



AND

Wee Pals Preschool and Special Services

Policies and Procedures Handbook

September 2026-July 2027

Disclaimer: Policies may be added to or amended periodically. Updates of these changes will be sent via our school newsletter.

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Wee Pals Toddler Class Specific Information

COMMUNICATION

We have an open book policy at Wee Pals and will certainly let you know if anything may have happened at school regarding your child, whether they have had a fall or even said something remarkable to us! Please note that we may not speak individually with you regarding your child on a daily basis as you can appreciate we have many little ones to care for, however, many times we are available to chat about your child during the pickup time and are always happy to inform you of what's happening in your child's school day. It is important that you also let us know of anything that may affect your child's behaviour at school, i.e. death of a family member or pet, move to a different home, mommy going away etc. Please note that diet and some medications can change behaviours as well.

EARLY INTERVENTION CENTER

Observation is a major part of the teacher's role in the classroom, and as such, we are able to pick up on many areas of child development that might be delayed. Early intervention is key when it comes to any delay or challenge. Over the years we have helped children with many physical, emotional and social challenges. We are very open to inviting specialists, therapists and learning support where necessary into the school to work along with us, the parents, as well as the children. We also work very closely with speech and language, ABA and occupational therapists who assist us in individual plans for the children. We are great believers in early detection and intervention so that each child may flourish completely at his/her own potential. We also believe that integration is very important, and we have been blessed to welcome children into our environment who have differing abilities.

SCHOOL FEES

School fees are paid per term. Fees for this school year are as follows:

7:30 -12:30 - \$2200	please note that fees can be paid in two
7:30 – 2:00 - \$2450	installments.
7:30-4:30 - \$2600	

Fees are to be paid to WEE PALS PRESCHOOL AND SPECIAL SERVICES INC.

STATIONERY FEE – please note the change in this fee

The general stationery fee is \$450 per year. This can be paid in three installments (one installment per term - \$150). The first installment is once the formal acceptance letter has been received.

SCHOOL HOURS

Wee Pals opens at 7:30am. Children may be dropped off at this time. Please note that school starts for the children as soon as they enter the classroom i.e. Montessori work, social skills and individual lessons are done. Please try not to get to school any later

than 8:00. We receive children in the classroom and request that you do not allow children to play on the playground prior to entering the classroom. Collection time may begin from 12pm and ends at 12:30pm if you are registered for the half-day program. If you are registered for extended hours, you may collect your child any time up to 2:00pm for early extended hours pick up, or 4:30pm if you are registered for the enrichment program.

LATE FEES

Please note that all of the teachers have other responsibilities after school and it is imperative that you arrange your business to collect your child on time. There is a late fee book which is to be signed if your child is collected after the specified times mentioned above. Please see the late payment fee schedule at the end of the registration form.

PARKING AND COLLECTION

Enter the neighbourhood and property slowly – 15km/h. Where possible please can you park sensibly in the parking lot available in the school yard. Please do not block any driveways. Please don't park on the grass along the neighbours house outside our school gate. Please DO NOT allow your child to run outside the school gate. Please don't allow your child to open the pedestrian gate.

UNFAMILIAR FACES

If you are sending someone to pick up your child that the aunties are unfamiliar with, please let us know. Please also let the person who is picking up know to identify themselves and also to follow the parking rules.

TOYS

Your child is allowed to bring a book to school for the aunties to read or bring a toy if it is a special show and tell day (we will let you know when). Toys are NOT allowed at school otherwise.

LUNCH BOXES AND WATER BOTTLES

Please mark EVERYTHING on the OUTSIDE. We try to maintain a healthy snack policy so please, everything in moderation. Also, some foods have an adverse effect on children so be mindful of what you put into lunch boxes. NO hard candy, nuts, popcorn or lollipops. Not too many sugary snacks or drinks. We will keep you abreast with how your child is doing with the new eating routine as this is something that can take a couple weeks for a new baby to get used to.

Please send manageable food with your child and not something totally new that they have never seen before! We try to encourage independence, of course we are there to help the children, however, try to send things that are not too tricky for them to open or eat on their own.

Please send an extra water bottle for use on the playground.

BATHROOM

Potty training starts at home. We work along with parents in potty training the children at Wee Pals. We encourage bathroom time twice a morning at the same time each day. Obviously if the child needs to go otherwise he can. Children are supervised and we never allow the bathroom doors to be closed. We teach them the full bathroom routine including pulling down/up pants etc. so PLEASE send your child in manageable clothing. No belts please! Pull ups and underpants should not be too tight for them to manage. Please also note that we are not in the habit of washing out soiled underwear. Underwear will be placed in a sealed bag and sent home. Toilet training is something which will happen generally by the time the child is three years old. At our school, we invite the new babies to sit on the toilet when we notice the diaper is dry upon changing at morning and lunch time. We are not in the habit of forcing and so potty training will happen at his/her own pace.

DIAPERS

Please send a small backpack with diapers, wipes, rash cream, powder etc. Please label everything and send enough supplies for a week or so. When we need more, we will ask you. If your child is in transition, and may have an accident or two, please send a small Ziplock with an extra underpants and shorts etc. to be left at school.

CHILD CARE BOARD

Wee Pals is registered under the Childcare Board. The Board stipulates that parents are not allowed inside the preschool during school hours. Please try to respect this as it can be quite distracting for children who may be doing activities or working with an aunty. We have also found that children settle much quicker when transition happens just at the front gate. We are a loving, caring, mothering group of aunties and there will be lots of hugs and cuddles to help settle your children in.

ILLNESS/INJURY

We have a very STRICT policy about sending children to school with the following:

- Bad runny nose especially running green

- A fever

- Vomiting or diarrhea

- A hacking cough

The aunties will use their discretion as to whether we need to advise you to collect your child due to illness or any other reason. Please note that we have these policies in place for the best interest of your child, the other children as well as the aunties. If your child has a fall, we will check the cut/scrape/bruise and clean with water and put a bandage. If we think that you need to be called to collect your child we will do so.

GENERAL INFORMATION FOR WEE PALS & MARIA MONTESSORI SCHOOL OF BARBADOS

ABC Care & Late Collection Fee

The ABC care is a service offered for those parents who can't collect their child by end of school day (2:45pm). After-care will be offered until 4:30pm. This is a flat fee per term, payable on the first day of school at the office. The fee for ABC care is \$200/term.

If you are not signed up for ABC care and you arrive any time after 3:00pm, a late collection fee of \$20 will be charged. The after-care staff will ask you to please sign out in the late book. You will be billed at the end of the month for any late days.

Allergies

Please advise at the office in writing if your child has any allergies. Please be specific as to what the allergy is and any symptoms that may occur – environmental, food, etc. We are unable to administer medication unless a medical form is filled out and signed by the parent.

Assessments in the Primary years

To ensure that our students are meeting the targeted learning objectives it is imperative that we keep a pulse on their progress through:

- ❖ Daily observations and record keeping – using our Scope and Sequence charts for each area in the Montessori environment
- ❖ Daily record cards for each student
- ❖ Individual folders storing completed work
- ❖ Weekly 'meetings' between the child and the teacher to review work covered. This is a time to chat briefly about what areas the child needs help with or what new work can be introduced to the child.
- ❖ Mid-term and end-of-term assessment papers with materials introduced during that time.
- ❖ Students receiving special education services or who have additional learning support in the classroom will also receive a progress report.

Attendance & Absence

We appreciate every effort to have your child with us each day throughout the school year but understand that illnesses arise and to keep your child, their peers and teachers safe, they need to stay home to recover sometimes for several days. Students will only

be permitted to return to school with medical clearance from their doctor (i.e., a doctor's certificate).

If your child is absent due to a family matter, travel, or any other circumstance, please inform the relevant teacher and our administrator. We will need a written note briefly outlining the reason and length of time that your child will be away. While there is no penalty for absence, we will not offer tuition credits or refunds for days missed.

Attire of Parents and Visitors

All people coming on to school property or accompanying school tours are asked to remember that we are a school and a place of business with young and impressionable students. Parents, guardians and visitors are requested to dress appropriately.

- a) No visible undergarments/ swimwear.
- b) No suggestive clothing.
- c) No bare backs.
- d) No bare feet.
- e) No see-through clothing.
- f) No clothing with profanity or offensive slogans.

Attire of Students (casual wear days)

Boys

- ❖ Jeans or shorts
- ❖ Sneakers/enclosed shoes
- ❖ Shirts without any vulgar/slang pictures or text

Girls

- ❖ Jeans, shorts or skirt. Decent length (much like the uniform length)
- ❖ Shirts – no tummy out
- ❖ Sneakers/enclosed shoes

Please note: we ask that no “extras” be worn on these days – referring to hair, nails, jewelry, and accessories that would not be worn with their typical uniform.

Birthdaydays

Montessori birthday celebrations focus on honouring the child's journey through life and their personal growth. A key element is the “birthday walk”, where the child walks around a symbolic sun (often a candle) for each year of their life, representing the Earth's orbit around the sun. Photos and stories of the child's life are shared during this walk, and we will ask parents to assist by sending their child's teacher a picture

from each year with a little blurb about that milestone. As we are a health-conscious school with a strong healthy food policy, we don't offer, arrange or accept cakes, cupcakes or any form of birthday treats for this occasion.

Barbados Secondary Schools Entrance Examination (BSSEE)

Each primary level is separated into what would be 3 curriculum years at a typical school. For example, our primary 1 class is essentially like Beginners, Middles and Tops at St Gabriels. Primary 2 is J1 and J2 and Primary 3 is J3 and J4. Therefore, by the time your child is 9 years old, he will be immersed in a classroom environment catering to children up to 11.

As mentioned in our curriculum section, children are learning very complex topics from a very young age in a very concrete way. By the time the child is 8 or 9, he relies less on the hands-on materials and is working more with paper and pen.

If you desire, we will prepare your child to set the BSSEE exam at the appropriate time. The necessary paperwork will be done to allow your child to attend the center where the examination will be taken.

Cell phones & Personal devices

Personal tablets, cell phones, or other devices are not permitted at school.

Particularly in the upper primary levels, technology is used strategically as a supplement to traditional hands-on learning rather than a replacement. It's introduced thoughtfully to enhance specific learning experiences and develop digital literacy skills, always prioritizing the child's development and the core Montessori principles of exploration and independence.

Classroom rules

- ❖ Follow the exercises of grace and courtesy as demonstrated. Lessons are given in grace and courtesy and the children model these lessons as they work with their peers. These include: how to politely interrupt someone, using manners, how to greet someone politely, how to ask for help as needed and resolving conflict in a calm and respectful manner.
- ❖ Non disturbance – understanding and adhering to the ground rules of the Montessori classroom. These ground rules are introduced at the beginning of the term and are modelled through peer-to-peer learning: how we move about our classroom, how we speak inside, how we carry chairs/tables for lunch and mat rolling for floor activities.

- ❖ Put things back where and how you found them – In Montessori everything has a specific place on the shelf. Children are free to choose an activity once they have been given a lesson on it, but are responsible for replacing it back where it belongs so that others may use it when needed.

Communication

The school office will be open daily with varying hours. These will be released to parents ahead of the school year. Any queries can be directed to our administrator during these hours.

Parent – teacher: Specific days/times will be set for you to be able to have a discussion about your child’s progress in each area. This may be face-to-face, via phone or via Google Meet. During the school day, it is very difficult for teachers to set aside time to do this. If you have an urgent matter, you are asked to make an appointment at the office or leave a message for your child’s teacher to reach out to you. If your child has made huge progress in any area or if there’s a specific challenge or concern that his/her class teacher may have, we will reach out to you as soon as we are able.

Code of conduct

Our slogan “kind words, gentle hands” aptly applies.

Students should be respectful by:

- ❖ Being courteous
- ❖ Treating others with mutual respect
- ❖ Showing kindness
- ❖ Being considerate of the feelings of others
- ❖ Helping and supporting others
- ❖ Using good manners with their peers and all adults
- ❖ Listening when someone else is speaking
- ❖ Respecting the property of others
- ❖ Using the outdoor spaces considerately

Students should be responsible and cooperative by:

- ❖ Making good decisions
- ❖ Setting a good example by accepting the consequences of their actions
- ❖ Considering the safety of self and others
- ❖ Doing what is right by working hard and doing their best

Contact Changes & Student Records

It is imperative that the school acquire updated contact details for all students. At the beginning of the school year, parents will be required to fill out Student Record Cards.

Contact details for parents, guardians and any emergency contact details will be required. If there are any changes to these details during the school year, you will be asked to contact the office to amend your child's card.

Discipline

The Montessori approach to discipline is simple, but it can be a challenge to strike the delicate balance between freedom and respect that it requires. Freedom might seem antithetical to discipline, but to foster true discipline, from within the child and not outside sources, we must foster an understanding of the freedom of choice and the consequences that come along with that freedom.

Respect is at the forefront of our teaching - respect for each other, the environment as well as the materials. Respecting each other's choices and learning to resolve conflicts in a respectful and calm manner is all apart of our Peace Education curriculum.

We use positive reinforcement strategies, discuss behaviours with individual children and as needed involve parents/guardians with our discussions. For excessively disruptive or challenging behaviour every effort will be made to bring the student, family, and staff together to achieve a solution.

Drop-offs, Collections & School Shuttle to MMSB

Entering

- ❖ Cars are to enter the school using the **east gate** (the gate before the entrance to the Wee Pals yard).
- ❖ You may reverse onto the grass on your right when driving in and park **FACING OUT**. Please use the crosswalk when walking your child over to the school building. Enter the school yard via the east gate. Park along the grass to the right of the driveway. Park facing outwards. Do NOT park in front of the school building or front door as this is where the toddlers will be entering their class.

Exiting

- ❖ Cars are to exit the school cautiously. Make the first left upon exiting. When you approach the junction turn right and follow the road. When you get to the end of the road make a right turn which will take you back to top of the neighbourhood. PLEASE DO NOT exit the neighbourhood using the road that leads straight back up. This should be for one way traffic coming in.

Please respect all pedestrian traffic on the school properties and in our neighbourhood.

Entering and exiting the school:

The toddler class - the littles will enter their class using the pedestrian gate by the garage.

Primary 1 will enter and exit their class using the gate leading into the atrium to the east of the school. Walk through the pedestrian gate and along the paving stone pathway.

Primary 2 will enter and exit their class through the front/main entrance of MMSB.

For the safety of our children please close all gates back upon entering and exiting.

Be cautious when crossing the driveway - PLEASE HOLD YOUR CHILD'S HAND

Traffic Warden

Between the hours of 7:30 and 8:30 a traffic warden will be directing cars in and out of the school driveway. Please be vigilant and respectful of Michael - his job is a vital one in keeping the traffic flow and parking safe and efficient for everyone.

Staggered Pick-Up (to aid in traffic flow)

❖ Primary 1 ends at 2:30pm

❖ Primary 2 ends at 2:45pm

After school care begins at 3pm and runs until 4:30pm

Please do NOT park along any layaways outside of any of the houses in the neighbourhood. The school yard is to be used when dropping off and collecting your child. **Please be considerate when driving through the neighbourhood – be mindful of pedestrians and other vehicles. Please drive SLOWLY when coming into the neighbourhood and the school yard – 15km/h.**

All cars in the parking lot are required to please turn off your engine, this includes electric cars.

Shuttle Service

We are in the process of applying for town planning approval and as such one of the new procedures will be the use of the Blessed tours Shuttle from the gymnasium. The shuttle is mandatory for children in primary 2 as well as those who may get to school between 7:30 and 8:10. The shuttle is free of charge. It will leave the gymnasium at 8:10 promptly and bring the children to school where they will be greeted in the yard by their teacher.

Please note that there will be a teacher on duty at the gymnasium to greet your child.

To alleviate traffic to the school premises there will be a school shuttle facilitated at the expense of the school. Details will be released to families in a circular ahead of the term.

Early Intervention Program

This program is offered through Wee Pals and is available to students who are neuro-diverse. Due to staff, space and resource limitations this is a small offering at present.

When a family signs up for this program it is possible that their child will require additional learning support. The length of support will be determined by the classroom teachers and learning support staff, and they will assist in the process of finding an educational assistant to support your child either whole day, partial day, or specified time of day or particular weekdays.

Learning support is targeted, and we are intentional to provide the right amount for each child. Those enrolled in Wee Pals that are continuing with MMSB will be provided with all of the same family support as your child moves through the primary years. To be eligible for learning support of this capacity, your child should have completed our Wee Pals toddler program.

Emergency Preparedness and Safety Procedures

We maintain comprehensive emergency procedures and regularly review them to ensure that all students and staff in our care are kept safe.

Fire Drills

Fire drills will be conducted regularly throughout the school year. These drills help students and staff become familiar with evacuation procedures and designated assembly areas. These practice situations help students learn how to navigate emergencies calmly and safely. Students are expected to follow all instructions and remain with their class until the all-clear has been given.

Lockdown Procedures

Age-appropriate lockdown drills will be periodically held throughout the year. These drills prepare students and staff to respond calmly and safely in the unlikely event of a security threat or other emergency requiring occupants to remain safely inside classrooms or designated secure areas.

Medical Emergencies

In the event of a medical emergency, trained staff will administer appropriate first aid and seek emergency medical assistance when necessary. Parents or emergency contacts will be notified as soon as reasonably possible. It is the responsibility of parents to ensure that the school has current emergency contact information and relevant medical information for their child at all times.

Emergency Communication

Should an emergency or significant incident occur, we will communicate with parents and guardians as quickly as practicable using its established communication channels. Parents are asked not to come directly to the school during an emergency unless specifically instructed to do so, as doing so may interrupt response efforts.

Parent Responsibilities

To support the our emergency preparedness efforts, parents and guardians are expected to:

- Keep emergency contact information current and notify us promptly of any changes.
- Inform of any relevant medical conditions, allergies, or changes to their child's health.

Emergency Closure

In the event that the government issues school closures for inclement weather or other emergencies, MMSB will also follow suit and close. If we have any emergencies on the property such as water issues or other health concerns, you will be asked to come and collect your child.

Field Trips

In Montessori, field trips, often called “Going Out”, are a crucial part of the learning process, extending classroom learning into the real world. In the upper primary years, these outings are student-led, encouraging them to research, plan, and manage logistics, fostering independence and practical skills like communication and budgeting. We endeavour to have one “going out”/field trip per term based around our theme. Trips will be organised well in advance, and parents will be advised of the date, time, location, cost and if any assistance is required. Field trips are a mandatory part of our curriculum and require written permission for your child to attend these with the school. Failure to do so can result in the school asking you to send a digital copy of the signature and if this is not possible, your child may not be able to attend.

Free Time/Outdoor play

At MMSB, just as much emphasis is put on the importance of down-time/free play and outside time as is put on our academic Montessori work period. We believe that balance is crucial for learning, and children need to find this balance in their play time/down time both during the recess period as well as after school. The children will be given time to explore the gardens, run and play on the playground and use the sports equipment during lunchtime, recess and during the after-care period.

Hair, Nails and Jewelry

- ❖ Please ensure that your child's hair is brushed neatly and is not obstructing their vision. As it gets quite hot, we suggest clipping hair back and putting it up in a hairband.
- ❖ Nails should be kept short, clean and unpainted.
- ❖ Jewelry should be kept to a minimum – if earrings are worn, they should be simple studs or huggies for girls.

Health

Upon entry to MMSB, we require a certificate of good health to be filled out by your child's doctor. If your child has any specific health challenges, we ask that you meet with your child's head teacher so that we have all relevant details on file.

Healthy Eating

We have 1 scheduled break for lunch as well as the opportunity for a snack during the Montessori work period in the morning. During this period students will prepare their own snacks in the classroom. Parents/guardians may be asked on occasion to bring in an item. This is typically a fruit/vegetable as we are mindful of promoting whole food options and diverse eating habits.

Please pack nutritious lunchboxes, in keeping with the Ministry of Education's nutrition policy. We ask that parents / guardians do not send in carbonated drinks, sports drinks, juice, chocolate, candy, salty and sugary items or red, orange, or yellow dyed snacks. We do not currently have a canteen or meal service provided at school and all students are responsible for their own lunch boxes. Teachers will encourage healthy eating habits.

For more information, please refer to our Healthy Lunches Guide.

Homework

There will be an emphasis in each primary level on the importance of reading and literacy. After careful evaluation and trial and error in our first year we have decided to stay solely in keeping with the Montessori philosophy. The primary work of the child ought to take place within the prepared classroom environment, where uninterrupted work cycles, specifically designed materials, and individualized guidance support deep understanding and promote student independence. Considering this, homework will intentionally be kept to a minimum.

Rather than assigning further practice work, we want to encourage children to spend their time outside of school reading for pleasure, exploring nature, pursuing a variety of creative interests, and contributing to wider life at home and in their community.

Occasionally, children may bring home work that they have chosen to complete, or they may be invited to extend classroom learning through a project, observation, or particular research activity. Homework may also be recommended when it serves a specific developmental or individual learning need.

Areas that we would like to see parents/ guardians focus on are:

- ❖ outdoor play and exercise for mental health and mindfulness
- ❖ family time
- ❖ giving back to the community
- ❖ helping at home
- ❖ extra-curricular activities
- ❖ fostering time for at-home hobbies
- ❖ daily reading (aloud or silently)

Illnesses

As children grow and build their immunity, they will get colds and coughs, however at Wee Pals and MMSB we maintain a strict policy about certain symptoms:

- ❖ Heavy colds running green or yellow
- ❖ Wet, chesty cough
- ❖ Wheezing
- ❖ Fever
- ❖ Diarrhea
- ❖ Vomiting
- ❖ Head lice/nits (we do head checks at the beginning of every term and periodically as needed, to check for head lice. If eggs/nits or lice (dead or alive) are found, we will call you to come and collect your child as this is very contagious).
- ❖ Rash that resembles that of hand foot and mouth illness/allergic reaction

*****PLEASE NOTE*****

Students MUST BE symptom free (fever inclusive), unmedicated, for 24 hours prior to returning to school.

Please be mindful that if your child has a constant clear runny nose the same policy applies and is especially enforced as this requires staff to sanitize all materials constantly to avoid further spread of the illness, and often for these little ones they need further care to ensure that they use tissues appropriately and that we maintain proper handwashing practices.

If your child develops any of these symptoms at school, we will contact you to come and collect him/her. We thank you for your understanding regarding the above. If they are away from school for more than 3 days, a doctor's certificate will be required to return to school.

*If your child is prone to mosquito bites, or has difficulty with certain bugs or sand flies, please inform us and send them with bug spray on and one for their bag.

Immunization Schedule

Updated immunization records will be needed upon entry to MMSB. If your child is exempt from any immunizations, a letter from your child's doctor will be needed and will be placed on file with the schedule. It is not mandatory that your child has all his/her immunizations before entering MMSB, however we need to be sure that he/she is in good health before starting school.

Incident Report Book

Each classroom will adopt an incident report book. If there is an accident, sickness, late arrival or departure etc. This will be noted. We are not in the habit of calling the parent for minor incidents. If the child has a severe fall or accident, or staff have any cause for concern, the incident will be reported, and the parent will be called.

International Students

We are happy to welcome students from all over the world into our classrooms. It is important to us that we create a supportive and inclusive environment for all learners that fosters a sense of belonging while also addressing their unique needs. Where English is not the first language, clear, simple language is used when communicating with students and families. To help your child settle, we pair new international students with established students who can help them navigate the routines and classroom. We also celebrate diversity by integrating cultural celebrations, stories, and

traditions from different countries into the curriculum to foster appreciation for diverse backgrounds.

Late Arrivals

School starts at 8:15 and as such, we ask that you arrange to have your child at school by this time. Early drop off for the ABC care starts at 7:20am. If your child arrives after 8:15am, please check in at the office and fill out a late slip before bringing your child to class. We understand that emergencies happen sometimes but please be mindful that after 8:15, the staff will be at our morning welcome circle time or teaching lessons and so won't be able to stop to facilitate conversations at this point.

Respect and time management are two things that we would like to instill in the children, and we would appreciate your support by getting them to school on time in the morning.

Office Matters

If you need to visit the office, please do so AFTER walking your child to their class.

Learning Process

- ❖ We follow the Montessori method throughout the school – 20 month – 11 years. The Montessori method doesn't try to put square pegs in round holes; instead, it's deliberately flexible to work with the child's developmental needs and characteristics rather than trying to fit the child to the needs and characteristics of the teacher or the system.
- ❖ The environments of the Montessori classroom are unlike typical schools. For self-directed learning to take place, the whole learning environment – classroom, materials, and social setting must support the child. The teacher provides the necessary resources. Together the teacher and child form a relationship based on trust and respect that fosters self-confidence and enables the children to explore and discover.
- ❖ Lessons are given individually as well as in a small group depending on the lesson. Children receive lessons when the teacher has observed that they are ready for a new concept or for an extension of an already-learned concept. Once the child has received the lesson, they are free to use the activity relating to that lesson whenever they wish and for however long they wish. This is the freedom within the Montessori classroom that allows children the chance to really delve into a concept and understand the how and why of learning. They are not taught how to regurgitate, but rather how to learn.

- ❖ As the children move into the upper primary levels, they rely on the hands-on materials way less and will do self-directed research about topics introduced. Journaling, book reports, abstract math concepts, debates and presentations form a large part of our upper primary years.
- ❖ Although learning happens during a three-hour block in the morning, children can use lunch time and any time outside of the afternoon enrichment classes to reinforce concepts taught in the classroom. They can choose to work at a table in the classroom, in the library or in one of our outdoor atriums. They can work individually or with a small group depending on the activity. They may work on a floor mat or on one of the comfortable chairs located around the school.

Lost and Found

All items should be labelled with your child's name so that in the event that something is misplaced they are easily recognizable. There will be a lost and found bin located in the office for anything that may be misplaced. We do encourage each child to be responsible and mindful of their belongings; however we know accidents happen.

Lunchboxes, Backpacks and Water Bottles

A SMALL backpack is sufficient as the children won't be travelling with many big or heavy books. This can be a simple drawstring back or a small backpack. A cooler lunchbox or lunch bag is fine for the child to use. There will be locker style cubbies available for each child, but as they are compact be mindful of lunchbox size. We will have a water cooler for your child to refill his/her bottles.

Medical Apparatus

If an inhaler or other type of medical item is required at school, please keep this in a sealed Ziploc type bag, labelled with your child's name, class teacher and class. It will be kept in the office in the first aid cupboard.

Medications

Please note that medications of any sort are NOT to come to school in your child's lunch box or backpack. If your child requires medication during the school day, please fill out a Medication Administering form from the office. Please speak with your child's class teacher regarding this as well. We request that the medication be in a sealed Ziploc type bag with the following clearly stated:

- ❖ Child's first and last name
- ❖ Dosage
- ❖ Storage of the medication (this is especially if it is to be in the fridge)
- ❖ Time of day to be administered

If your child has an inhaler or requires one post-illness please store in a zipped bag with instructions for use and notify their classroom teachers.

Meetings & Conferences

Please note that an appointment must be made if you wish to meet with any member of staff. We don't facilitate meetings during the Montessori work period or during our afternoon enrichment time when the staff are directly engaged with the children. Meetings can be arranged at a time suitable for both parent and teacher/head teacher.

No-Smoking on Premises

Please note that both Wee Pals and MMSB adopt a no-smoking policy. This applies to cigarettes, vapes or e-cigarettes.

Privacy Policy

MMSB and Wee Pals Montessori School maintain social media sites which are updated periodically. If you do not wish your child's image to be used on any of these platforms, please advise one of the members of staff. Any data collected regarding your child will be kept in the school office and will be used for specified, legitimate purposes. Personal information, records both within administration or in the classroom will not be shared outside of the school.

Religious Beliefs

MMSB is a Christian school with core beliefs and values based on Christian teachings. Kindness, fairness, respect and honesty are at the forefront of all that we do and teach. Peace education is introduced into our curriculum from the toddler class and is carried through to the primary levels. By understanding what peace really looks like, our children learn to accept and tolerate differences of others.

Montessori peace education is a fundamental aspect of the Montessori philosophy, focusing on teaching children about peace, respect, empathy, and conflict resolution to foster harmonious relationships and a peaceful society.

We do not have structured religious education classes; however we sing Christian songs and will read a short bible verse during our Montessori morning circle time. Prayers will also be said before lunch time.

The Parable of the Good Samaritan teaches the importance of compassion and loving one's neighbour, regardless of social boundaries. - Luke 10: 25-37

Morning Circle Time format (15 minutes):

- ❖ *Light a candle for peace - discussion*
- ❖ *Settle with a song – musical accompaniment*
- ❖ *Short parable verse/short story – discussion*
- ❖ *Specific news discussed/classroom management*
- ❖ *Work folders and journals – hand out and discuss how these are used*

Security

At our main entrance there is gate that will be locked after morning arrivals and will then be reopened at 2:15pm ahead of the dismissal time. At this point we do not employ a security guard however we will likely introduce a camera and intercom system which we will advise on use once this is implemented.

Spills, Outdoor Play & General Learning

While we value feedback and for parents to seek understanding through queries, we ask that you are mindful to communicate with teachers and staff members during work hours (7:30am-4:30pm). If your child has an accident, we will relay all the pertinent information and the relevant information will be recorded, but for stains on clothes from lunch times, or dirty clothes from PE or outdoor play we ask you to refrain from bringing these concerns outside of school hours. It is very difficult to manage high volumes of questions outside of hours and coordinate lesson plans and have personal time. ***More information on how to communicate with staff is under WhatsApp Use.***

Sun Exposure

As our climate is a tropical one and we spend much of our day outdoors, it is suggested that you apply sunblock to your child in the morning. Your child may also keep a hat/cap at school in his/her cubby to be worn outdoors. It is also advisable to apply insect repellent on your child before school. As you can appreciate, with many children in our care, it is not always possible to apply lotion/repellent on the children once school is in session and therefore this is best done when they are getting ready for school in the morning.

Stationery

At MMSB, it is mandatory that a portion of your school fees go to stationery that your child will use during their time with us. This is in lieu of textbooks, art supplies, and exercise books. To keep it simple and streamlined, the school has sourced all the

materials and are kept within easy reach of the students in the upper primary years in the form of a communal supply shelf or cabinet in the classroom. These materials are therefore expected to be kept at school.

The stationery includes but is not limited to:

- ❖ 1 binder
- ❖ 3-4 journals
- ❖ A ream of paper
- ❖ Pencils
- ❖ Erasers
- ❖ Rulers
- ❖ Sharpeners
- ❖ Pencil crayons
- ❖ Markers
- ❖ Art and craft supplies
- ❖ Folders
- ❖ Clipboards

*All photocopy paper, construction paper and worksheets are included in this fee.

As these are shared supplies in our class community, we ask children to be mindful of this and politely share and use these materials respectfully.

Tuition & Payment Methods

Tuition is payable each term. There are three payment plans, and you may advise the administrator via email which payment plan you are choosing. The plans are as follows:

1. Payment in full by the beginning of the term
2. 50% at the beginning of the term and 50% at half term
3. Payment paid in three instalments – each payment payable at within the first week of each month during the term.

Tuition can be paid via direct debit or cash.

Please note that at this point, we don't accept credit cards. Any items purchased at the school (personal packs, PE shirts) can be paid for using the above methods.

There is no credit given for absences (such as but not limited to illness, bereavement, travel, or vacations). There are also no tuition credits for school closings.

Failure to select a payment plan, communicate with the Administration Team regarding payment arrangements, or make any payments towards tuition by the half-term deadline will result in late fees of \$150.00 being applied to your balance.

In addition, the student's report card may be withheld until the account is brought into good standing or an approved payment arrangement is in place.

Uniforms

- ❖ Our uniform consists of a grey T-shirt with our logo and a pleated skirt for girls and blue shorts for boys. Tucking in the shirt is optional. Uniforms can be fitted and ordered at school. A 50% deposit is required upon placing your order. The balance will be due upon collection of the uniforms.
- ❖ *Shoes and socks* – shoes can be soft, closed in shoes (not croc style). They can be white, black or brown. Please note that shoes do not have to be leather school shoes. Your child may also wear running shoes/sneakers. No loud or bright colours please. Socks can be white, black or navy blue.
- ❖ *Girls' undergarments* – girls may wish to get some short cycle shorts/boy shorts/bloomers/light cotton shorts to wear under the skirts.

Games uniform

- ❖ A games uniform is mandatory – your child will be placed into a house and the coloured shirts will be on sale at the school.
- ❖ Your child may use a pair of black shorts – soft fabric with an elasticated waist is best to allow comfort when active. These shorts can also be purchased from Sheraton Centre, or other shopping centers.
- ❖ Soft running shoes are to be worn.

Visitors

Everyone coming onto school property needs to report to the office. Any person other than the legal guardian or parent /guardian of a student must be preapproved in writing (emails are accepted) by the parent/ legal guardian of the respective student to be collected by said individual. The email/ letter must include the person's full legal name and description of vehicle including the registration number.

WhatsApp Use

As we work to streamline correspondence, teachers can be reached through the office via our admin email. We do have class WhatsApp groups and general school groups. These will be used for quick reach in matters of emergency closures, fun updates, reminders etc. This is not a daily chat but to keep you abreast of some information.

Individual student matters need to be addressed via email or setting up an in-person meeting with your child's head teacher.

Withdrawals

A minimum of **three (3) months' written notice** is required for the withdrawal of a student. This must be submitted to our Administration Office and needs to state the intention to withdraw, together with the student's intended last day of attendance. Once the term has commenced tuition and fees paid are non-refundable.

Families remain financially responsible for the full tuition and fees for the term in which the withdrawal occurs, regardless of the student's last day of attendance. If a payment plan has been approved, **the entire outstanding balance for that term becomes immediately due upon notice of withdrawal**. Any outstanding tuition and fees **must be paid in full before the student's final day of attendance**. Maria Montessori School of Barbados reserves the right to withhold report cards and other official records until all financial obligations have been satisfied.

This policy also applies to families wishing to withdraw a student **between school terms**. They are still required to provide three (3) months' written notice. If the required notice is not given, Maria Montessori School of Barbados reserves the right to charge tuition in lieu of notice, up to a maximum of one term's tuition, or for the applicable notice period.