 21 -23	Casa Parent Meetings (Please Sign Up)
September 22	MBTS Welcome Picnic (Time TBA)
Sept 27-Oct. 1	Toddler Parent Meetings (Please Sign Up)
October 4	MBTS Parent's Guild AGM
October 4-7	Elementary Parent Meetings (Please Sign Up)
October 4-7	Assembly
October 25-29	Middle Years Parent Meetings (Please Sign Up)
November 8	Staff Professional Development Days— No School
November 8	Assembly
November 15	Remembrance Day Holiday— No School
November 17	Toddler and Middle Years Parent Night 6-7 pm
November 24	Casa & Elementary Parent Night 6-7 pm
December 8	Whole School Assembly
December 11	MBTS Holiday Concert (Time TBA)
December 15	Half Day of School— 1 pm Dismissal (12:00 Noon for Toddler Students)
December 16-31	Winter Break— No School
January 3	School Resumes
January 10	Assembly
January 18-20	MANDATORY Toddler Parent Meetings (Please Sign Up)
January 20-22	Elementary and Middle Years Sports Days *Tentative*
January 24	National Hero's Day Public Holiday— No School
January 25-28	MANDATORY Casa Parent Meetings (Please Sign Up)
February 1-4	MANDATORY Elementary Parent Meetings (Please Sign Up)
February 7	Assembly
February 7-10	MANDATORY Middle Years Parent Meetings (Please Sign Up)
March 7	Assembly
March 9-11	Half-Term Break— No School
March 16	Parent Night 6-7 pm
April 4	Assembly
April 21	Half Day of School— 1 pm Dismissal (12:00 Noon for Toddler Students)
April 22-29	Spring Break— No School
May 2	School Resumes
May 9	Assembly
May 13	Staff Professional Development Day— No School
May 16	Discovery Day Public Holiday— No School
May 24-26	Toddler Parent Meetings (Please Sign Up)
May 30-June 3	Casa Parent Meetings (Please Sign Up)
June 13	Queen's Birthday Holiday— No School
June 14-17	Elementary & Middle Years Parent Meetings (Please Sign Up)
June 16	Whole School Assembly
June 18	MBTS End of Year Concert (Time TBA)
June 22	- Afternoon Kindergarten Graduation (Time TBA)
June 22	- Evening Elementary Graduation (Time TBA)
June 23	Last Day of School— Half Day— 1 pm Dismissal (12:00 Noon for Toddler Students)

MONTESSORI BY THE SEA

Montessori By The Sea (MBTS) consists of Toddler, Casa, Lower Elementary, Upper Elementary and Middle Years Programs. These purpose-built classrooms are the foundation of our school's educational approach. They are safe, warm and nurturing environments, prepared and staffed by dedicated educators. Each classroom is staffed by certified Montessori teachers and qualified assistants. In all classes, materials, equipment and furniture are child size to allow for maximum exploration and use of the senses. Each class is designed to meet the changing needs of each child as an individual.

In all programs, the children will participate in cooking and nutrition, multicultural experiences, Physical Education, French, Music and creative movement, Art, Science, Information Communications Technology and nature.

MBTS Organizational Structure

MBTS Directors set policies for the school and establish corporate goals. The Directors prioritize goals and objectives and delegate responsibility to administrative and/or teaching staff.

Directors: The School Directors carry out the policies established and act within the limits of the financial policy. Within these guidelines the Directors create operational policies, oversee the business operations, provide administrative support for staff, coordinates relations and has responsibility for the day-to-day business operations of the school.

Administration: Administrative staff consists of a Business Administrator, Program Administrator, Curriculum Administrator and an Office Manager.

Teachers: Certified Montessori professionals supervise each classroom. Montessori teachers must complete a rigorous training program, which includes coursework in the Montessori philosophy, developmental psychology and pedagogy. Additionally, they are as a group, enthusiastic and dedicated educators who are committed to meeting the needs of each child in their class. Teachers work individually and in small groups with children to foster and encourage their happiness and to experience new learning opportunities. Careful observation of each child leads to valuable insight about learning needs and styles, which are incorporated in classroom work. Our professional staff offers the sensitivity, nurturing and patience essential to our students. The primary goal of the Montessori teacher is to serve as a link between the classroom environment, the materials and the learning that occurs. The teacher observes, reflects and guides the child along a path to reach his/her fullest potential. We aim to balance spirit, mind and body in the healthy and whole child.

While in the classroom, support staff (assistants, after care workers, etc.) work under the direct supervision of a trained and certified Montessori teacher. They assist the children to feel comfortable in the environment, share minor teaching responsibilities, make observations, communicate problems and discoveries to the teacher and support the work of the teacher.

Staff who are not Montessori certified are trained by MBTS in the Montessori philosophy, method and principles.

MBTS Organizational Structure cont.

Summer Camp Staff: The job of all Summer Camp staff is to provide a wholesome recreational and educational program for the camp participants.

Volunteer Instructor Program (V.I.P.): The Montessori philosophy holds dear the idea that “Learning the right answers may get a child through school, but learning how to become a life-long, independent learner will take her anywhere.” (**The Montessori Way**). Realizing the importance of acquiring skills necessary for a balanced, successful life, ‘Practical Life’ is translated to ‘Life-Management Skills’ at the Elementary level. Our current program, which is facilitated by parents and other professionals outside of the school community, covers Current Events, Science & History, Health, Safety and Nutrition as well as Financial Management. Members of our V.I.P. give freely of their time and energy and it is greatly appreciated.

Educational Philosophy

Montessori By The Sea adheres to the philosophical works and observations of Dr. Maria Montessori, which have been proven successful historically and cross-culturally. Dr. Montessori strongly believed that the most important time in one's life is the period from birth to six years of age. During this time, the child intently absorbs everything he/she is exposed to, whether it is positive or negative. "He observes everything in sight and experience shows that he absorbs it all equally... these impressions become an integral part of his personality." From all of these experiences, the child begins to create who he/she will become.

The philosophy of the Montessori Casa classroom incorporates three elements, in a continuous motion, essential for maximum learning. The classroom environment, being prepared for the student, stimulates the child to question so that every action urges his/her desire to learn in the following integrated areas: Practical Life, Sensorial, Math, Music, Art, Language and Culture. All material and other parts of the classroom guide the student toward success in any interest. The student learns best when s/he is interested and wants to learn. While in the classroom, the student will experience a highly structured program, which allows him/her the freedom to learn via all five senses and to follow his/her self-interest. Success becomes an avenue for high self-esteem and student mastery. Once a student has mastered a task, that task becomes an area for rest while boosting his ego and allows the student to move on to another interest.

The adult observes each student and continually prepares the environment and supports the student often by challenging the student to new and different work while maintaining the standards of classroom etiquette.

With this solid foundation, the child is then ready to move onto the next plane of development, six to twelve years of age. Elementary-aged children have the ability to reason, which is unsurpassed at any age. The combined power of their reasoning intellect and imagination are so potent that virtually any concept or system-- no matter how abstract-- can be presented in such a way that they can begin integrating knowledge of the universe from all directions through all disciplines.

Our Middle Years Program (Grades 7 & 8) is based on Montessori's Third Plane of Development, which occurs between 12 and 18 years of age and is known as "adolescence." This plane is divided into two subdivisions: 12-15 years (Puberty) and 15-18 years (Adolescence). This overall plane is one of great physical mental and social transformation and it marks the end of childhood. This period of life, when physical maturity is reached, is a difficult time because of its rapid development and the changes that take place within the body. During this plane, children become explorers seeking to understand their places as individuals in society and their opportunities to contribute to the society. It is a time of high ideals and wishing to help others. They are ready to experience economic independence and to explore ways in which they can be productive and remunerated for their services. Like all programs at MBTS, the Middle Years Program takes into account the children's developmental stage, in turn providing them with a rich and balanced program.

At Montessori By The Sea, every child is actively involved in the learning process. Our teachers are loving, caring and want the very best for your child. They observe, guide, listen and encourage, with specific provisions for visual, auditory and sensory stimulation, at a pace that is responsive to the individual child's readiness to learn. They allow and promote self-discovery within each child. Children respond through active participation and cooperation. The goals of the class have been developed so that the child may develop a positive self-image, learn in an educational and prepared environment and experience warm, loving relationships with adults and peers.

In a Montessori classroom, each child is worked with individually to alleviate any competitiveness. "Each child relates only to his own previous work, and his progress is not compared to the achievements of other youngsters." The role of the teacher is to guide and observe the children with the specialized Montessori materials. Children are not pushed to discover, but instead, they are encouraged and driven by an internal drive to learn. Learning, Dr. Montessori advocated, is a natural process, and "...no human being is educated by another person. She must do it herself or it will never be done."

Toddler Curriculum (Sprouts)

The first few years of a child's life are crucial to his/her personality and intellectual development. Toddlers need not only love and emotional nurturance in a healthy, physical environment, but also an environment that promotes his/her very real need to learn. During the early years of life, Dr. Maria Montessori felt that "...the first thing the child's education demands is the provision of an environment in which he/she can develop the powers given by nature." The school environment is the curriculum.

The purpose of the Toddler Program at Montessori By The Sea is to encourage, assist and protect the normal development of each child. The prepared environment helps each child foster his/her basic needs for independence, exploration and the building of trust. The structure of the curriculum is based on four developmental areas: Language, Physical and Motor, Social and Emotional and Self-help. With this basis, the children develop language and communication skills, fine and gross motor skills, grace and courtesy skills and independence. Dr. Montessori emphasized the need for a rich environment, and noted the speed at which children can develop. "If our own adult ability be compared with the child's, we should need sixty years of hard work to do what he or she does in three."

Language

The construction of vocabulary is a part of every aspect of the Montessori By The Sea Toddler curriculum. This area includes language objects, nomenclature cards, songs, books, etc.

Physical and Motor

Along with the mind, both fine and gross motor skills develop rapidly from birth to three years. Attention to these needs supports balanced development. Physical activity in the young child is an important part of environmental involvement and thus, education. "...mental development must be connected with movement and be dependent on it."

Social and Emotional

Basic rules in our environment include: caring for each other, the materials and the atmosphere of the class. Through various activities the children develop self-esteem and trust in their own ability to care for themselves and their environment. Older children are models for the younger ones. They are given the opportunities to show a younger companion how to do something that he is not yet capable of doing by himself. There is only one example of each exercise so the child learns to care for the material, respect other children at work, and learn to wait for one's turn. Children return material to the shelf once they are finished with it so that another child may use it.

Practical Life

The Practical Life lessons enhances the child's development of task organization and cognitive order through care of self and the environment, exercises of grace and courtesy, coordination of physical movement and food preparation. Activities that your child may participate in include: plant watering, hand washing, washing and drying dishes, sweeping, pouring, etc.

Casa Curriculum (Horizons)

At Montessori By The Sea, each child is allowed the freedom to safely experience the excitement of learning at his/her own pace, by his/her own choice, and in an environment that appeals to his/her inner needs. "Our educational aim must be to aid the spontaneous development of the mental, spiritual and physical personality, and not to make of the child a cultured individual in the commonly accepted use of the term."

Language

In a Montessori classroom, children learn the phonetic sounds of the letters before they learn the alphabetical names in a sequence. The phonetic sounds are given first because these are the sounds they hear in words that they need to be able to read. Grammar is also introduced to the children (when they show readiness) with different activities and games that show them that nouns are the names of things, adjectives describe nouns and verbs are action words. These activities are enjoyable to the children, and enhance their understanding of language. The children also build their language and vocabulary through songs, listening to stories and playing sound games.

Mathematics

Dr. Montessori demonstrated that if children have access to mathematical equipment in their early years, they could easily and joyfully assimilate many facts and skills of arithmetic. After observing how interesting numerals became to children when they could manipulate materials, Dr. Montessori designed concrete materials to represent all types of mathematical quantities. By combining, separating, sharing, counting, and comparing this equipment, children demonstrate to themselves the basic operations of mathematics.

Science & Nature Studies

The children are encouraged to strengthen their connection with nature as a foundation for a lifelong interest in the sciences. Science is an integral part of our curriculum and incorporates topics from Botany, Zoology, Physical Science, Astronomy, Geology, Ecology, Earth Science, Weather and the Medical Sciences. It is an investigative process that, among other things, represents a way of life: a clear thinking approach to gathering information and problem-solving.

Geography and Culture

Large wooden puzzle maps of different continents are available for the children to manipulate. At first, the children simply put these puzzles together, but eventually they learn the names of different countries as well as various facts about each one. The maps illustrate many geographical facts concretely. Children also learn the common land formations.

The children gain an awareness of the world around them by exploring other countries, their customs, religions, food, music, climate, language and animals. This helps to raise their consciousness about other people, to gain an understanding and tolerance and, therefore, compassion for all the people in their world.

History

The children develop an appreciation of the human story and how the past shapes the present. Through hands-on experience (the building of models, the re-creation of a variety of artifacts, etc.) the children develop a sense of the 'living' history found in the pages of books. We also use the children's personal histories to introduce timelines with them.

Practical Life/Life Management Skills

For young children, there is something special about tasks that an adult considers ordinary-- washing dishes, paring vegetables, polishing shoes, etc. These are exciting to children because they allow them to act like their role models, the adults and older children in their lives. During the early years, imitation is one of the child's strongest urges.

In this area of the classroom, children perfect their coordination and refine their motor control; continue to learn grace and courtesy, and care for themselves and their environment; lengthen their span of concentration; pay attention to details; learn good working habits as they finish each task and put away all the materials before beginning another activity.

Sensorial Exercises

The Sensorial Materials help children to distinguish, categorize and relate new information to what they already know. Dr. Montessori believed that this process is the beginning of conscious knowledge, and is brought about by the intelligence working in a concentrated way on the impressions given by the senses.

Physical Education, Health & Athletics

We want our students to understand, appreciate, and adopt a healthy lifestyle that includes exercise, a proper diet, and intelligent choices regarding personal health and hygiene, and stress reduction. We provide students with the opportunity to facilitate motor development, balance and flexibility, which are important elements in reaching these goals.

Peace Education

Peace education is as vital an element in our curriculum as Mathematics and Science, and incorporates human relations and conflict resolution skills, nonviolence, leadership training and cooperative teamwork and communication skills.

Elementary Curriculum (Limitless Possibilities)

"Education between the ages of six and twelve is not a direct continuation of that which has gone before, though to be built upon that basis. Psychologically, there is a decided change in personality, and we recognize that nature has made the [elementary grades] a period for the acquisition of culture, just as the [primary grades] were for the absorption of environment. Knowledge can be best given where there is eagerness to learn, so this is the period when the seed of everything can be sown, the child's mind being like a fertile field, ready to receive what will germinate into culture. But if neglected during this period, or frustrated in its vital needs, the mind of the child becomes artificially dulled, henceforth to resist imparted knowledge. Interest will no longer be there if sown too late, but at six years of age, all items of culture are received enthusiastically, and later these seeds will expand and grow." ~ **Dr. Maria Montessori**

Lower Elementary: Ages 6-9

Upper Elementary: Ages 9-12

- The Elementary Program offers a continuum that is built on the Casa experience. The integrated studies of the Arts, Geography, History, and the Sciences become the core of the curriculum with the intention of engaging the imagination of the child in developing a global perspective.
- The materials for Language, Grammar and Math further expand and deepen the child's understanding of the concepts in their movement towards abstraction. There is an emphasis on the six traits of writing, research with primary sources, grammar and sentence analysis, spelling and oral expression/speech. In Math, the materials work to help the child discover the correlation between Arithmetic, Geometry and Algebra.
- Multi-age classrooms are team taught.
- Time management skills are developed through daily and weekly lesson plans.

The Elementary Program provides a full expression of the Montessori principles of self-directed, individualized learning in a truly integrated curriculum. By building on the basic skills acquired in the Casa Program, the Elementary child now transitions from concrete to abstract reasoning. The academic curriculum of Montessori By The Sea's Elementary Program is highly enriched and challenging, focusing on three key elements: mastery of the fundamental skills and basic core knowledge, the 'Great Lessons', and individually chosen research.

MASTERY OF THE FUNDAMENTAL SKILLS AND BASIC CORE KNOWLEDGE

In this fully integrated curriculum, the Elementary student explores Language Arts, Mathematics, Science, Social Sciences, Information Communications Technology (ICT), Life Skills, Economics and Money Management Skills, Community Involvement and Service, and Peace Education.

- * **Language Arts Studies** The world of language is expanded upon at the Elementary level as the students have the opportunity to explore the intricacies of the English language. On a daily basis, students read and express themselves through various forms of language, such as written, spoken and visual. By developing the student's ability to use these languages, we strengthen their self-esteem and enhance their ability to express their thoughts and feelings more effectively. Spelling, word study, writing mechanics and research and reference skills are also developed. Language is the window of knowledge in all disciplines. It provides the foundation for all of our Math, Science and social learning. The goal of the program is to create passionate readers and writers who enjoy the world of language.
- * **Mathematics** The Elementary Math curriculum continues to work from the concrete to the abstract to create a greater understanding of mathematical concepts. Students enjoy practical application of these concepts, first with the use of the materials then abstractly, to solve real problems. As the students progress to increasingly abstract concepts, mathematical concepts are presented to them in a variety of ways.
- * **Science** Our world and universe are fascinating places. Students are actively involved in discovering the secrets they have to share with us. They are given the opportunity to observe, analyze, measure, classify, experiment, predict and make conclusions about what is probably true, and what is probably not. Science is an integral element of our curriculum and incorporates topics from Botany, Zoology, Physical Science, Astronomy, Geology, Ecology, Earth Science, Weather and the Medical Sciences. We seek to nurture scientific thinkers.
- * **Social Sciences** In addition to Cayman studies, at the Elementary level, students learn about world geography (physical, cultural, political and economic), culture (including Zoology, Botany, music and languages) and major world religions (traditions and basic beliefs). Elementary students also learn about the past and how it shapes the present. They build models of ancient structures, and re-create a variety of artifacts of every day life of various historical eras.
- * **Information Communications Technology (ICT)** At this level, the computer is considered a tool, just like a pencil or an encyclopedia. Students learn keyboarding and Internet research skills. The computer is also used as an interdisciplinary tool and aids in creating presentations.
- * **Life Skills** The Elementary classroom has an abundance of opportunities for the children to develop life skills. Students have opportunities to care for their environment, themselves and other living things (such as plants and animals), use grace and courtesy and prepare snacks and meals. Grace and courtesy is promoted in all facets of our curriculum.
- * **Economics and Money Management Skills** Students learn about the principles of economic freedom as well as financial and business matters. These studies help them to understand and appreciate the value of money.
- * **Community Involvement and Service** Students are actively involved in the community, and in turn, come to the realization that the responsibility to change our world for the better lies within, and that service needs to be an accepted part of everyone's life if we are to achieve this goal.
- * **Peace Education** Peace Education is as vital an element in our curriculum as Mathematics, Language and Science, and will incorporate human relations and conflict resolution skills, non-violence, leadership training, cooperative teamwork skills, and communication skills.

THE 'GREAT LESSONS' 'The 'Great Lessons' include: the story of how scientist believe the world came to be, the development of life on Earth, the story of humankind, the development of language and writing, and the development of mathematics. They serve as the core to an explosion of knowledge across disciplines. The lessons, studies and projects surrounding each 'Great Lesson' normally spans many months.' (The Montessori Way) This will allow for an in-depth, thorough study of each area.

INDIVIDUALLY CHOSEN RESEARCH Rather than having students memorize facts mindlessly, they will learn mindfully and develop great skill in the process of doing investigations and research using the library, Internet, public records and primary and secondary source materials. During a school year, the Elementary students are given the opportunity to choose topics of interest to them, related to the current theme of study. They are taught the skills to research in order to answer specific questions, write about and make models on the topic, and finally, to present their efforts to their peers.

Middle Years Curriculum (Transitions)

“But above all it is the education of adolescents that is important, because adolescence is the time when the child enters on the state of adulthood and becomes a member of society. If puberty is, on the physical side, a transition from an infantile to an adult state, there is also, on the psychological side, a transition from the child to the adult who has to live in society. These two needs of the adolescent: for protection during the time of the difficult physical transition, and for an understanding of the society which he is about to enter to play his part as an adult, give rise to two problems that are of equal importance concerning education at this age.” ~ **Dr. Maria Montessori**

Aptly referred to as our ‘Transitions’ program given the physical and psychological changes being experienced by the students, our Middle Years program blends the ideals of the Montessori philosophy with the structure of a more traditional academic approach.

The subjects in the Middle Years curriculum follow a more rigid timetable than that of our Elementary program in order to be certain that “all areas of study are covered and that academic standards for further schooling or college preparation are met”. (Montessori Today) However, the disciplines are linked cross-curricularly.

LANGUAGE ARTS: Montessori considered words as “the natural means to express an idea and consequently to establish understanding between human beings.” The study of literature, advanced grammar and composition, including spelling, language conventions and word usage, as well as the origin and history of words is continued. Students participate in novel studies, which will focus on a theme with activities before, during, and after the novels are read.

GEOGRAPHY: The five themes of geography: location, place, environment, movement, and regions are addressed with the students.

HISTORY: Montessori students already have a broad knowledge base of the geologic past, prehistoric humans, and ancient civilizations; the Middle Years program takes them through the Middle Ages and the Renaissance to the present. Studies include the circumstances which result in “the intermingling of peoples and the cross-culturalization of races and societies. Attitudes, customs, religious and social behavior of human beings are all thereby affected.” (Montessori Today) Studies of the Cayman Islands are ongoing.

MATHEMATICS: Students continue to develop and further enhance their Math skills including real world mathematical applications. They deepen their understanding of the mathematics in our daily lives, which allows us to plan, design and build.

SCIENCE: An understanding of the relationship of science “to human progress and the building of civilization through the physical, chemical and other sciences” (Maria Montessori) is the basis of this program of study in order to ensure that students comprehend the interdependence of the natural world and human life, thus building on their knowledge gained at the elementary level.

LIFE SKILLS/COMMUNITY PROJECTS: Career ideas and budgets are researched and discovered. In addition, we have eleven lessons from Project ALERT, which is a tobacco, drug, and alcohol prevention program to help students socially understand how to say, “NO!”. Students will be involved in a community project(s). Life skills also encompass the changes the students are experiencing and how they may be addressed.

INDEPENDENT STUDY PROJECT: The students will undertake a research project in an area of particular interest to them.

MUSIC/FRENCH/PE/ICT: These are three of the students' specialty courses that are a part of their weekly schedule.

Enrichment Classes

Enrichment classes are included in the curriculum to enhance the child's cultural awareness.

Arts and Crafts

Art strives to maintain the great joy the child finds creating something of his or her own. The children have the freedom to explore their imaginations in a variety of mediums used for expression. The importance of the process is stressed at this time, and not the end product.

Music

The music curriculum at Montessori by the Sea is based on "Musicplay" a sequenced curriculum developed by Canadian music educator Denise Gagne. It incorporates Kodaly methodologies for musical development and meets the American National Standards of what students should know and be able to do in the arts at each grade level.

The standards for music education are:

1. Singing, alone and with others, a varied repertoire of music.
2. Performing on instruments, alone and with others, a varied repertoire of music.
3. Improvising melodies, variations, and accompaniments
4. Composing and arranging music within specified guidelines
5. Reading and notating music
6. Listening to, analyzing, and describing music
7. Evaluating music and music performances
8. Understanding relationships between music, the other arts and disciplines outside the arts
9. Understanding music in relation to history and culture.

Through active participation singing, moving, listening, reading, writing, creating and performing, students explore the fundamentals of music: beat & rhythm, melody, harmony, form, expression, and the cultural context of music.

French

Casa French

The curriculum is drawn both from the Scottish Education Topic Framework Package and teacher-made materials based on the needs of the students. At this age, most of the work involves listening to and speaking the language, using a variety of resources including, pictures, theme-related objects, books and cds. Singing songs, playing games and learning rhymes also helps the students to learn the language. The older Casa students have the opportunity to do some reading and writing.

Topics include: Calendar work, greetings, ages, family, numbers 1- 20, school objects, months, weather, food (grains, fruit and vegetables), colours, clothes, pets, and celebrations.

Where appropriate, activities are available for the children to work on in the classroom outside French class-time. The work is designed to help reinforce language already learned in the French class. These activities include matching small flashcards with objects and/or words, doing the French calendar, matching pictures on vocabulary dice with pictures.

French cont.

Elementary and Middle Years French

The Elementary curriculum is set on a topic-based course, Metro, and the Middle Years curriculum is Equipe Nouvelle. Both courses are progressive and build on language studied, as the children continue through the levels. The courses contain activities in all four skills (speaking, listening, reading and writing). Throughout the courses, children will be able to hear spoken French (spoken by native speakers) on cassettes or CDs and model the language themselves. Additional manipulatives, such as games, posters and the interactive whiteboard are used to vary teaching learning styles. Students also learn about French culture and life.

Topics include: greetings, school objects, saying how old you are, saying when your birthday is, colors, French alphabet and spelling words and names in French, saying where you live, nationalities, talking about brothers and sisters, talking about pets, talking about what you look like, saying how tall you are and what you are like telling the time, school subjects and ordering food.

Written activities are provided for the children to work on in their classroom, outside French class. This work is designed to reinforce language already learned in French and that the students are able to work on independently.

Information Communication Technology (ICT)

The ICT curriculum is designed to give students the skills they need to use computers and other technology confidently, effectively and responsibly in all areas of life and learning.

There is a strong emphasis on proper keyboarding technique at all levels, using tutoring software that teaches touch typing. Students learn word processing, spreadsheets, and presentations with a focus on the Microsoft Office suite of programs.

Internet literacy is another major focus, from research skills to understanding the social and technological risks of the online world. Students learn how to identify trustworthy websites, spot advertisements, hoaxes and scams, and protect their privacy online.

Students learn how to use the Microsoft Windows operating system effectively, while gaining exposure to others, namely Mac OS and Linux. Programming concepts are introduced to Middle Years students, along with advanced topics like creating multimedia presentations and web sites.

Physical Education (PE)

“Physical education develops a pupil’s physical competence, confidence and their ability to use these and perform in a wide range of activities. It promotes physical skillfulness, physical development and knowledge of the body in action. Physical education provides children with the opportunity to be creative, competitive and to face up to different challenges as individuals, in groups and in teams. It also promotes a positive attitude towards living an active healthy lifestyle.” Department for Education and Employment UK

Physical Education (PE) cont.

The Physical Education program at Montessori By The Sea is modeled on the requirements that are stated in the UK curriculum. These requirements are broken into different key stages depending on age/grade level. As part of our students ongoing personal development, sportsmanship and fair play is constantly highlighted in every activity and is taught throughout the PE curriculum. All children recognize and follow safety rules related to physical activities.

We have adapted the UK curriculum to suit our school and the facilities to which we have access.

Casa PE

The main aim for physical education in the Casa years is fun while developing and refining gross and fine motor skills. All skills will be taught in relaxed game settings. Sportsmanship and fair play are vital for all sports and activities. Children will be taught to respect themselves and others in all forms of play and to respect and follow rules correctly.

By the time children are 4 and 5 years old, they have mastered basic movement skills such as running and jumping. Now they'll continue to refine these skills and build on them to learn more complex ones.

The children will recognize concepts related to **cooperative play**; personal and general space (moving without bumping); body awareness; quick and slow speeds; stop and start signals; and moving around, over, under, and between objects.

They will explore basic movement skills (e.g., running, hopping, jumping, walking, skipping, galloping, sliding and leaping) by participating in a variety of physical activities. (**Locomotive Skills**)

The children will be able to perform tasks that involve skills such as pushing, swinging, and twisting, turning and bending. These skills consist of mainly using the upper body to move. Feet stay firmly on the ground. (**Non-Locomotive Skills**)

The children will develop **manipulative skills**; these are skills that involve their hands and fine motor skills (e.g. throwing, catching, passing, kicking and striking a variety of objects, and eventually demonstrating both accuracy and force).

Elementary and Middle Years PE

The different areas of activity in Grades 1-8 are as follows:

- Games
 - * Net/Wall – Squash, Volleyball and Tennis.
 - * Invasion- Rugby, Hockey and Football.
 - * Striking and Fielding- Baseball/ Rounder's and a variety of fun games that teach the skills needed for striking and fielding.
- Outdoor/ adventure
 - * Rock Climbing/ Kayaking
- Gymnastics
- Athletics
- Dance and movement

The older children also learn how to coach or lead younger small groups in physical activity. As well as being physically active, we teach children how to make the right choices regarding living a healthy lifestyle.

Extended Care

Extended care is available to children at the Casa, Elementary and Middle Years levels for an extra charge (please refer to pages 53-55) during after school hours (from 3:30-5:00 p.m.). Please note that any children not picked up by their scheduled pick-up time (i.e. 11:45, 1:00, 3:30 or 5:00 p.m.) will be taken to the office and a **late penalty** will be charged to your account. If it becomes a continual habit of picking up your child later than his/her scheduled time, your child will no longer be allowed to stay in extended care.

Summer Camp

During the summer (depending on the demand), Montessori By The Sea may offer a summer program in which the children participate in arts and crafts, music, and various other activities. More information on our Summer Camp program will be available in Spring, 2011.

GENERAL POLICIES AND PROCEDURES

Accidents

Despite our precautions, accidents do occur. In most cases minor first aid at the school is all that is required. When serious injuries occur, the parent or designated person is contacted and informed of the need of emergency 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 the hospital.

Arrival Policy

Please ensure that arrival and dismissal times are adhered to. **Students must be on time so that each student can enter the classroom and become settled before the start of class.** This also builds, among other things, a good habit for time management skills. Extreme tardiness upon arrival, is disruptive to both the teachers and the other students, and is not expected.

Separation Anxiety

Many young children and their parents feel a bit nervous when they leave one another in an unfamiliar situation. A few tears may even be expected. When leaving your child, it is essential that your attitude be a positive one. The teachers will greet you and your child, and if your child is uncomfortable, we have found that it is best to kiss your child and make a quick departure. You may call at any time to check on you child.

In order to allow each child a sense of independence, your participation in the arrival should be brief. Please note that this time is not an appropriate occasion for parent-teacher conferences. At this time especially, the teachers need to focus their attention on the students. You may schedule a conference with your child's teacher at any time you feel necessary.

Please remember to close the doors securely when coming into the school, as well as ensuring all gates are securely clasped! This is for the safety of all of the students.

Drop Off

At the **Casa and Elementary** levels, we offer 'Kiss and Go' between 8:00 and 8:30 am, which gives parents the option to drop off their child to a teacher stationed by the walkway, if they so desire. During this time, parking cones are placed down the center of the entrance for parents who want to park their cars and parents who want to "Kiss & Go"! Parents parking should go to the right of the cones and those of you dropping off to a teacher should go to the left of the cones. As always, please remember to use extreme caution when entering or exiting the parking lot.

At the **Middle Years** level, students should be dropped off directly at the schoolhouse across the street. Again, please remember to use extreme caution when entering or exiting the parking lot.

Arrival Policy cont.

National Song & Anthem

At the **Casa and Elementary** levels, the first bell is rung at 8:15 am for the singing of the Cayman National Song and Anthem. If you arrive during the singing of the anthem, please stand with your child quietly by the gate.

At the Middle Years level, the song and anthem are sung before lunch.

Toddler Class

Children should be escorted directly into the Toddler Classroom by the parent or caregiver. If you have a child in the Toddler class and another program you may escort your other child to his or her program first, however your toddler must remain under your direct supervision at all times.

If you arrive before 8:00 a.m.:

In order to ensure an optimal learning experience for every child, our teachers use the time before 8:00 a.m. to make their final preparations of the classroom environment for the day. **As such we are advising parents that all doors to buildings will remain locked until 8:00 a.m.** Should you arrive BEFORE 8:00 a.m. you may wait with your child on the playground. At 8:00 a.m. doors will be opened

Casa Class

If you arrive before 8:00 a.m.:

In order to ensure an optimal learning experience for every child, our teachers use the time before 8:00 a.m. to make their final preparations of the classroom environment for the day. **As such we are advising parents that all doors to buildings will remain locked until 8:00 a.m.** Should you arrive BEFORE 8:00 a.m. you may wait with your child on the playground. At 8:00 a.m. doors will be opened and staff members will arrive on the playground. You may leave your child on the playground under the supervision of the staff at this time. Parents who arrive before 8:00 should then place their child's lunch box and belongings in the cubby area on their departure.

8:00 – 8:30 arrival

Upon arrival, children should be escorted to the playground by parents or caregivers who are dropping them off to school. **Children should not be left in the cubby area.** Our staff members rotate the responsibility of outdoor supervision during the morning playtime and any staff members who remain inside are having their prep time and, as such, are not available for the supervision of children at this time. Parents should also alert a staff member as to the presence of their child.

Access to the playground is through the gate on the western side of the property. Parents should not use the restroom or the kitchen/specialty room to access the playground. This rule is in place in order to respect teacher preparatory times.

Arrival Policy cont.

Children should not be allowed to walk unattended into the playground, as arrival time is a very busy time and could present a safety hazard for this child if he/she wanders back into the parking lot. A staff member at the playground entrance gate will not be aware that the child is unattended as she is greeting other children and parents who are arriving at this time.

8:45 and later arrivals

Because the teachers/supervisors have exited the playground to begin class, please escort your Casa child to the office to verify their arrival. From here your child will be escorted to class.

Elementary and Middle Years Students:

If you arrive before 8:00 a.m.:

Children who arrive before 8:00 a.m. should wait on the playground (Elementary) or on the beach (Middle Years) with adult supervision until 8:00 a.m. when the classroom doors are opened and a teacher arrives on the playground/beach for supervision.

8:00 – 8:30 a.m. arrival

Elementary students may enter their classrooms to put away their belongings; however, they should make their way to the playground immediately after doing so.

Middle Years students may go directly to class at 8:00 a.m.

Some Specialty classes begin at 8:15 am for the Upper Elementary and Middle Year students therefore, please ensure that your child is dropped off to school before this time.

Children who demonstrate a high level of maturity may walk into the school or playground unattended if necessary but parents should endeavor to supervise their child's arrival until he/she is safely out of the way of traffic. Additionally parents should be aware that the arrival time is a time where teachers may hand out notices or provide information particular to the child so please ensure that you are aware of notifications.

8:30 – 8:45 arrivals

Our Elementary students begin lining up at 8:30 a.m. If arriving close to this time, your child should make his/her way quickly to the playground and join his/her class in lining up. Should students already be in class, the child should be directed, and is expected, to quickly and quietly enter their classroom, put away belongings and join his/her friends in the class activity.

8:45 and later arrivals

Because the teachers/supervisors have exited the playground to begin class, please escort your Elementary child to the office to verify their arrival. From here your child will be escorted to class (or sent up on their own).

Parents should make particular note of the following items:

- Extreme caution should be used when entering, parking, and leaving the parking lot.
- Parking should be in designated spaces, and should never block entrances and exits.
- Conversations with other parents should be minimal, especially during the busiest times to facilitate the smooth flow of the arrival time.

Arrival Policy cont.

- All children should be carefully monitored and supervised especially when crossing the parking lot.
- Siblings who do not attend Montessori By The Sea should be supervised by parent or caregivers at all times.
- Adults in the parking lot or arriving at the school should be keen observers and aware of the surroundings, and should be prepared to act/notify if they see a child who appears to be unsupervised or who may be in danger or present a hazard to him/herself or others. (For example a child who is running back down the path toward the parking lot – the child should be stopped and returned to staff who is greeting at the gate of the playground or kept until the parent/caregiver of the child catches up with him/her.)
- Parents should discuss with their children, and any caregivers who may drop off the child to school, the correct procedure for arrival time and the rules for maintaining safety for all during this time.

Assembly

Once per month the students in Kindergarten through Middle Years attend a school assembly. The assemblies are a time for the students to congregate as a school, practice grace and courtesy (such as being an audience member), and have opportunities for public speaking and dramatic arts. Individual classes also take on leadership roles by planning, producing, creating and acting out various virtues during these times to educate their audience.

Attendance

Attendance is taken daily for our records for the Cayman Islands Education Department. Whenever your child is ill and won't be coming to school, please call the office between 8:00 am and 8:30 am to let us know that he/she will be absent. Messages may be left on the machine and are checked regularly. Unless ill, your child is required to attend school everyday in order to receive maximum benefits from his/her school experience. Please notify the school if your child is to be absent for an extended period of time.

With regard to attendance we believe:

- Regular attendance provides maximum benefit to the child's overall development.
- Parents can support the aims of the school by ensuring that their children attend school, and school activities as scheduled.
- Learning opportunities are available to the child outside of the school, and traveling to various countries provides the child with important real-life experiences.

With our aims and our beliefs in mind, our position on school attendance is as follows:

- Children should attend school (regularly scheduled sessions) as described in the contract, except in the instances of illness or other disruption to the family schedule.
- Children should attend functions organized outside of regular school hours in which the school is participating.
- Parents should make every attempt to adhere to regularly scheduled arrival (drop-off) and dismissal (pick-up) times.

Attendance cont.

Montessori By The Sea also makes the following provisions:

- For absences due to scheduled travel, for non-medical reasons, that necessitates the child missing more than 2 days of school: The trip should be discussed with the child's teacher at least one week prior to the scheduled departure date. Teachers will provide the child with appropriate activities for him/her to complete. Where possible these activities will include opportunities for the child to use the actual travel experience as the main source of these learning activities. Cultural experiences that facilitate the child's development on the trip should be documented by the parents and a copy provided to the teacher upon the child's return to MBTS.
- For absences due to short-term illness (greater than 2 days but no more than 2 weeks), appropriate work will be prepared by the teacher and should be collected by the child's parent(s) or guardian(s).
- For absences due to long-term illness (more than 2 weeks) or due to serious illness we will work with the child's health and other care professionals in the way that is determined to best meet the needs of the child.

In instances where a family's situation or choices negatively impact the child's progress:

- The family will be notified in a meeting that may include the child's teachers and/or administrators of the school, where the situation will be presented and the school will present choices for the family. Once a plan of action has been agreed upon it will be implemented for a specified trial period after which time it will be evaluated and any further actions decided upon.
- The child may be required to remain in a program for additional time before transitioning to the next level (ex. Toddler to Casa or Casa to Lower Elementary, Lower Elementary to Upper Elementary and Upper Elementary to Middle Years).
- The child may be required to complete additional work (during non-school hours) or receive additional instruction (at the parents' expense) to ensure adequate progress.
- The child may transition to the next level with the understanding that they are receiving work that is suitable for him/her (but may differ from work of other students in the program). This may impact the child when he or she transitions out of MBTS.
- Tardiness may also impact negatively the child's school experience or the school experience of classmates. If a teacher finds that late arrival or pick-up is chronic and becomes problematic the school may request that the child is dropped off or picked up from the office. Lessons missed due to tardiness may negatively affect the child's progress and may also delay scheduled transition times. **In addition, if your child arrives at school later than 8:45, please drop him/her off to the office to be escorted into his/her class.**
- Should a family decide that MBTS is no longer the school that best meets the child's needs and seek other schooling or where no agreement can be met or there is failure on the part of the family to adhere to an agreed upon plan of action then the family is responsible for tuition payment as per the terms of the enrollment contract.

Birthdays

Birthdays are special events at Montessori By The Sea. We will honor your child's birthday and welcome parents' participation. Parents may choose to send a special, healthy snack in honor of their child.

If you are planning a party, we can assist in putting together a list of your child's friends. If you would like to plan a party at the school, you may submit a request into administration to use the playground by giving at least two weeks notice and by making a donation to the MBTS Parent's Guild. If you will be using the water, there is a C\$50 fee for this.

Some families like to give their child's class a special gift from them, in honor of the birthday girl/boy's special day. You can ask your child's teacher for the class 'Wish List' should you like to do this.

While we encourage communication between families, we ask that you refrain from putting notes (such as birthday party invitations) in student's cubbies, as it may be upsetting to those not included. Instead, please either give them to parents directly or use the mailing addresses provided in the directory.

Child Abuse and Neglect

Teachers are required to report all suspected cases of child abuse and/or neglect to the Cayman Islands Department of Children and Family Services. In addition, all staff are required to take the "Darkness to Light" training, which educates adults to prevent, recognize and react responsibly to child sexual abuse.

Classroom Organization

All classrooms at Montessori By The Sea have mixed-age groups. Dr. Montessori observed that a child learns at his or her own pace. Most children do not work at one level in all subjects. Children are born teachers as well as learners. In the mixed-age classrooms, children work together to help one another learn. They benefit from the teacher's guidance as well as from each other. By helping a younger child, an older child develops leadership skills and reinforces his/her knowledge. Younger children benefit from the additional one-to-one learning experience and the opportunity to mimic older peers.

Clothing

Please see the 'Uniform Policy' on pages 45-48. Uniforms are optional for children in the *Toddler and Casa Programs*. **Every child** will be required to have **at least one uniform** for school outings, which is available for purchase at the school.

At times, the children will be outdoors observing, manipulating, exploring and discovering, and may get dirty. Please dress them accordingly. All children at Montessori By The Sea **MUST** have a hat in order to participate in playground activities.

Clothing cont.

For students not wearing a uniform, please dress your child in washable, lightweight, clothing that can be easily managed in the bathroom. Avoid clothes that have difficult fasteners for your child to manipulate as they merely frustrate children when they need to go to the bathroom and often cause unnecessary accidents. Children should wear comfortable shoes with rubber soles. No flip-flops or 'Crocs'.

All children, including Elementary and Middle Years students, **MUST** have a complete set of clothes to change into at school. This is necessary if a child has a bathroom accident or for any other mishaps that may occur. In addition, each child must bring sunscreen and a hat. **Please remember to label all articles of clothing that your child brings to the school.** If your child misplaces something at the school, please ask to see our 'Lost and Found' box.

Any students who participate in a team sport will be expected to purchase and wear the designated uniform for games.

Closures and No School Announcements

Inclement weather necessitating school cancellation will be announced on Z-99, Radio Cayman, I.C.C.I., Heaven 97, 106.1, 104.1, 107.1 and 96.5. Please note: the school will be closed in the event of 'Hurricane **Warnings**' and 'Tropical Storm **Warnings**', until the all clear has been given. Please listen to the radio or call the school if you are uncertain.

Should the weather become volatile, warranting the closing of school while class is in session, parents or the 'Emergency Contact' adult will be notified to pick students up from the school as soon as possible.

The school will also be closed in the event of any unforeseen circumstances that may occur, making the environment unsafe for the children to be in. (i.e. flood within the school). The school will make every effort to contact all parents in such situations.

The decision to cancel school for any reason is solely the responsibility of Administration.

Confidentiality

Records and information pertaining to an individual child or the parents are treated as confidential, except as required by staff in working with the child and the family or by the Cayman Islands Education Department.

Custody Issues

Montessori By The Sea observes the following guidelines that relate to the custody of a child.

1. The parent(s) who registers a child is financially responsible for all tuition, unless the other parent has signed a separate agreement.
2. Only persons listed on the child's 'Pick-Up Information' sheet will be allowed to pick-up children. If one parent is to be prevented from picking up a child, we must have a certified copy of the court order on file.

Custody Issues cont.

3. When custody is shared, all school registration and permission forms must be signed by both parents. MBTS will not be responsible for keeping track of parent's schedules. Please keep us informed about drop-off and pick-up schedules, phone numbers, etc. It is our preference to communicate with both parents at the same time whenever possible (i.e. conferences, e-mails, etc.) to avoid misunderstandings.

In the event wherein custody has not been assigned but there is a parental separation, please note that Montessori By The Sea will allow any parent reasonable access to their child(ren), subject to non-disruption of class time, the emotional well-being of the children); and the running of the school generally. All children are supervised by a staff member during phone calls.

Deadlines

Please ensure that all deadlines that the school sets out are adhered to in order to avoid late fees, additional fees, and/or disappointment.

Please note that MBTS has no control over deadlines set in regards to any community events in which MBTS students may be participating, and as such, may be unable to make allowances if the deadline is missed.

Failure to adhere to these deadlines may result in your child missing out on additional opportunities to enhance his/her educational experiences.

Diaper Bags

In the Toddler Program, please ensure that a diaper bag accompanies your child to school. Within the diaper bag, please have the following: at least two complete sets of clothing; a full supply of wipes; at least eight diapers. (These items can also be placed directly in your child's cubby.) Please replenish your child's diaper bag (or cubby) supply daily. When your child is toilet-training, please be sure that you send him/her to school with at least five changes of clothes and underwear.

Discipline

The Montessori classroom is democratic. Rules for behaviors are shared, classroom policies and procedures are explained and discussed. Our children follow these procedures to the degree that their developing intellects allow -- with a sense of self-discipline and initiative. Within the school environment, children are expected to treat one another, staff and materials with respect.

In searching for ways to help each child's self esteem, and ability to respect others, we strive for a calm and satisfying environment. Children learn behavior from adult guidance and observation of other children. The teachers are continuously modeling and demonstrating appropriate behavior to the children. It is our responsibility as adults to foster healthy and happy interactions. Social attitudes are learned at home as well as at the school and children benefit the most when there is consistency between home and school.

Discipline cont.

Classroom rules are centered on respect for others and our environment. The children are not permitted to do anything that will disturb someone's work. At the Elementary and Middle Years levels, students and teachers develop a 'Classroom Constitution' detailing school rules and expected code of conduct. They will also go over consequences for non-compliance. Some of our classroom rules are: being kind to others, being responsible for yourself, doing your best, listening, being polite, etc. Consistency is the golden rule of any disciplinary action and the emotional ability of each child to solve the problem is always considered.

Behavior that is not tolerated includes, but is not necessarily limited to: fighting and physical violence; taunting and/or teasing; willful destruction of school or student property; disrespect toward adults and/or children.

If the behavior is on-going, parents will be asked to explore, with the assistance of the teacher, the reason for a child's behavior. A decision will be reached on how to handle any further disturbance or harmful activity. If necessary, professional guidance will be suggested and the school will make every effort to work with the professionals to ensure that the individual child's needs are met while ensuring the safety of the other children.

Montessori By The Sea reserves the right to call parents and request that parents temporarily remove the student from class for the rest of the day.

Dismissal Policy

For the protection of your child, Montessori By The Sea will not release students to someone unknown to us without prior oral or written authorization. An up-to-date list of persons with permission to collect your child should be in his/her file. Please notify us immediately of any changes. Please be advised that if an adult who does not usually pick up your child arrives to do so, and we have not been notified, that person may be delayed while a staff member confirms the pick-up.

Pick Up

At the **Casa through Middle Years** levels, we have our 'Shake and Take' between 3:00 and 3:30 pm. A teacher will be stationed on the path (between the two gates) to ensure that your child shook his/her teacher's hand and said good-bye. This ensures that your child's teacher knows that he/she is leaving the school and with whom he/she is leaving. If your child has not done this, he/she will be sent back to do so; therefore, please be sure that your child has shaken his teacher's hand before leaving to avoid any delays. In addition, a parent or caregiver must be with the student at all times, as no child will be allowed to walk to the parking lot unattended. This is essential for the safety and protection of our students, and we thank you for your cooperation.

Please ensure that all doors and gates are closed securely behind you when you are leaving.

Toddler Class

Half-day pick up from the Toddler class is: between 11:45 a.m. and 12:00 noon. **All half day children must be picked up by 12:00 noon as the full day Toddler students nap at this time.**

Full-day pick up is 3:30 p.m. We do not offer after-care for Toddler students.

Children should be picked up directly from the Toddler Classroom by the parent or caregiver. Once you have collected your child from the Toddler class, he or she should remain under your supervision at all times.

Dismissal Policy cont.

Casa Classes

Half-day pick up from the Casa class is: 1:00 p.m.

Full day pick up from the Casa class is: 3:30 p.m.

After-care pick up from the Casa class: is 5:00 p.m.

We emphasize the importance of collecting your child at the designated pick-up time **as there are student/teacher ratios that must be met.**

If you arrive before designated/scheduled pick up time.:

You should discreetly notify a classroom teacher or staff member of your arrival and wait in the cubby area for your child to be brought out to you.

Half-day Pick Up

Children can be collected directly from the playground if the parent arrives while they are still outside. Should children already be in the classroom parents should follow the procedure described above. Students who remain for more than 10 minutes are invoiced for late pick up.

Full-day Pick Up

Children can be collected from the playground. At 3:30, students who are not enrolled in After Care sit and wait for their parents to arrive. Students who remain for more than 10 minutes are invoiced for After Care.

Elementary and Middle Years Classes:

If you arrive before designated/scheduled pick up time.:

You should discreetly notify a classroom teacher or staff member of your arrival and wait for your child to be brought out to you.

3:30 Pick Up

Children can be collected from the playground. At 3:30, students who are not enrolled in After Care sit and wait for their parents to arrive. Students who remain for more than 10 minutes are invoiced for After Care.

Important Information Regarding Clubs & Private Lessons

The school sponsors several clubs that your child may participate in. As well some staff members offer private lessons at the school. It is important to note that school sponsored clubs may not start directly at 3:30 p.m. however, the staff member who leads the club is responsible for the children until the start time for the club.

In the case of private lessons offered at the school, students who remain in after care until their scheduled lesson time will be invoiced for after-care unless a parent or caregiver remains with them and is responsible for their care and supervision.

Dismissal Policy cont.

Parents should make particular note of the following items:

- Extreme caution should be used when entering, parking, and leaving the parking lot.
- Parking should be in designated spaces, and should never block entrances and exits.
- Conversations with other parents should be minimal, especially during the busiest times to facilitate the smooth flow of the dismissal time.
- All children should be carefully monitored and supervised especially when crossing the parking lot.
- Siblings who do not attend Montessori By The Sea should be supervised by parent or caregivers at all times.
- Adults in the parking lot or arriving at or leaving the school should be keen observers and aware of the surroundings, and should be prepared to act/notify if they see a child who appears to be unsupervised or who may be in danger or present a hazard to him/herself or others. (For example a child who is running back down the path toward the parking lot – the child should be stopped and returned to staff who is at the gate of the playground or kept until the parent/caregiver of the child catches up with him/her.)
- Parents should discuss with their children and any caregivers who may pick-up the child from school the correct procedure for dismissal time and the rules for maintaining safety for all during this time.
- Parents should ensure that their child's teacher is aware when he/she is picked up by having your child come over to his/her teacher to say "Goodbye" and shake his/her teacher's hand. Such actions reinforce grace and courtesy, an important aspect of our program and facilitate the proper supervision of the children.

E-Mails

During the school year, Montessori By The Sea will communicate with parents primarily through e-mails. Parents should let administration know of a current e-mail address that is checked regularly, as all school notices are communicated this way. We understand that everyone may not have an e-mail address, so please inform us if you do not, so that we can send you a hard copy of any notices.

Emergencies

All of our staff members are trained in First Aid and CPR. In the event of any situation that requires immediate medical attention, parents will be contacted. It is crucial that all emergency contact numbers and information are kept up-to-date in your child's file. **We must be able to reach you at any time during the school day.** If a parent cannot be reached, the school will use the emergency information in your child's file. If your child needs immediate medical attention, and you cannot be reached, we will seek medical care in your name. We will call 911 as necessary. Naturally, we will continue our efforts to contact you. (N.B. Should an ambulance be necessary, this expense will be a parental responsibility.)

First aid supplies are stored in each classroom. If a child is injured, the abrasion will be cleaned and an accident report will be filled out. It is school policy that if a child receives an injury to the head, eye, nose, or mouth, the parent will be notified immediately.

Field Trips

Field trips are defined as anything outside of the school premises and are an essential supplement to the Montessori curriculum. Field trips will be planned for the students throughout the year to enhance their knowledge of several subjects. **A general field trip permission form will be provided to all parents at the beginning of the school year, and is required of all students.** This form also gives your child(ren) permission to participate in beach walks across the street (which are done in all classes throughout the school), for which parents are not necessarily notified in advance. Please read this form carefully. An accurate itinerary, as well as a listing of children and staff on every field trip will remain at the school at all times. **Montessori By The Sea will assume that parents/guardians understand the terms of the permission form when it is signed.** If necessary, transportation may include a bus service and/or parent volunteers. Field trips not covered in the general permission form require special permission slips furnished by the school. Students must turn in special permission slips before they will be allowed to participate. All field trips (with the exception of beach walks) will be announced in advance. Parent volunteers are especially welcome.

Staff will maintain the same level of supervision on the field trip as they exercise within the classroom. Staff carries emergency contact information for each child, as well as a First Aid Kit. All students are required to wear Montessori By The Sea uniforms when attending all field trips, with beach walks being the exception. Uniforms can be purchased at the school.

If a student is late on a day that a field trip is scheduled and thus misses the scheduled transportation, it will be the parent's responsibility to get their child to the class group.

Any parent who elects not to have his/her child(ren) participate in a field trip MUST advise the school at least 3 days prior to the scheduled trip so that arrangements can be made for supervision of the child at the school (although not necessarily with the child's age group).

Fire Regulations

Fire drills are held regularly throughout the school year. In the beginning of the school year, a lot of time is spent discussing fire safety and practicing the fire drill procedure. Children will walk silently and in single file to the door and are led outside by the teacher. The teachers are responsible for bringing the attendance, calling the roll and ensuring that all children are accounted for. A member from administration will go to each room in the school, ensuring that it is secure.

Hats

It is **mandatory** that your child has a hat that is kept in his or her cubby. In the tropics, UV rays can be extremely damaging to a child's tender skin, even on cloudy days. Hats provide the added protection necessary.

Head Lice Policy

If you discover that your child has head lice, please contact the school immediately. All nits must be removed before the child will be allowed back in school. This policy will be strictly enforced, **without exception**. Regular checks for head lice are made. If head lice are found, parents will be required to pick up their child immediately and begin treatment. When a case is detected, all parents will be notified by e-mail notices and/or notices posted on school doors.

Health Policy

Before your child is to commence school, an updated copy of his/her immunization record must be submitted. In addition, children, who will be four years, nine months when commencing school, will be required to get a complete health exam (physical). Dates will be given out to see the Public Health Nurse, or if you prefer, we will get you a form and you can take your child to his/her own physician.

If your child has any allergies or health-related problems, please be sure to make a note of it on his/her application form and health questionnaire.

When, in the opinion of your child's physician, it is necessary that medication be administered during school hours, a representative of the school will give it to your child in accordance with the following procedures:

- Your child must be kept at home for the first 24-hours while on an antibiotic.
- Any medication brought to school must be labeled with your child's name and given directly to a staff member who will put it up, away from the children. **Please do not leave medications with your child or put them in his/her lunch.**
- You must supply complete and proper instructions for dosage, preparation and storage.
- You must send the proper device to administer the medication.
- You must supply authorization to administer the medication. If you desire, you may come to school to administer the medication yourself. **DO NOT GIVE YOUR CHILD MEDICATION TO TAKE BY HIM/HERSELF.** It can be lost, picked up by someone else or result in an overdose.
- As a parent/guardian, you are responsible for administering the first day's dosage of any new medication at home.
- Whenever possible, medication schedules should be arranged to cause minimal interruption in the student's school day.
- It is imperative that parents monitor the expiration dates on Epi Pens, Inhalers, etc.

To school or not to school? This is the question facing many parents at the breakfast table when their usually exuberant, hungry child sits listlessly ignoring breakfast. The following guidelines were developed to assist parents struggling with this dilemma. **Your child should be at home and not at school if he/she is experiencing any of the following symptoms: temperature (98.7 or higher); consistent cough and/or sneeze; discolored and/or an extreme amount of nasal discharge (unless your child has a chronic condition such as sinusitis or an allergy, which has been verified by a note from a physician); glassy-eyed; diarrhea; vomiting; sore throat; lethargic behavior; head lice. In the event that your child has a fever, he/she should be fever-free for twenty-four hours without medication before returning to school. These policies are strictly enforced.** While we understand that many parents work, these precautions protect your child as well as the other children (and teachers) in the school from infection. In addition, weather permitting, students will go outside to play every day. If you feel that your child may be too sick to go out to play, he/she is probably too ill to be at school.

Health Policy cont.

If any of these symptoms develop during school and become consistent, and he/she appears to be sick or if his/her health is deteriorating, he/she will be removed from the classroom and taken into the office. If he/she seems to be fairly sick, or if after a brief stay he/she feels too ill to return to class, we will contact either yourself or another responsible adult (as indicated on your child's application form) to take him/her home. **You are expected to pick up your child immediately!** We understand how difficult it can be for working parents to break free during the day, and yet all of our children get ill from time to time. You will want to make arrangements with a friend or relative in advance.

If your child has fallen behind in his/her schoolwork due to an extended absence, please contact his/her teachers to develop a strategy to help him/her catch up.

Following is a list of contagious diseases and the length of time it takes for the child to recover to act as a guideline for you. All parents will be informed of any communicable diseases within the school community through notices posted on the bulletin board or through e-mail notices. If you require any further information, you can contact the Cayman Islands Public Health Services at 244-2648 or see the health binder located in the office.

Disease	Quarantine of Patient
Chicken Pox	Until all blisters have dried into scabs.
Measles (Rubella)	7 days from appearance of rash.
German Measles (Rubella)	5 days from appearance of rash.
Mumps	5 days from appearance of rash.
Viral Hepatitis	During first 2 weeks of disease.
Meningitis	48 hours after onset of chemotherapy.
Scarlet Fever	7 days if not treated/48 hours with antibiotics.
Strep Throat	7 days if not treated/48 hours with antibiotics.
Whooping Cough	3 weeks after onset of spasmodic cough.
Conjunctivitis (Pink Eye)	24 hours after treatment starts.
Scabies	24 hours after treatment starts.
Vomiting	24 hours no vomiting without medication.
Fever	24 hours fever-free without medication.
Diarrhea	24 hours after treatment starts.
Ringworm	24 hours after treatment starts.
Pinworm	24 hours after treatment starts.
Impetigo	Once treatment has been completed.
Tuberculosis	Once treatment has been completed.

If a child is diagnosed with a communicable illness such as hepatitis, measles, mumps, diphtheria, rubella, tuberculosis, etc., Montessori By The Sea is mandated by law to immediately notify the local health department, all staff and all parents and guardians of children at the school. The child's confidentiality will be maintained.

Before a child is accepted back into school after having a contagious disease, the school requires a written note from the doctor stating that the child is no longer contagious.

Holidays

Montessori By The Sea will include as many multicultural holidays in our curriculum as possible. If you and your family celebrate a specific holiday, please feel free to share it with us so that we can incorporate it into our program. For a list of school holidays, please see the calendar on page 5.

Homework Policy

One of our primary aims is to help the children acquire the skills necessary for a **balanced, successful life**. At MBTS, homework expectations vary according to the child's individual needs and stage of development. However, we do not believe that homework should be assigned as 'busy' work. We would like time spent outside of school to be a period of enjoyment for both students and their families, recognizing that these experiences are also learning opportunities that benefit and support the child's overall development.

At the Kindergarten level, 'homework' may be assigned to reinforce concepts and/or follow up on topics of interest. At this stage we encourage teachers and parents to remember that every activity can support the child's total development. Activities perceived as non-academic assist the child in the development of key life skills. For example, games teach skills like cooperation, taking turns, and being gracious in victory or defeat. Baking/cooking is a wonderful opportunity to explore Math such as fractions and also developing good nutritional habits. Practical life skills developed caring for the home environment will help them be independent as adults and also help them develop understanding and appreciation for their belongings and people who assist them daily. Dividing allowance and counting money in their piggy banks teaches early lessons in financial responsibility and also reinforces Math skills. This is only a partial list of how academic and key life skills can be reinforced with daily activities."

At the Lower Elementary level, students bring home books to read independently and with their parents. Teachers ensure that the books are sufficiently challenging. Spelling lists and Math facts are also assigned for study, and the students are given weekly tests. Students may be assigned work to reinforce concepts learned/practiced in the school environment, work that was not completed during designated and/or agreed upon work times and/or work that was requested by the students. In addition, students may have writing practice or pursue areas of interest.

At the Upper Elementary and Middle Years levels we want to continue to nurture independence and self-discipline and to continue developing a pattern of good work habits and a sense of responsibility. As such, students are provided with deadlines and unfinished work is brought home. Homework may also be comprised of independent research projects, writing assignments and current event projects.

In those instances where teachers have expressed concerns to parents/guardians regarding a particular student, and it has been agreed that work will be sent with the student to be completed at home, it is expected that parents will ensure that the work is completed, signed, and returned to the child's teachers. If work consistently sent home is not completed, teachers are required to advise administration so that a meeting is convened between the school and the family, and a way forward is determined for the student.

At all levels homework is for the further benefit of the student and should be completed independent of parents, siblings or others. This encourages student interest and pride in his/her work as well as enables the teacher to properly evaluate where the student may need additional assistance.

Homework Policy cont.

Planners/Contracts that are sent home should be checked and signed by parents/guardians as this is a means of ongoing communication between home and school, and teachers may use them to provide information and/or bring things to parents' attention.

Internet and Computer Usage Policy

Computers, their software and the Internet are valuable research tools, and provide many opportunities for students to communicate and share information. Online resources can be used to educate, inform, communicate, and entertain. As a learning tool it is similar to books, magazines, video, CD-ROM, and other information sources. Students and teachers have access to other individuals, government documents, social and scientific data, library sources, and many other types of information.

With this great resource access comes the availability of material that is either controversial in nature or of no educational value to the students of Montessori By The Sea. While the Administration and staff understand this, and have taken precautions to control student access, there is no reliable way to currently block all sites that may be considered controversial or of little educational value, without seriously compromising the usefulness of technology as a tool. At this time, our computer maintenance company has provided a site filtration and blocking system. In addition to this precaution, we endeavor to have students use the computer and the internet when a staff member is present. (N.B. At the Casa level, all computer and internet usage is supervised by a teacher.) At the Elementary and Middle Years levels, should a student request to use the computer when no staff member is available to supervise, then the student will obtain a computer pass, and the buddy system along with the classroom sign-in/sign-out sheet will be utilized.

Usage of the school computers, student laptops brought from home, and availability of the Internet to students of Montessori By The Sea rests upon the proper conduct of each student who must follow the guidelines of our Acceptable Use Policy. ***Please review these guidelines so that you fully understand the responsibilities your child will have. If a student violates any of these provisions, Internet access or even computer access may be denied to that student.***

General Terms and Conditions/Acceptable Use Policy for Computer and Internet Usage

The purpose of Internet access is to provide educational resources and the opportunity for collaborative work. Transmission of any material that does not meet these purposes is a violation of the policy. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of the privilege. The teacher in charge will decide what constitutes appropriate use based on school policy documents and known best practices, and his or her decision is final.

Students are expected to:

1. Report any misuse to the teacher in charge. Misuse is considered to be any exchange of information or messages that indicate or suggest racism, sexism, inappropriate language, or any site that is deemed inappropriate by the teacher in charge
2. Follow broadly accepted computer etiquette. Students are considered representatives of our school community and rules for politeness will be practiced at all times.
3. Follow standard safety precautions including never revealing their home address or telephone number or that of any other members of our school including students, faculty and staff.
4. Accept that any data transmitted over MBTS' School Computer Network is not guaranteed to be private. Students should not send anything they do not want others to know about. MBTS routinely logs all traffic flows and records all Internet usage.

Internet and Computer Usage Policy cont.

5. Follow international agreed upon guidelines for using other people's work. If a student uses another person's text or graphics, he or she must ask permission when it is possible and credit the author and the source. A student may not pass off another person's work as his/her own. This plagiarism and is a violation of copyright law.

The consequence for any inappropriate use outlined in this policy is cancellation of Computer/Internet privileges. It may also include the loss of computer usage within the school.

You may:

- Use the computers and the programs that have been installed on them.
- Use the internet and any other communications programs allowed to the computer that you are using.
- Save files to floppy disks/or jump drives.
- Print any documents that you have prepared, downloaded or received from a resource.
- Use the Internet or any other provided resource to research assignments or projects.

You may not:

- Use any profanity or anything else that is offensive.
- Use any copyrighted material as your own.
- Use the computer to violate anyone's rights.
- Modify the computers.
- Load or run any personal software to the school's computers.
- Share your Username or Password with another student.

The use of any of the school's computers requires the assent of the administration. To obtain that assent you must:

- Read and agree to the policies set forth in this Acceptable Use Policy, the Parent/Student Handbook and any other policies written or stated by the administration.
- Sign a Statement of Compliance with the Acceptable Use Policy.

Students have no right of privacy with their folders or documents. Montessori By The Sea reserves the right to view all student work and take appropriate action if necessary.

In addition to the possible revocation of computer privileges it is understood that there may be further action, including suspension, taken by the administration if the offense or repeated offenses make it necessary.

Lost and Found

A lost and found is maintained at the school. It is the responsibility of the parent/guardian to identify items in the lost and found. All items not claimed by the last day of each school term will be donated to charity.

Please return everything your child may bring home that is not his/hers—even the smallest bead or cube may mean the loss of a whole activity.

Lunch

Nutrition is taught in each class and we believe it should be reinforced in the child's home environment. Children should be encouraged to help pack their own lunch, choosing foods from the different food groups. This will reinforce the importance of nutrition in their daily diet. Please note that due to allergies and family nutritional preferences, we do not permit the sharing of food; however, this is extremely difficult to monitor, so if you do not want your child sharing food, it is a parental responsibility to emphasize your desire to your child.

Please note that we have severe nut allergies at the school. We ask that parents avoid sending in foods/snacks that contain any type of nuts. We are a **NUT-FREE** school.

Foods such as chocolate bars, candies and soda, which are high in sugar content or artificial additives, are not allowed.

Your child's name should appear on the outside of his/her lunch box. Necessary utensils should be included with the lunch. Ice packs should be put in the lunch boxes to keep foods fresh. Your child's lunch should be **fully prepared** for him/her. Please do not send in frozen dinners, soup in can, etc. for your child.

In order to minimize trash and help our environment, many families choose to have "litter less" lunches, which would involve no trash. An example of a litter less lunch would include: juice or water in a reusable bottle, food in Tupperware containers, silverware and a cloth napkin.

In each classroom, the children sing a song of thanks before eating.

Naps

For Toddler and Casa students, there is a scheduled rest period after lunch, in a tranquil setting with continued individualized care, where your child can take a nap if so desired. **All Toddlers are required to take naps or have a quiet rest period from 12:00 p.m. to 2:00 p.m.** Children who nap should bring in their own blanket, pillow, and sheet from home. All items should be clearly marked with your child's name.

These items should be taken home on Fridays to be washed and returned to the school on Mondays.

National Symbol Protocol Policy

National Song & National Anthem

All Casa, Elementary and Middle Years students will sing the National Song and National Anthem every day.

Procedure:

At 8:15 a.m. the bell will ring for Casa and Elementary students. Once the bell has rung, students will line up as usual. Students will remove their hats from their heads and hold them carefully in their left hand, and will stand at attention while singing along. We will sing the National Song, "Beloved Isle Cayman" and immediately following students will sing the National Anthem, "God Save The Queen".

National Symbol Protocol Policy cont.

The Middle Years Students will sing the song and anthem before lunch.

If you are present during this time we ask that you also demonstrate respect by singing along if you know the words, standing properly (at attention) and refraining from talking to anyone during this time.

If you arrive during the singing of the National Song/National Anthem we ask that you wait with your child following the procedure detailed above. Once the National Song and National Anthem are complete then you should direct your child to join his/her class.

Please be mindful that one of our goals is to teach students to respect cultures, both their own and that of others. The National Anthem of each country is individual to that country, and representative of attributes of that nation, either past, present or hoped for, and its people. We encourage our students to continue to demonstrate respect when another nation's National Anthem is being sung by behaving as detailed above.

National Flag

Montessori By The Sea is currently awaiting the guidelines set forth by the Protocol Office regarding size, location and procedure regarding the raising and lowering of the flag.

Observations

We welcome parents to observe our Montessori community in operation. This will increase your appreciation of the Montessori method of education and will answer many questions about your child's day at school. There is a one hour limit. Please understand that when there is a new adult in the environment, the dynamics of the classroom change. As such, it is necessary to make an appointment. Observations will not be scheduled until after October 1st as September is time dedicated to the students adjusting to school.

When observing, please join us quietly, have a seat and enjoy without disrupting the children's activities. Be as unobtrusive as possible. Guidelines will be given to all observers that must be followed in order for you to gain the maximum benefit from your visit. Observers will be expected to sign the observation guidelines provided and return it to administration, as a pre-requisite to the observation. Please refrain from asking the teachers questions during class time. Please feel free to bring a notebook so that any questions may be written, and an appointment with a teacher may be scheduled for a time outside of class. Please note that prior to the observation, there will be a verbal reminder to refrain from questioning teachers as teacher focus needs to be on the students in his/her care. As such, administration expects teachers to refrain from lengthy conversations with observers, and teachers are free to politely excuse themselves from conversations that may be distracting them from the students.

Please note that the Toddler class is not open for observations, as this is too intrusive for the students. However, the school does have an open door policy, so feel free to schedule a time to talk with your child's teacher if you have any questions.

Off Island Trips

Starting in Grade 5, students may participate in optional off island trips to further enhance and solidify their learning and cultural experiences. Most trips occur over a weekend, where feasible, and chaperones include MBTS staff and parent volunteers. Costs of these trips are a parental responsibility and students may do fundraisers for their trip to help lessen the costs. Parent chaperones must pay for their own expenses and agree to the detailed responsibilities of being a chaperone, which is listed on the trip information package and will be provided to all parents at a parent meeting regarding the off island trip.

Further information on off island trips will be provided to the appropriate parents at the beginning of the 2010/2011 school year.

Off island trips are as follows:

- **Grade 5-** Visiting the Central Caribbean Marine Institute in Little Cayman.
- **Grade 6-** Experiencing the cultural heritage of the island of Cuba.
- **Grade 7-** Exploring the flora, fauna and landscapes of Cayman Brac.
- **Grade 8-** As the 2010/2011 school year will be the first Grade 8 trip, we are currently investigating a variety of possibilities and further information on this trip will be available to parents at the beginning of this school year.

Outdoor Play

The children will be outside for a portion of each day, except in extremely inclement weather. Be sure that your child is dressed properly for the weather. In addition to ensuring that sun block is applied to your child before school, please send in a bottle of sun block for reapplication during the school day. Hats are mandatory at the school and children will not be allowed on the playground without one.

Children will be allowed to go outside and play while it is raining, unless it is lightning. It is the parent's responsibility to inform us if they don't want their child outside while it is raining. It is also the parent's responsibility to provide their child with a raincoat to keep at the school in the event of rainy weather. Children will not be allowed to play on the playground in the rain if they are not appropriately dressed and will have to sit on the steps.

A child who is not well enough to play outside should not come to school. It is difficult to make accommodations to watch children in the classroom when staff is needed to supervise on the playground.

Personal Health and Safety Education Policy

With regards to Personal Health and Safety Education we believe:

- That it is an integral component of a broad and balanced curriculum.
- All children are entitled to accurate information regarding health and development.
- That delivered effectively, Personal Health and Safety Education can provide students with important information that:
 - facilitates the understanding of their own, and others' development;
 - helps them to make informed choices;
 - provides them with skills to enable them to maintain their own safety in a variety of situations;
 - provides them with skills to provide assistance to others in a variety of situations.

Personal Health and Safety Education Policy cont.

As such Personal Health and Safety Education, in some form, is delivered to **all** students at Montessori By The Sea. At the Elementary and Middle Years levels, our Physical Education program is a component of Personal Health and Safety Education. These Health lessons include development (including physical and emotional changes) and sex and sexual violence prevention, as well as topics related to drugs and alcohol.

During the Kindergarten (3rd Year Casa students) through Grade 3 years at Montessori By The Sea, the children take part in a "Talk About Touching" Program, which is a personal safety curriculum designed specifically for this age group. The program teaches children everything from how to cross the road or what to do if there is a fire, to the skills needed that will help to keep them safe from dangerous or abusive situations. Children will also learn how to ask for help when they need it. The program is divided into three units:

- **Personal Safety.** This unit teaches children rules that will help keep them safe in potentially dangerous situations such a fire, car, bike, gun, phone, traffic or walking safety.
- **Touching Safety.** This unit focuses on teaching children to identify unsafe touches and to say "NO", get away, and tell a grown up if someone tries to touch their private body parts or if someone touches them in a way in which makes them feel uncomfortable. Children are also taught to not keep secrets about touching.
- **Assertiveness and Support.** This unit gives children a chance to practice getting out of unsafe situations and to ask a grown up for help if it is needed.

At times we may have expert guest speakers deliver Health Education lessons to students who may be separated as deemed most beneficial to their understanding. Guest experts include medical practitioners/facilitators from the Crisis Center, National Parenting Program, and Public Health. We recognize that for some parents there is a great deal of internal conflict regarding this aspect of the child's education, and as such we endeavor to provide information and support to parents (in the form of Parent Education Nights and Handouts) for various units of our Personal Health and Safety Education curriculum.

Plagiarism

Students are taught guidelines for using other people's work. If a student uses another person's text or graphics, he or she must ask permission when it is possible and credit the author and the source. A student may not pass off another person's work as his/her own. This is plagiarism and is a violation of copyright law.

Probation Period

The first four to six weeks of school are a probationary period for all new students. If, after or at any point during this time, the teacher feels a child is not yet ready for school or has not adjusted to our environment, the parents will be informed and the balance of tuition will be refunded.

Re-Enrollment

In January 2011, re-enrollment forms will be sent to all parents of students currently enrolled in the school. After the due date, enrollment is open to new students. We cannot promise there will be a space for continuing students not re-enrolled by the due date.

Records

Documents regarding information identifying children or their families are not open. School records, health reports, social or psychological reports are available only to professionals with parental permission. However, personnel and children's records must be available, upon request, to authorized personnel of the Cayman Islands Education Department. All records will be kept at the school and on file for at least 3 years.

Religious Affiliation

While Montessori By The Sea is not affiliated with any specific religion, we honor the religious beliefs of all of our families. We acknowledge the rich and diverse heritage of our school through classroom studies and celebrations of traditional cultural holidays.

School Directory

We encourage families to give permission to have their child's name, address, e-mail address and telephone number published in the school directory for inner school use only. The directory will be available to the respective families in September. The option to be in the school directory is given to families at the time of enrollment.

Sharing

Sharing or Show and Tell is encouraged at the school. Items brought from home should be of an educational nature, such as books, memorabilia from trips, cultural artifacts, nature materials, or things that are special to your child. Items are shared during group time and put away during class work periods. Your child should be prepared to speak about why they chose to share the particular item.

Special Needs Policy

With regard to students with special educational needs (including learning disabilities, neurological disorders, and behavioral disorders) we believe:

- Every child (barring significant neurological impairment) has the desire to learn.
- Every child learns best at his/her own pace, when all his/her needs are met.
- The Montessori environment is beneficial to students with many different types of needs and learning styles.
- When the situation is appropriately managed, every child can benefit from interacting with a child with special educational needs.
- Home/School working together very closely facilitates the best progress of all children especially those with special educational needs.
- MBTS may not be equipped to meet all the needs of every child depending on the nature of their special educational needs.

With our aims and our beliefs in mind, our position on special educational needs (including learning disabilities, neurological disorders, and behavioral disorders) is as follows:

- Montessori By The Sea accepts students with special educational needs on a case by case basis, initially on a probationary period.
- Montessori By The Sea reserves the right to allocate staff and physical compound resources as necessary.
- Outside support may be needed when a special need is identified, and Montessori By The Sea either does not have the resources for the child's specific need or has exhausted all of its resources. Any costs incurred would be at the parent's expense.

Special Needs Policy cont.

- Montessori By The Sea reserves the right to disclose, to the relevant community members, the full nature of special educational needs in order to promote real understanding, although the source of the need may not be disclosed.
- All discussions with students are conducted in an age-appropriate manner based on discussions with health/educational professionals and the family involved.
- Montessori By The Sea may require additional participation from the family and/or support team of the child with special educational needs in order to best meet the needs of all the students in the program.
- Montessori By The Sea may institute 'special procedures' aimed at facilitating the needs of the child with special educational needs that may require additional parental support/involvement.

A student with special educational needs may be recommended to seek another program when:

- It is determined that the program cannot adequately meet the individual student's needs without compromising the integrity of the overall program.
- It is determined by the school that the parenting philosophy and the educational programming philosophy of the school are not in harmony with each other.

Student Dismissals

Montessori By The Sea reserves the right to dismiss any child who is not coping with our individualized program, not benefiting from the school environment or who exhibits behavioral patterns which we are not equipped to handle. The following procedures have been established for all serious, repeated, inappropriate behaviors during the course of the year, and each case is dealt with on an individual basis. Once we have determined that speaking to the child is ineffective, the following steps will be taken:

- 1: The parent will be informed in writing.
- 2: A Parent Conference will be scheduled.
- 3: The child will need to go home for the remainder of the day.
- 4: The child is sent home for the day and is placed on 30-day probation.
- 5: The child is sent home and a final warning is issued to parents and child.
- 6: The child will be dismissed from Montessori By The Sea

A letter of release will be sent to parents should the incidents stop and/or when 30 days of probation is completed.

Montessori By The Sea reserves the right to dismiss a family due to the behavior of the parents (i.e. abusive to other parents, staff members or students either verbally or physically, parents who consistently disregard school policy and procedure and parents who fail to meet financial obligations to the school) or if it is determined that parents are not willing to support the philosophical approach of the school or if the family is delinquent in tuition or fees. Such cases will be dealt with on an individual basis and can result in action from written warning to immediate dismissal. Should a student be dismissed, a refund will be prorated, if applicable.

Substitute Teachers

In the event that a classroom teacher is out, we call upon other staff members in the school, teachers employed by the Cayman Islands Private School Association, as well as parent volunteers to assist in the classroom.

Suggested Reading

The following is a list of books that we recommend:

- The Absorbent Mind, Dr. Maria Montessori
- Maria Montessori Her Life and Works, E.M. Standing
- A Parent's Guide to the Montessori Classroom, Aline Wolf
- Understanding the Human Being: The Importance of the First Three Years of Life, Dr. Silvana Montanaro
- The Montessori Way, Tim Seldin

Sunscreen

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. All children should bring in a bottle of sunscreen to be reapplied during the day. Hats must also be sent in for additional protection from the sun.

Television and Video Viewing

Television and videos are used occasionally at Montessori By The Sea either in celebration of a special day or as part of educational instruction. The children will be supervised in the same manner as when they are taking part in the activities of the classroom.

Temporary Withdrawals

A child withdrawn for illness, vacations or any other reason will lose his/her space unless tuition payments are continued during the period of the child's absence.

Testing

At the Elementary and Middle Years levels, students are introduced to a variety of tests in order to develop their test-taking skills and to prepare them for performing under pressure within specified time constraints—skills necessary in today's world.

Tests range from simple, such as spelling lists and math facts to more complex ones which present data/information in a variety of formats. While results are noted, students are encouraged to evaluate their study habits and all aspects of their learning. Teachers will not simply 'teach to the test', as current research supports the idea that in a global marketplace, children, in addition to becoming culturally literate, "need to learn to trust their own ability to think and solve problems independently." (The Montessori Foundation)

Toilet Training and Toileting

In the Toddler Program, we will aid in your child's process of toilet training. All students will be instructed in hand washing and personal hygiene after toileting. It is especially important during this time that communication between the school and the home environment is open. Please dress your toilet-training child in clothing that is easy to manage on his/her own. This helps to facilitate your child's independence and sense of achievement. **Please note that the toilet training process is expedited if measures being taken in school are also supported at home.**

Toilet Training and Toileting cont.

Montessori By The Sea's position on toilet training:

- Some children have an easier time toilet training, without underwear. As a result, with parental permission, we will allow students to be in the environment without underwear during this time. All steps are taken to ensure the hygiene of the environment.
- Most children, except those with special needs, are developmentally ready to be fully toilet trained by age 3.
- Not being toilet trained by age 3 is an indication that the child is not developmentally ready for the Casa Program.
- Some toileting accidents are expected as a child transitions into Casa.
- Pull-Ups or other absorbent paper underwear products impede a child's ability to self-monitor his/her body functions and become responsible for his/her own toileting. We recommend cotton training pants or regular underwear.

All children enrolled in programs higher than Toddler, **MUST** be toilet-trained. Montessori By The Sea's policy on toileting follows:

- A 6-week transitional period from the student's start date will be permitted in recognition of the fact that enrollment commitments may need to be made before toilet training has been completed.
- During the 6-week transitional period, the occurrence of toileting accidents will be charted for each child.
- During the 6-week transitional period, parents will be notified if toilet accidents are a persistent concern. Parents will be asked to focus on consistent toilet training at home.
- Each child is required to have a change of clothing, labeled and placed in a zip lock gallon plastic bag, to be kept at school.
- When a student has a toileting accident at school, he/she will be guided to change his/her own clothing. He/She will be assisted with hygiene and things that he/she cannot do for him/herself. Soiled clothing will be sent home. Please remember to replace the change of clothing the next school day.
- Parental involvement, as detailed below, will be required for students who are still consistently having toilet accidents (as recorded on the chart) after the 6-week transitional period.
- After the 6-week transitional period, a toilet training plan will be developed and implemented between the teacher and the parents which may include:
 - A change in the child's schedule to allow parents more time with their child for toileting.
 - Behavioral modification techniques employed at home and school to reinforce toileting success.
 - Alignment between home and school on toilet training expectations, clothing used and consistent follow through with the child when an accident occurs.
 - Other options as the teacher and parents see fit.

Toys

In general, toys are not allowed at the school at any time. They are most often lost, fought over or broken. At times, special toys may be brought in for 'Show & Tell' as long as the child is prepared to share with the class why it is special. We do, however, encourage children to bring in books to share with their friends. Please ensure that your child's name is in any books or items he/she chooses to share with the class.

Uniform Policy

Casa (Age 2 yr. 9 mos./ 3 – 6) Program Dress Code

Although uniforms are not required for students in the Casa program they should bring a hat and rain jacket daily, and there are dress guidelines that should be followed (see Dress-down day policy) for daily wear. In addition students should be appropriately dressed for specific activities that are a part the school curriculum (such as PE). Specific guidelines for PE follow later in this document. Additionally, we have found that students are having an increasingly difficult time managing the wide array of footwear, as such all children are now required to wear sneakers or rubber bottomed sandals with Velcro straps. Enclosed rubber bottomed school shoes are also fine. For younger students Velcro fasteners may be best initially as they are easier to manage.

Examples of appropriate choices for footwear for Casa students:



Please note that if your child does not adhere to the shoe policy the procedure will be the same as instances of non-compliance in the daily uniform outlined below.

Daily Uniform:

All students enrolled in the school must bring a hat daily. A rain jacket must also be available at the school at all times.

The daily uniform is mandatory for students in our Elementary and Middle Years Programs, and suggested for students in the Kindergarten (Year 3 Casa) Program. **(N.B. Jeans are only permitted on Dress Down Days.)**

Montessori By The Sea is currently re-evaluating its uniform, and further information on the revised uniform will be available in June 2010.

If your child is found to be non-compliant with our uniform dress code, the following policy will be enforced:

First instance of non-compliance: Your child's teacher will verbally remind you and your child of the dress code and what needs to be corrected.

Second instance of non-compliance: Administration and your child's teacher will provide a verbal and written reminder to your child that you must sign and return to school.

Third instance of non-compliance: Parent will be called and must bring in the appropriate item required for the child to be in compliance with the MBTS uniform dress-code within an hour. Alternately, the parent may arrange for another individual to bring in the item. The child will remain in office until he/she is compliant with the uniform dress code. If Montessori By The Sea has the item required the parent may opt to be invoiced for this item.

Uniform Policy cont.

The daily uniform should be worn every day except on the **Monthly Dress Down Day** which is **the last Friday of every month**. Guidelines for Dress Down Day are provided on page 47. Each student brings in \$1 to participate in Dress Down Day. The funds raised are used for class projects or donated to selected charities. Other exceptions include PE days, Performances, Community Events and Field Trips, these guidelines also follow.

Montessori By The Sea Uniform/Dress Code for Specific Activities

Performances:

Every child enrolled in the school beginning at Casa Year 3 (Kindergarten) through Middle Years participate in various performances throughout the school year. This uniform should not be worn on a regular basis as it should be in excellent condition for performances.

Montessori By The Sea is currently re-evaluating its uniform, and further information on the revised uniform will be available in June 2010.

OR Costume as determined by the school.

Hair should be neatly groomed; girls with long hair should wear their hair pulled back off the face. Shirts should be tucked into bottoms. Shoes should be clean and polished if necessary. Boys should wear a black or brown belt, if necessary.

Should your child be non-compliant with the performance dress-code parents will be called and asked to bring in the item(s) necessary for your child to meet the dress code, if this is not possible, he or she may not be allowed to participate in the performance. If the school has the item necessary, the parent may opt to be invoiced for the item.

PE: Students should be dressed in PE attire on the day(s) that they have PE or athletic activities. This information is provided to parents at the beginning of the school year, and published on the MBTS website, www.mbts.ky. Upper Elementary and Middle Year students are expected to remember their specialty schedule. Parents are expected to be responsible for reminding their Lower Elementary students, and assisting Casa students in selecting appropriate attire.

All CASA, ELEMENTARY and MIDDLE YEARS Students.

Montessori By The Sea is currently re-evaluating its PE uniform, and further information on the revised uniform will be available in June 2010.

Athletic Sneakers/Trainers with socks – NO Crocs, Flip-flops wedges, high heels or school shoes.

PE is a mandatory part of our curriculum; children are expected to participate in all lessons unless we receive instructions from his or her pediatrician or other health care professional.

Uniform Policy cont.

If your child is found to be non-compliant with our PE dress code, the following policy will be enforced:

First Instance: A note will be sent home with your child. Your child will be allowed limited participation at the discretion of the instructor (for safety purposes).

Second Instance: Your child will not be allowed to participate in the lesson.

Third Instance: Parents will be contacted and must bring in proper PE attire before the lesson or child will not be allowed to participate.

Fourth and further instances: Your child will be required to make-up lessons missed and this may incur additional costs to you.

Field Trips: Uniform dress codes are dependent on the type of the field trip.

Nature oriented field trips students should be dressed in the appropriate uniforms (details of which will be provided in June 2010) and sneakers, unless specialized attire is required. Each student must also have a hat!

Other field trips daily uniform is appropriate.

Students are expected to bring whatever is expected of them as directed by their teachers/field trip leaders. Details are provided in letters/emails sent home.

If your child is not-compliant with the Field Trip dress code the following policy will be enforced:

Parents will be called to bring in item(s) necessary for the child to be compliant. If the parent cannot arrive in the time that is available before the child is scheduled to leave, then the child will remain at the school. If the school has an item (for example t-shirt) that is necessary then the parent can opt to be invoiced so that the child can participate in the field trip.

Community Service Events:

At the Elementary and Middle Years levels, the students are encouraged to participate in community events that occur off school property. When your child is scheduled to participate, daily uniform is appropriate unless there is another uniform (e.g. MBTS Kids C.A.R.E.) that is required.

Should Dress Down Day fall on a day that your child is scheduled to participate, please ensure that he/she also brings a uniform to participate in the Community Service program.

Children who are in not in compliance with the community service dress code will not be allowed to participate that day.

Dress Down Day:

Please note the following: Dress-down day is scheduled once per month at the Elementary and Middle Years levels. The cost is \$1 per student to participate. Should the child have PE, or Community Service events on this day the appropriate clothing should be brought to school to be changed into for use during that specific time period.

Dress code for Dress Down Day: midriff must be covered, no violent or offensive images or derogatory language. Flip flops and crocs are allowed however the child must manage them appropriately during class time or they will be asked not to wear them during future Dress Down Days. **If your child has PE on a scheduled Dress Down Day, he/she should bring appropriate footwear and attire to change into for PE.**

Uniform Policy cont.

If your child is found to be non-compliant with the Dress Down Day dress code the following will be enforced:

First Instance: The teacher will remind the child of the dress code and a note will be sent home. Additionally if it is a t-shirt with a violent/offensive image or derogatory language the child will be asked to wear the t-shirt on the inside out.

Second Instance: Parents will be called and asked to bring item(s) required for the child to be in compliance with the dress code.

Third Instance: Child will lose dress down day privileges for the following month.

Montessori By The Sea Policy on Jewelry & Make-Up:

Jewelry:

Earrings: Girls may wear one pair of studs or small hoops; Boys may not wear earrings.

Necklaces: One only, proportionate to child's size.

Bracelets: No more than two, includes anything worn on wrist.

Rings: No more than two that are not protruding.

Anklets: One permitted should not be visible.

Watches: Allowed.

Please be mindful of the following when making your decision regarding jewelry. Our policy states the maximum allowed but your decision should be based on your child's particular stage of development. Some children may not be ready for the responsibility of jewelry and you should use that to guide your final choices. Additionally it is important to note that all jewelry items pose some degree of a safety hazard especially during outside play. If you permit your child to wear jewelry (within the guidelines above) you should know that the school will not accept responsibility for any lost or stolen items. Jewelry should not be worn on days that students have PE (with the exception of stud earrings for girls). Montessori By The Sea reserves the right to request that a child remove any jewelry that proves to be a distraction. The child may also be asked not to bring this item back to school.

Make-Up

Students are not permitted to wear make-up to school. Chapstick and clear lip gloss are permissible.

Any colored finger nail polish should not be worn to school; however, clear nail varnish is permitted.

Website

MBTS has an informative website, www.mbts.ky, which is updated regularly. The website has information on upcoming events, classroom blogs and important school information. This website helps to keep parents up-to-date on the activities at Montessori By The Sea and any other pertinent information. Parents are welcome to contribute and/or assist.

Withdrawals

Your tuition agreement contract is NOT a monthly one, and constitutes a commitment to pay **all** tuition and fees for the **entire school year, from September through June**. If for any reason, your child's enrollment is discontinued between August 30, 2010 and January 31, 2011, you are required to give Montessori By The Sea one-month written notice, and you are responsible for one month's tuition. If written notice is received on or after February 1, 2011, you are responsible for tuition for the remainder of the school year. An exception to this policy is made for new students who are on a probationary period only.

PARENT PARTICIPATION

Parental involvement is an essential element in the life of our school. Being involved helps you to communicate with other parents, the teaching staff and the administrators. Besides these benefits your interest in your child's school shows him/her that school holds an important place in your lives and that you value his/her accomplishments at school. Throughout the year, you will be invited to attend parent education evenings and Guild meetings. The importance of these evenings cannot be over emphasized and it benefits your child when you make every effort to attend.

Parents are encouraged to have an open communication with the teachers, staff and administration of Montessori By The Sea. We try our best to meet the special needs of the parents because we understand that every parent has certain views about what is most beneficial to their child. Feel free to communicate your views and we will incorporate as many as possible into the program to produce a mutually beneficial partnership. Please be aware that Montessori By The Sea will always do what works best for the entire school community and is in keeping with the Montessori philosophy.

In the event that a significant change occurs in your home, please inform the school. All information will be regarded as confidential. These events can carry over to your child's school experience, and we would like to be able to reassure your child. We will accept your judgment as to the kinds of changes that may affect your child's behavior, security and general well-being.

Common causes of distress include:

- either or both parents being away from home;
- a new person living in the home;
- illness of a family member;
- any hospitalization;
- accident or death in the family;
- new caregiver;
- birth of a sibling;
- separation or divorce;
- death of a pet.

Conversely, we will let you know of events at school that may affect your child. Working as a team, we can make this a rewarding and very enjoyable experience for you and your child. We also appreciate it when parents inform us about progress or new skills that the child is showing at home.

Adjustment to School

Most new students will adjust to school within a couple of weeks. A child who is very dependent upon his/her parents or other caregiver may experience difficulty for a longer period of time. A great deal of the responsibility for an easy adjustment rests with the parents: If the parental attitude is positive, the child usually has a positive experience. The first separation should be short and matter of fact. Never leave your child without saying good-bye and reassuring him/her that you will be back. Help your child by being relaxed and supportive. We realize that it is often as hard (or harder) for parents to separate from the child as it may be for the child to separate from the parent. They may cry as you leave, but seldom for long. It is important that when you and your child have made a decision about going to school that you be supportive, calm, consistent and matter of fact, especially through any insecure periods your child may experience. It is not unusual for the child to have bathroom accidents on those first few days of school. Best advice: be honest and decisive when leaving your child. Be on time to pick him/her up. Also, bring several changes of clothes. Please trust that we will call you if your child cries in excess of 1 hour. Likewise, please feel free to phone the school at any time to check on your child.

Classroom Observations

Observations of each class are available, with the exception of the Toddler class, and parents are always welcome to come in and observe. Appointments for observations can be made with your child's teacher. We have observation guidelines in the school office. Please stop by and pick up a copy to ensure that you get the most out of your observation. Please note that no observations are scheduled during the month of September. Please see page 38 for further information on observations.

Classroom Participation

Parents who have a talent, career, or hobby that may be interesting to the children are encouraged to make arrangements to share this information. Parents are also welcome to share anything they may have to aid in Montessori By The Sea's various curriculum studies.

Home and School Connection

When children enter the Montessori environment, they will be doing many things for themselves. They will want to continue to do these things at home as part of the process of becoming more independent. Help us by letting your children choose their own clothes, dress themselves, brush their teeth, pour their milk or juice from a small pitcher or conduct any other easy household chores they enjoy. Do not rush your children as they perform these tasks and allow them to make mistakes. When they do make mistakes, show them how to do a task correctly rather than telling them that they are doing it wrong.

MBTS Parent's Guild

All parents are members of the Parent's Guild; however, it is up to you to decide how active a participant you would like to be. This association aids the school by organizing fundraisers for educational materials and equipment, supporting worthy causes in the community and showing appreciation for teachers and staff. At the beginning of the school year parents are provided with the names of the parents on the Executive Committee of the Guild. Elections and the AGM are held early in the school year. (Please see the school calendar on page 5.) All parents are strongly encouraged to become involved.

Parent Conferences

During the year, we will schedule parent/teacher conferences to inform you of your child's progress at the school. At the end of the year (twice a year for Elementary and Middle Years students), a written report of your child's academic and social progress is presented to you. If at any time during the year the teacher has any concerns about your child, you will be called in for a conference.

Conferences may also be initiated by parents at any time throughout the year should you deem it necessary. If an appointment is made or a conference is scheduled, please plan to attend this meeting on time.

For both parents and staff it may be difficult to discuss problems that a child may be having. These conversations are necessary for the well-being of the child and the earlier we alert the parents to it, the better the chance of a positive outcome for the child. In certain instances, we may recommend outside help (this may include but not be limited to: counseling, speech/language therapy, occupational therapy, etc.) when the problem warrants it and expect that we will have full parental support regarding any recommendations. Montessori By The Sea is willing to assist where feasible. (Please see 'Special Needs Policy' on pages 41-42.)

Parent Education

Montessori By The Sea believes that education is a family concern, and we will present several educational seminars for parents throughout the school year. We expect parents to attend at least half of the parent education nights offered each year. These informative sessions will give you an overview on the Montessori philosophy and teaching materials. Each meeting has a different topic including Math, Language, and Cultural subjects, as well as current information regarding child development, nutrition and behavior. Montessori teaching methods and materials are different from those used in other schools. We want you to share our confidence in them and to see for yourself why they are so successful. Parents will also be invited to participate with staff in selected in-service sessions, which may include topics such as Pediatric First Aid, Darkness to Light, etc.

Parent Library

We highly recommend and encourage parents to become familiar with the Montessori philosophy. We therefore provide a wide array of informative books, videos and magazines, which are available for parents to checkout in the office. These books range in topic from childcare to the Montessori philosophy.

Volunteers

Parents are welcomed to sign-up as a volunteer at the school. Volunteers may be called upon to come into the school if the need arises. Please let us know of any areas in which you would like to volunteer.

FINANCIAL INFORMATION

Please find following fees and tuition for Montessori By The Sea for the 2010/2011 school year. We would like to remind you that you are contractually obligated for tuition for the entire school year, from September 2010 through June 2011, regardless of your child's actual attendance. Although our tuition is an annual one, we offer semi-annual and monthly tuition payment options.

Please be advised that tuition and fees are re-evaluated on a yearly basis; therefore, it may be necessary (at the beginning of a new school year) to increase tuition and fees due to the increased cost of living and operational expenses, and in order to maintain a high caliber program.

Fees:

Application Fee: The first step in the application process requires a one-time, non-refundable Application Fee of CI\$150.00. This fee includes an informative book on the Montessori philosophy as well as administrative expenses. This fee should be handed in with your child's 'Application for Admissions'.

Enrollment Fee: Once your child has been accepted into Montessori By The Sea, you will be sent an 'Enrollment Contract'. Along with the contract, you will be required to pay an annual, non-refundable enrollment fee of CI\$125.00, which is due along with the submission of the 'Enrollment Contract'. This fee covers processing costs involved in enrollment and demonstrates your intent to enroll your child.

Enrichment Programs Fee: This non-refundable, yearly fee of CI\$300.00 ensures Montessori By The Sea's continual commitment to excellence. These fees are used for maintenance, replacement and expansion of available educational materials, as well as specialty programs that enhance the total development of the child. The Enrichment Programs fee is due by June 9, 2010 for students currently enrolled at Montessori By The Sea. (This fee is due along with the submission of the 'Enrollment Contract' for new students.)

Parent Guild Fee: This fee of CI\$75.00 per family, goes directly to Montessori By The Sea's Parent Teacher Association in order to provide extra-curricular activities for the students, to use as 'seed money' for fundraisers, to support worthy causes in the community and to show appreciation to the teachers and staff. This fee is due by August 25, 2010 for students currently enrolled at Montessori By The Sea. (For new students, this fee is due along with the submission of your child's 'Enrollment Contract').

Elementary Book Fee: The CI\$200.00 per year, per child, fee is applicable to children enrolled in the Elementary class, and goes toward the many purpose-made, individualized books that your child will use during the school year, all school supplies (pencils, paper, markers, Duo-Tangs, etc.) and French writing books, as well as a variety individualized consumable materials. This fee is payable by June 9, 2010 for students currently enrolled at Montessori By The Sea. (For new students, this fee is due along with the submission of your child's 'Enrollment Contract').

Middle Years Book Fee: The CI\$300.00 per year, per child, fee is applicable to children enrolled in the Middle Years Program, and goes toward text books, the many purpose-made, individualized books that your child will use during the school year, all school supplies (pencils, paper, markers, Duo-Tangs, etc.) and French writing books, as well as a variety individualized consumable materials. This fee is payable by June 9, 2010 for students currently enrolled at Montessori By The Sea.

Late Fees: Tuition is due on the first of every month. For every day after the 5th of the month, there will be a CI\$25.00 per day late charge fee.

Returned Check Fees: For any checks returned to Montessori By The Sea, there will be a CI\$25.00 returned check fee.

Tuition:

□ Middle Years Program (12-14 year olds):

8:00 am-3:30 pm

- Annual: One payment of CI\$9,555.00 due on or before August 25, 2010. (Annual payments for new students will be due on or before June 9, 2010.)
- Semi-Annual: Two equal payments of CI\$4,826.25, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) and the second is due on February 1, 2011.
- Monthly: Ten equal payments of CI\$975.00 each, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) for September's tuition, and due on or before the first of every month starting in October 2010.

AFTER SCHOOL PROGRAM (3:30-5:00 pm)

Daily payments of CI\$12.00 per day, for every day that your child is signed up, due at the end of each week, or CI\$180.00 monthly, due at the beginning of each month.

□ Lower and Upper Elementary Program (6-12 year olds):

8:00 am-3:30 pm

- Annual: One payment of CI\$8,624.00 due on or before August 25, 2010. (Annual payments for new students will be due on or before June 9, 2010.)
- Semi-Annual: Two equal payments of CI\$4,356.00, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) and the second is due on February 1, 2011.
- Monthly: Ten equal payments of CI\$880.00 each, the first of which is due on or before August 26, 2009 (on or before June 10, 2009 for new students) for September's tuition, and due on or before the first of every month starting in October 2009.

AFTER SCHOOL PROGRAM (3:30-5:00 pm)

Daily payments of CI\$12.00 per day, for every day that your child is signed up, due at the end of each week, or CI\$180.00 monthly, due at the beginning of each month.

□ Casa Program (FULLY toilet-trained 3-6 year olds):

FULL DAY (8:00 am-3:30 pm)

- Annual: One payment of CI\$8,379.00 due on or before August 26, 2009. (Annual payments for new students will be due on or before June 10, 2009.)
- Semi-Annual: Two equal payments of CI\$4,232.25, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) and the second is due on February 1, 2011.
- Monthly: Ten equal payments of CI\$855.00 each, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) for September's tuition, and due on or before the first of every month starting in October 2010.

□ **Casa Program (FULLY toilet-trained 3-6 year olds) cont.:**

HALF-DAY (8:00 am-1:00 pm) THREE YEAR OLD AGE LIMIT

- Annual: One payment of CI\$7,889.00 due on or before August 26, 2009. (Annual payments for new students will be due on or before June 10, 2009.)
- Semi-Annual: Two equal payments of CI\$3,984.75, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) and the second is due on February 1, 2011.
- Monthly: Ten equal payments of CI\$805.00 each, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) for September's tuition, and due on or before the first of every month starting in October 2010.

AFTER SCHOOL PROGRAM (3:30-5:00 pm)

Daily payments of CI\$12.00 per day, for every day that your child is signed up, due at the end of each week, or CI\$180.00 monthly, due at the beginning of each month.

□ **Toddler Program (21-Months-3 Years):**

FULL DAY (8:00 am-3:30 pm)

- Annual: One payment of CI\$9,604.00 due on or before August 25, 2010. (Annual payments for new students will be due on or before June 9, 2010.)
- Semi-Annual: Two equal payments of CI\$4,851.00, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) and the second is due on February 1, 2011.
- Monthly: Ten equal payments of CI\$980.00 each, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) for September's tuition, and due on or before the first of every month starting in October 2010.

HALF-DAY (8:00-11:45 am)

- Annual: One payment of CI\$8,624.00 due on or before August 25, 2010. (Annual payments for new students will be due on or before June 9, 2010.)
- Semi-Annual: Two equal payments of CI\$4,356.00, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) and the second is due on February 1, 2011.
- Monthly: Ten equal payments of CI\$880.00 each, the first of which is due on or before August 25, 2010 (on or before June 9, 2010 for new students) for September's tuition, and due on or before the first of every month starting in October 2010.