



CAYMAN INTERNATIONAL SCHOOL
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Welcome to the Early Childhood School

In addition to this handbook please refer to our website at www.cis.ky

Our Early Childhood School program is research-based. We believe that children thrive with student inspired learning experiences, collaborative interactions, and opportunities for self-expression. To achieve this we curate a caring play-based environment that promotes the power of play as the best means for cognitive, academic, social and physical development.

We celebrate that children are all unique and develop at their own pace. At CIS students are immersed in a culture of inquiry that respects individuality while also establishing a collaborative learning environment in both small and larger groups.

Our work is supported by the HighScope Curriculum and the practices of the Reggio Emilia approach. Teachers observe student interest and create rich experiential learning opportunities, which help children learn about themselves, their local and global communities. Foundations for and the development of literacy, math and science skills emerge progressively and at a developmentally appropriate level.

Our students see themselves as learners and inquirers. As one student said, "Today I'm a scientist because I collected scales, palm fronds, feathers, and all sorts of protective skin coverings." Another child described themselves as an author asking, "Can I read you the book I wrote about my family?" and shared with pride their published book filled with emergent writing and drawings.

Our state-of-the-art Early Childhood facility, opening in the Fall of 2019, supports the unique needs of our youngest learners in a safe, nurturing environment. Our students enjoy Spanish, library, swimming, perceptual motor classes, and daily outdoor play and exploration in our shaded playground.

The Early Childhood years is a critical window of rapid development; we recognize the importance that we are often a child's first school experiences. Experts in child development and passionate about our work, we set the stage for positive approaches to learning to develop lifelong learners.

This handbook covers school-wide policies for CIS and procedures specific to the Early Childhood division. Please refer to this handbook as needed during the year. As always I, along with our teaching and administrative team are happy to help with any questions you may have.

Melody Meade
Early Childhood Principal

MISSION, BELIEFS, OUTCOMES, PARAMETERS



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CIS LEARNING PRINCIPLES

The CIS Learning Principles articulate the foundational concepts of our Definition of Learning. Their purpose is to guide all of our work and provide clarity in important decision making.

Language of Learning:

We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.

Ownership of Learning:

We understand that we are all able to learn and ultimately responsible for our own learning.

Nature of Learning:

We understand that learning is emotional as well as cognitive and is both an individual and social experience.

Contexts of Learning:

We understand that learning transfer happens best in rich, relevant contexts.

CIS COMMUNITY PRINCIPLES: *The Way We Do Things 'Round Here*

The Good Intent Principle:

We trust that members of our community have what is best for students at heart. When we have disagreements about what is best for children we talk with people, not about people.

The Kindness Principle:

We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with staff, with teachers, with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.

The Partnership Principle:

We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes student learning richer by connecting stakeholders in exciting and innovative ways.

The Sustainability Principle:

We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.

PARAMETERS

- CIS shall always meet the requirements for private schools under the Cayman Ministry of Education
- We will only allow policies, procedures, or behaviors that promote the growth and achievement of students
- All energies will be focused on instructional and extra-curricular programs
- CIS shall always remain accredited by a U.S. regional agency and other recognized international agencies
- We will not tolerate behavior that diminishes the dignity, self-worth or safety of any individual All programs and services must be consistent with the strategic plan
- CIS will only accept and retain those students for whom there is an existing appropriate educational program
- All decisions will be made based on assuring the school remains fiscally responsible and operates within its own resources
- As a proprietary school, CIS may differ from non-profit institutions in its decision-making processes and its policy-making

SCHOOL DESCRIPTION

History and Governance: Cayman International School began as Faulkner Academy with high ideals in October of 1994. The school was purchased by ISS (Cayman), Ltd., on December 12, 2002, with the name of the school changed to Cayman International School (CIS) in 2003. The

Board of Directors hires a Director to oversee the day-to-day running of the school, create, approve and maintain policy, and to see that the school carries out its stated mission and objectives. CIS is a private, college preparatory, non-sectarian, co-educational school for students from two years old through Grade 12. It was established to provide an American/International educational program for the dependents of the multi-national professionals living in Cayman.

Accreditation: The Middle States Association of Colleges and Schools (MSA), an American accrediting agency, accredits CIS through Grade 12. As an IB World School, CIS is authorized to present the Diploma Programme of the International Baccalaureate Organization (IBO). CIS is registered with the Cayman Islands Ministry of Education, who approves the licenses for schools on the island. CIS works with the Cayman Islands Education Standards and Assessment Unit (ESAU), the Cayman Islands Early Childhood Unit, MSA and the IBO to maintain high quality, challenging programs for its students. CIS is an invitational member of the Association of American Schools of Central America, Columbia, Caribbean, and Mexico.

School Hours:

The CIS main Administrative Office and Early Childhood Reception Office are open for business from 7:30am through 4:30 pm daily, Monday through Friday, during the regular school year.

Parent Community: Our parent community enhances the learning experience of our students. Without this support, CIS would not be the school that it is today. The parent community is run by a team of parents who volunteer with a mission to build a well-informed school community where all parents are welcome, all parents are encouraged to participate, and all nationalities are celebrated.

School Address, Phone, Email and Website:

Director: Jeremy Moore
 Early Childhood Principal: Melody Meade
 Address: 95 Minerva Drive, PO Box 31364, Grand Cayman, Cayman Islands KY1-1206
 Phone/Fax: 345-945-4664 (Phone)
 E-mail: cis@cayintschool.ky
 Website: www.caymaninternationalschool.org

Early Childhood School Hours:

	START	END	ACTIVITIES	EXTENDED HOURS
½ Day Nursery	8:35	11:45	N/A	N/A

Full Day Nursery	8:35	2:30	2:40 - 3:15	2:35 - 5:30
Pre-K3	8:25	2:30	2:40 - 3:15	2:35 - 5:30
Pre-K4	8:15	2:30	2:40 - 3:15	2:35 - 5:30

GENERAL INFORMATION

Arrival Procedures: Early morning supervision is available starting at **7:45 AM**. Parents or guardians will bring their student(s) to the designated classroom for their grade level. Early bird drop-off locations will rotate throughout the year. Locations will be indicated at the front desk.

Official school start hours:

Grade Level	Drop off Location	Time Frame
Pre-K4	Playground	8:00-8:15
Pre-K3	Classroom	8:15-8:25
Nursery	Classroom	8:15 - 8:35

Dismissal Procedures: Parents or legal guardians are asked to provide clear and updated dismissal plans regarding their child's pick-up needs for the end of the school day. Families indicate on enrollment contracts who is listed as authorized pick-up for their child(ren). Should there be a change in authorized pick-up status, parents or legal guardians must notify the child's teacher and notify the Early Childhood front office, so that our database can be updated.

Pick-up locations are outside each classroom on the teaching terraces. One side gate will be opened at 2:30. Teachers will dismiss students to authorized parents or guardians only.

Arrivals and Dismissals on rainy days: On rainy days, families may enter through the front lobby and go directly to the classrooms (follow official start and end times).

After School Care: In addition to the regular school day, CIS offers after school care. Students who remain in [After School Care](#) will be transitioned to that classroom or activity by a CIS teacher or assistant teacher. For an additional fee, this service is offered between 2:35 and 5:30 Monday through Friday, following the school academic calendar. Sign-up and costs are available on the CIS website. After school care is exclusively for CIS students.

After School Activities: CIS provides a full day Early Childhood Educational Program for the students in Nursery through Pre-K4. Cognizant that this can be a long day for our youngest

students, our [After School Activity](#) offerings increase progressively as children get older, going through to High School. However, soccer, karate, dance, cooking and swimming are examples of what is offered during different sessions. Three activity sessions are held during the school year (see current academic calendar). An Online sign-up for activities occurs before every new session begins.

Attendance: For Early Childhood absences please contact the Early Childhood front office (The extension for our new EC reception will be updated on our website) or email Simoni.Buttrum@cis.ky and your child's teacher.

Part Time Students: Part-time students who attend school on a two or three day schedule in Nursery or Pre-K3, are invited to attend the following special events, for the duration of the event only when planned on days they are not enrolled:

- Assemblies
- Mid-year holiday/Year End Party

Part-time students not enrolled on any given school-day are not permitted to participate in Specialist Classes, special school-events or field-trips when they occur on that day. This includes: Spanish, Swimming, Perceptual Motor, Music and Movement classes. On days when there is a field trip the school cannot chaperone or transport a student not enrolled for that day. However, parents may attend with their child.

Snacks and Lunch: We promote healthy food choices and eating habits at school. Parents are asked to pack a healthy snack, which students enjoy for a daily mid-morning snack.

In the Early Childhood classrooms, lunch is enjoyed family style. Children eat, talk and clean up together in an environment that promotes care for self and others. Parents may either send in a packed lunch or participate in our catered lunch program, called Mis-En-Place. Information about how to [purchase lunches](#) will be provided at the beginning of each school year on the CIS website.

Toilet Training: The enrollment requirement for all grade levels after Nursery is that children are already toilet trained. A child must be able to go through each step independently in order to go to the toilet. We recognize that accidents can happen, and require that students have a complete change of clothing kept at school.

Animals/Family Pets: No animals or pets are allowed on campus without prior approval by administration.

Screen Time and Use of Technology: Screen time is limited, purposeful and integrated into learning; there are no large screens in the Early Childhood classrooms. When a teacher or teaching team determines that a whole group viewing is beneficial to learning or to enhance

the school experience, there are common-area locations in the Early Childhood School. Each classroom is equipped with five ipads for instructional purposes in small groups.

Assemblies: Early Childhood assemblies occur throughout the year. Dates are provided on the [CIS Calendar](#), in class newsletters, and in *The CIS Weekly Current*. Parents are welcome to attend these assemblies. If siblings attend the event they must sit with an adult throughout the assembly.

Birthdays and Celebrations: Birthdays are a special time and we do recognize this milestones in class. Please inform your child's teacher if you wish to bring a simple treat to celebrate a birthday. By checking with your child's teacher several days in advance, they will be able to advise you about any dietary concerns in your child's class. Your child's teacher will determine the appropriate class time to share the birthday treat, to best align with instructional programming. Please do not bring candles, gift-bags, gifts, or balloons to the class. Invitations for parties will only be distributed in school if there is one for each member of the class. Thank you for your support and sensitivity to these issues. Individual gifts to mark a holiday celebration are not permitted.

Classroom Parties and Events: As an international school students will have many opportunities to celebrate and learn about different holidays and traditions during the academic year. Families are encouraged to share important holidays and traditions with their teacher, to help celebrate the diversity within our school community. School-wide parties often include: Halloween, Winter Holidays, and an end-of-year party.

Photo/Video: Our school strives to highlight the many positive accomplishments of our students. To do this, photographs and videos of students are sometimes taken in individual and group settings during the school day and at extracurricular activities. These images may be used on the school or ISS websites, in published printed materials, advertisement, on social media, and in weekly newsletters to the CIS community.

Where applicable (in the CIS Newsletters, CIS website and CIS social Media only), students may be identified by their first names and last initial only.

Early Childhood Class Newsletters: Newsletters are sent out electronically each week, by your child's teacher. These provide information about the most recent classroom learning experiences and upcoming calendar events. It is important to read these to stay abreast of classroom events.

CIS Newsletter: A school newsletter titled [The CIS Weekly Current](#) is sent electronically each week to parents. It is also posted on the website.

Website: The CIS website, www.caymaninternationalschool.org has a wealth of information about the school and programs.

Email: Faculty and staff are working with students during school hours. Responding to email during

that time is often not possible. Emails should be replied to within 48 business hours. The CIS Email Etiquette Policy is noted in Appendix A of this handbook.

Parent-Teacher Conferences: Parent-teacher conferences will be held at the end of the first semester and following the Early Childhood report cards. A second formal parent-teacher conference is scheduled at the end of the year. Additional conferences can be scheduled by parents or from your child's teacher throughout the year.

Report Cards: Children's progress is observed and recorded in learning anecdotes on a daily basis. We use The Child Observation Record COR Advantage reporting system to report student progress. Parents are sent digital report cards documenting their child's growth and development twice a year - once in January and again in May.

Class Groupings: Each Spring, classroom teachers work in grade-level teams to develop class lists for the upcoming academic year. Classes are developed to be balanced across each grade level using several data points including social emotional and academic learning; gender; teacher observation and assessments. When creating groupings, a primary focus is to create a positive learning community taking into consideration all children in the class; for this reason parent requests often cannot be honored.

Code of Conduct and Philosophy: CIS strives to maintain a safe and positive environment that fosters student learning and responsible behavior. At the Early Childhood level, teachers use multiple strategies to guide and model appropriate behavior. Children are learning how to work and play in a social setting, which often presents them with new challenges and learning opportunities. When children try out new behaviors and make mistakes and/or poor choices, we work with them to learn from these experiences. Faculty will talk and work with the child(ren), in a caring and non-threatening manner in-line with positive discipline practices.

Should certain behaviors persist, consequences for misbehavior may result in a student being removed from the group, a phone call to parents, and/or a parent conference. Suspension and expulsion are a last resort but are possible consequences for severe or chronic situations that may jeopardize the safety and learning of others.

Supplies: CIS provides almost all needed materials. Check the [CIS website](#) for your specific grade for any additional items to purchase.

In Early Childhood students need:

- Change of clothes to be kept at school
- Water bottle
- Small lunch bag
- Bedroll for Full Day Nursery and Pre-K3 students

Labeling of Clothing and Items: It is good practice to label all items your child wears or brings to school. This includes clothing, snack and lunch containers, water bottles, hats, etc. It is much easier to identify the owners of lost items when a name is written on the article. Thank you!

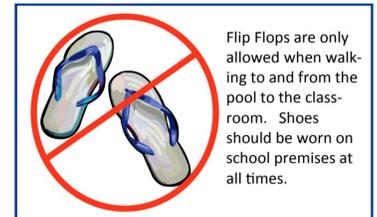
Lost and Found: Items found in the Early Childhood Division will be placed in a Lost and Found Box near the EC reception. Smaller items such as jewelry or watches will be kept at the front desk. At the end of each term any remaining items will be donated to a local charity. Please check the lost and found box regularly and be sure to label your child's belongings.

Dress - Uniform: Students from Pre-K3 through Grade 12 follow our [uniform policy](#). Nursery students do not wear school uniforms, but should wear clothes that they can play in. Shoes for nursery should be closed-toed and easy to take on and off. Velcro closing shoes are advised when possible.

The official uniform for **Pre-K3 through Grade 5** consists of a short sleeved white or blue performance interlock polo shirt or dry fit polo with the CIS logo and khaki bottoms. Certain events may specify one or the other colored short- sleeve polo shirt so ensure you have at least one of each color. Visit [our website](#) for details about uniforms and ordering.

Socks: Socks must be solid white or black in color. White knee highs are permitted for students in Early Childhood and Elementary.

Uniform Shoes: Closed-toe shoes must be worn at all times. Official Uniform shoes must be black or white. Footwear should have heels lower than 4 cm. Flip flops, Crocs, beach, or sports sandals are not permitted at any time. Shoes with laces must be tied. Shoes must always be worn on school premises and for school events. For Early Childhood shoes should be easy for students to put on and take off. Velcro closing shoes are advised



Hats: Nursery through Grade 5 students are required to wear a CIS school hat for all outside activities. Hats of other colors and designs are not allowed. Specific hat styles for grade levels are outlined on the Uniform Hat Order Form.

Sweater or Sweatshirt: A solid navy blue sweater or navy blue sweatshirt with the CIS logo should be purchased as per the uniform requirement through Lands' End. Be advised that air conditioning at school or the occasional days of inclement weather may cause a student to want to wear an additional layer for warmth.

Swim Uniforms: Swimsuits for girls Pre-K3 through Grade 12 must be one-piece in cobalt blue or navy blue (accents are allowed and expected to be minimal). Boys should wear swim-shorts or Speedo style swimsuits in cobalt blue or navy blue. Swimsuits that meet the requirements are available from Lands' End. Rash guards in white, cobalt or navy blue (short or long sleeved) are acceptable as part of the swim uniform and are also available from Lands' End's regular inventory.

Accessories: Only noiseless, safe jewelry is permitted. Students may wear only a single stud earring in each ear. Jewelry must not be a distraction or offensive.

Hair: Hair must be clean, well-groomed and out of the eyes.

Civvies Days or other alternate dress days: Students do not have to wear the school uniform on Civvies Day, but must follow the dress code guidelines for shoes.

Field Trips: Field trips will be scheduled during the school year. Notice and details of the trip are sent home in advance. **Pre-K3** and **Pre-K4** students should wear school uniforms, unless otherwise notified. Transportation information will be provided to parents prior to the field trip. Students can use school transportation, or ride with their own parents, carpooling is not permitted. **Nursery students** are required to bring car seats. Occasionally teachers may request parent volunteers to assist during a field trip. Unfortunately, we are unable to accommodate younger siblings on these excursions.

Library: Parents of CIS students are encouraged to visit both libraries. The Early Childhood library is not for checking out books to families. However, families may read with their children in the EC library during library community hours. Please follow book shelving and library rules, posted in the EC library. During the school day, both libraries are reserved for students and classes. Parents are welcome to visit the main library before 8:00am and after 3:15pm. Once a month, the main library is also open on a Saturday morning for families to enjoy reading activities and borrow books. Additional hours for parents to check out books may be established at the discretion of the librarian.

Security Procedures to Enter Campus: Safety is a primary focus throughout the school. With the exception of arrival and dismissal times all parents and visitors must report to the main administrative front office grades K-12 or to the Early Childhood front office Nursery through Pre-K4 to obtain a visitors pass, which must be worn while on campus. For safety reasons parents or visitors may not go directly to a classroom. When parents need to take a child from school during school hours, they are asked to confirm arrangements ahead of time with the classroom teacher and to sign out at the Early Childhood front office. If signing out siblings from different divisions please inform the receptionist who will share this information with the other division.

Emergency Preparedness: The school maintains appropriate emergency procedures to ensure speedy evacuation of the premises in the event of fire, earthquake, or lockdown. Regular practice drills are held at intervals during the school year to ensure all students are familiar with the procedures. Should an island emergency occur (e.g., an approaching storm), please check the school website and local radio/television for information regarding school closings. When necessary, the school phone tree may be utilized to contact parents. Should an emergency occur during school hours, students will be kept on campus until parents can collect them.

Guardians During Parent Absences (in loco parentis): If it is necessary for parents to travel and leave their children in Cayman, the school office must be informed in writing, in advance. Please contact the office with the following information:

- Date parents will be gone
- Name and phone number of the adult who is responsible for the student during the parents' absence
- Name and phone number of a second contact, in the event that the school needs to communicate an emergency or illness school.

Withdrawal: If your child will be withdrawing from school, please inform the admissions office in writing as soon as possible. Advance notice is needed in order to prepare school records. Report cards and/or transcripts are not issued if financial obligations are not completed.

Form Requisitions and Confidential References: Parents who wish to have a teacher fill in confidential forms must do so through the front office receptionist. He/she will process these forms with your child's teacher. Teachers are not able to accept forms directly from a parent.

Health: Below are our "Staying Healthy" strategies, which are best practices to protect our school community members.

What we do in the Early Childhood Classrooms:

- All tables are cleaned before and after each meal with a disinfecting solution
- Staff and children wash their hands before and after snack, when they come in from outdoors, after using the toilet (and diaper changes), and after wiping noses (or handling bodily fluids)
- Sleep mats and blankets used in Early Childhood classrooms are sent home weekly to be laundered.
- Shelves and toys are cleaned with a disinfectant weekly (or daily if needed)
- Tables that are used for daily activities are cleaned daily

What families do: It is difficult to prevent all germs and colds from being passed on to one another, especially as young students' immune systems are developing. When young children are ill they require sufficient time to recuperate completely. Keeping an ill child home is not only good for your child, but also good for the other students and the classroom teachers.

Your child should not be at school if he/she is experiencing any of the following symptoms within the past 24 hours:

- Temperature (98.7 or higher)
- hacking cough
- discolored and/or extreme amount of nasal discharge
- mattering or inflammation of an eye
- diarrhea
- vomiting
- sore throat
- lethargic behavior
- Untreated head lice.

The parent of a child with a communicative disease must inform the teacher and the Health office upon being diagnosed. In this way the school nurse can support your child and track health trends.

Should your child get sick during the school day, you will be notified and asked to arrange to pick up your child as soon as possible by an authorized guardian or parent.

Allergies: Cayman International School is committed to providing a safe school environment for its students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. CIS is not an allergen free campus. The school's aim is to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction.

If your child has severe or potentially dangerous/life threatening allergy, the school therefore requests that you provide an allergy treatment action plan signed by your child's doctor, as well as any necessary medications, to the school office. An example of an allergy treatment action plan can be found in Appendix B of this handbook.

Gifts and Donations: No employee of Cayman International School or member of the Board of Directors will accept any gift or benefit (including gifts "in-kind" or discounts) from any student, parent or vendor unless such gift has a fair market value less than CI \$200. Whenever any employee or Board member receives or is offered a gift valued in excess of CI \$200 from or on behalf of any students, parent or any person or organization doing or seeking to do business with the school, he/she shall report the incident promptly to the Director. The Director shall consult with the employee and shall consider the appropriateness of the gift or offer and determine what action is appropriate in the best interests of the school, including whether the gift should be returned or the offer declined, and what communication to donor or offer is appropriate. This policy is not intended (a) to require teachers or administrators to report receipt of token gifts from students unless the cumulative value of such gifts from any individual student, or family or vendor over a one year period exceeds CI \$300, or (b) to prevent mutual gift exchanges between parents or faculty in the context of social relationships.

If an organization or outside group offers to pay travel or support expenses to an employee for purposes of benefit to the school, the employee shall report the offer to the Director, who will review the circumstances and determine, whether such offer may be accepted. Unless the Director determines that acceptance of the offer of travel or other financial support is in the best interests of the school and will not compromise the position of the employee or the school in further dealing or decisions, he/she shall not approve acceptance of the offer and the employee shall decline the offer.

Questions or Concerns: During the course of the school year, parents or legal guardians may have questions or concerns. The recommended procedure is to contact the school directly. The first person to inquire with is your child's classroom teacher. Questions/concerns about a

classroom activity or individual educational matter should first be discussed between the parents and the teacher involved. If this first step does not resolve the matter sufficiently, it should be brought to the attention of the Principal, Vice-Principal, or Director. Questions about the facility, policies, and operation should be addressed to the school administration. It is only after all other avenues of resolution have been exhausted that the Board of Directors would be presented with the question/concern through the Director. The Board of Directors will not deal with any concerns that are not submitted formally with a report from the Director.

Tuition and Siblings: Full tuition for the first child is based upon the child in the highest-grade level. There is a 10% reduction for the second child and a 15% reduction for the third child.

Payment Policies: Tuition for Cayman International School is an annual tuition regardless of installment plan selected.

Tuition includes all texts and resource materials, exam fees, technology, library resources, high speed/wireless internet access, sports and fitness facility access during school hours. Additional fees may apply for online courses.

Tuition payments are due based on selected payment schedule. Due dates are noted on the school calendar. Statements will be emailed as a reminder on a monthly basis. However, regardless of the successful electronic delivery of the automated statements, parents and guardians are solely responsible for paying fees due on time as specified.

The enrollment of any student is a private contract between the parent and the school, regardless of any arrangement the parent may have with an employer concerning the payment of school fees. The parent always remains responsible for payment of all school fees.

Late Payment Policy: A late payment administrative charge of 1.5% will be applied to the student's account if payment is not received by the published due dates. Delinquent accounts may be subject to a hold being placed on report cards, transcripts, and other school records.

If outstanding fees and late payment administrative charges remain unpaid for 30 days, student's may have their attendance privileges revoked. For accounts that remain outstanding after 45 days the school may refer the matter to the school's legal counsel to pursue collection. All related costs (including all legal fees and disbursements whether or not a legal proceeding is commenced) will become the responsibility of the family and will be added to their bill. In the event CIS deems, in its sole discretion, to engage attorneys to pursue the collection of unpaid fees and late payment charges, the family shall pay the fees and disbursements incurred by CIS on an indemnity basis.

In addition, in any situation where a late payment has exceeded 45 days, it will be up to the discretion of the school administration whether the student will be readmitted to the school following the receipt of the overdue payment.

If any payment remains due at the end of a tuition period or upon withdrawal from the school,

no transcripts, transfers, or other records will be released until full payment, including late payment administrative charges are received.

Refund of Fees: Tuition for Cayman International School is an annual tuition. Parents or guardians of students who leave CIS before the end of the school year are, without exception, responsible for tuition and any other pertaining school fees. Tuition is pro-rated in accordance with CIS Board policy, as described in the CIS Policy Manual. If a student is withdrawn from CIS during the school year, a withdrawal form must be submitted to the admissions office at least 15 days prior to withdrawal date.

Tuition will be prorated if at least 15-days' notice is received and is due in full prior to student's last day of attendance. No records or transcripts will be released until payment is received.

When a student withdraws at any time during 1st or 2nd quarter, tuition due is 60% of annual amount; withdrawal at any time during 3rd quarter, tuition due is 80% of annual amount; withdrawal at any time during 4th quarter, full annual tuition is due.

Refunds will not be given in the event the school is closed due to catastrophic events and/or any circumstances resulting in interruption of business. Should such an event occur, the school reserves the right to retain 100% of tuition invoiced and/or paid as of the date of such event. No refund of school application fees or charges in part or in whole shall be granted except in the case where admission is not granted to the Cayman International School. Delinquent balances are subject to Administrative Late Charges, as described in the Policy Manual.

APPENDICES

A. CIS EMAIL ETIQUETTE GUIDELINES

CIS values effective communication. Face to face interactions are encouraged whenever possible. We understand that at times, such interactions cannot happen, and email may be seen as an effective means of communicating. Before using e-mail to communicate, it is important to be aware of the etiquette of electronic communication. The following are

intended as aids to promote the appropriate and effective use of e-mail, at CIS and beyond. CIS does not allow abusive, disrespectful or slanderous emails.

1. Keep messages brief and to the point.
 - Who, what, when, why, where...
 - Write when you have something to say and a reason to say it
 - Write to confirm understanding
 - Write to create documentation
2. Keep the content professional/appropriate.
 - Write with the same respectful tone you use in verbal communications. Exhibit a courteous, conscientious and generally businesslike manner in the content. Please note that all capital letters in the text may be interpreted as the writer shouting at the reader.
 - Be careful with humor and sarcasm; the reader cannot hear the tone of your voice nor see the expression on your face.
3. Understand your audience and their preferences for receiving e-mail. If you do not know the receiver's preferences or are unsure, ask before sending.
4. Make the "Subject" line informative.
 - Put the action required of the receiver on the "Subject" line.
 - State the subject of the message clearly. Receivers are more likely to read messages they can easily identify and prioritize.
5. Put "FYI" at the beginning of the Subject line if the message is simply to inform the receiver, no answer is required, and there is no urgency for reading.
6. Limit copies (Cc:) to those who are involved and really need to know.
 - Do not send to those who you think might want to know or who might be interested.
 - Do not use Cc: as an information service.
7. Do not forward an email without the senders permission.
8. Always use blind copies (Bcc:) when corresponding to classes or sections of the school and when parents or personal email addresses are included.
9. Use the option "Reply All" sparingly and only when there is a need to inform everyone that received the original message.

B. FOOD ALLERGY POLICY

Cayman International School is committed to providing a safe school environment for its students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. CIS is not an allergen free campus. The school's aim is to reduce

the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and his parents. The school's policy is as follows:

SCHOOL'S PROCEDURES:

- Information pertaining to a student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential.
- CIS will strive to provide food allergy and anaphylaxis training for faculty and staff as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.
- In the case of a student with multiple, unusual, or life-threatening allergies, CIS will require the student/family to provide lunch and snacks to ensure the student's safety. Written signed permission from the family submitted to the Director in regards to purchasing food at school can be considered on a case-by-case basis.
- CIS may designate a table in the student's lunch eating area as "Allergy Aware" if helpful.
- CIS cannot guarantee that products with peanuts, tree nuts, or shellfish ingredients or other food allergens will never be present on campus or at school events. Likewise, CIS cannot monitor products sold at athletic events or special student sales, products brought for parties or celebrations, products brought on campus by non-school groups, or products served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.
- CIS will notify the classroom parents if there is a child in the class with severe life-threatening allergies. A sign stating that the homeroom is to be free of the products associated with the food allergens will be posted on the classroom door. Counseling for students and educational resources for parents will be available to support compliance in the homeroom of a child with severe life-threatening allergies.
- CIS will provide information on how to be a supportive friend for the students and parents in the class with a child who has life threatening food allergies.
- CIS will require the parents or guardians of a child with life-threatening allergies to acknowledge that they are fully aware of the extent to which CIS is committed to student safety and fully aware that CIS cannot guarantee that a student will never experience an allergy-related event at school or at a school sponsored trip or event.

PARENT/STUDENT RESPONSIBILITY:

- Parents of students with life-threatening allergies must provide the teacher and administration with emergency medications and a written medical treatment protocol

for their student addressing allergy-related events. The protocol and medication must be provided prior to the beginning of the school year or at any time during the year when the child is diagnosed with severe allergies.

- The school office will maintain the medication and information according to the current emergency medical treatment policy. If the child is in Nursery to Grade 5, the medication and information will be kept in the school office and in the child's classroom. If the child is in Grades 6-12, the medication and information should be kept in the office, but a student may carry and administer his own Epi-pen with written permission from his doctor and parents. In all cases, it is the parent's responsibility to be sure that medication is accessible during school hours and within its expiration date.
- Parents are responsible for educating their child about managing his/her allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if he is unsure about choosing foods in the lunchroom or classrooms.
- If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or treats for their child.
- Parents of students with severe, multiple or unusual food allergies may be required to provide meals or snacks for their children. Written signed permission from the parents or guardians submitted to the Director in regards to purchasing food at school can be considered on a case-by-case basis.
- Parents of Nursery to Grade 5 students may provide their child's teacher with a supply of safe snacks to reduce the likelihood of accidental exposure.
- Cayman International School cannot guarantee that a student will never experience an allergy-related event while at school. CIS is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event.

ACKNOWLEDGEMENT

All parents will be asked to acknowledge that they have read the Food Allergy Policy of Cayman International School in the back-to-school contracts packet. They will acknowledge they are fully aware of the extent to which CIS is committed to student safety and fully aware that CIS cannot guarantee that every child will never experience an allergy-related event at school or on a school sponsored trip or event.

C. MINISTRY OF HEALTH ILLNESS AND SCHOOL ATTENDANCE POLICY

Chicken Pox: A child with chicken pox should remain home until all lesions are crusted over, which may take about 5-7 days.

Conjunctivitis (pink eye)

a) **Bacterial:** child should remain home from the time his/her eyes become red and draining until 24 hours after commencing antibiotics

b) **Viral:** child should stay home for 5-7 days, during which time they will be contagious.

Diarrhea and/or vomiting: child should be kept home until he/she has been symptom free for 24 hours.

Temperature: if the child has a temperature of 100 degrees Fahrenheit or above he/she should be kept at home until he/she has been symptom free for 24 hours.

Throat Infection: child should be kept home until 24 hours after commencing antibiotics.

Ear Infection: the child can be in school 24 hours after commencing antibiotics if the pain is not too severe to prevent the child from participating in activities.

Pediculus (Head Lice): the child can be in school once treatment has started, however he/she should be excluded from activities likely to cause exposure to other children.

Ringworm: the child can return to school once treatment has started; however he/she should be excluded from activities likely to cause exposure to other children.

Impetigo: the child should be kept home until treatment has started and all lesions are crusted over.

Cold & Flu: if symptoms are mild, the child can be in school. The child should be kept home if he/she generally does not feel well, has a persistent cough or is congested. The child should be kept home until any fever has subsided for 24 hours.

Cold Sores: A child with open blisters should be kept home if he/she is not able to comply with good hygiene practices: i.e. is a biter, drools uncontrollably, or mouths toys that other children may in turn put in their mouths. Return to school once the lesions are crusted and no longer weeping. Cover with a dressing where possible.

D. FUNDRAISING GUIDELINES

CIS recommends that students/faculty sponsors submit a "proposal" for a school sponsored fund raising activity to seek initial approval. See form in appendices. Final approval is to be

obtained with the signature of the appropriate administrator and a copy submitted to the school's Office Manager for their records. The sale of goods or fundraising on campus is strictly prohibited unless prior approval has been granted by the Director. Sales of various types may be held throughout the year by school clubs or classes. All fund raising activities will be supervised by the faculty. Fundraising activities often include activities to support various student organizations or school programs. Fund-raising should not present any conflicts of interest involving an individual's partiality or personal affiliation to the charitable organization over the schools or interests of the school's mission, instructional program, strategic plans and/or school goals.

Recommended Fund Raising Activities:

- Fundraising activities must comply with all applicable laws related to the regulation of fundraising activities, including the Cayman Islands' laws and regulations, and meet any legal pre-approvals or registration requirements as needed.
- CIS encourages fund raising activities that are in compliance with the law, enhance overall school and community spirit, and encourage student/faculty participation that aligns with the school's mission and culturally appropriate activities.
- In the event that the fund raising activity is commonly accepted by the international community and/or sponsored by the PTA, such as a raffle for various prize values, the raffle must meet all legal requirements and local "gaming" laws.

E. CIS SCHOOL SONG

by Angela Morone

We stand together, blends of new and old, challenged in our school we grow.
We stand for character, knowledge and service.
Blessed with talent, strength and pride,
We move together, we soar to fly.

Refrain: CIS please dare us to find a driven spirit with honor by our side.

As the colors of the Cayman parrot spread wide,
We take pride in our countries far and wide.
CIS please dare us to find the same bright spirit in these friendships that bind.

Refrain: CIS please dare us to find a driven spirit with honor by our side.

Turtles of green, iguanas of blue, our time together always hold true.
Turtles of green, iguanas of blue, our time together always hold true.

Refrain: CIS please dare us to find a driven spirit with honor by our side.

F. NATIONAL ANTHEMS

BELOVED ISLE CAYMAN NATIONAL SONG

O, land of soft fresh breezes,
Of verdant trees so fair,
With thy Creator's glory
Reflected everywhere.
O sea of palest em'rald,
Merging to darkest blue,
When'ere my thoughts fly Godward,
I always think of you.

Chorus: Dear verdant island, set
In blue Caribbean Sea,
I'm coming, coming very soon,
O beauteous isle, to thee.
Although I've wandered far,
My heart enshrines thee yet.
Homeland, fair Cayman Isle,
I cannot thee forget.

NATIONAL ANTHEM

God save our gracious Queen,
Long live our noble Queen,
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us,
God save the Queen!