



## Personal Coordinator

To ensure that each child is fully supported with their learning and self-development, we assign a staff member as a Personal Coordinator to support their daily and weekly planning and experiences. The Personal Coordinator represents the team and will work not only with your child, but also with you to ensure that all of your child's personal and pedagogical needs are met.

Your child's Personal Coordinator will be: \_\_\_\_\_

## What to Expect...

### For Your Child

#### Day to day

- Morning time check-in.
- Check-up.

#### Weekly

- Support in designing your child's personal program.
- Continued feedback to communicate growth.

### For You

#### Day to day

- Communication with you if necessary.

#### Weekly

- Availability to discuss your child, provide feedback and answer questions.
- Direct contact with any personal information about your child.

## Communication

Your Personal Coordinator will connect with you face-to-face or digitally depending on what your preference is.

## Contact & Non-Contact Times

Communication with your Personal Coordinator can occur during Monday-Friday **non-contact times** because the main focus is on your child's learning during **contact time**. If you feel the need to communicate during contact time, please contact the school directly.

**Contact Time:** 8:00am-2.30pm

**Non-contact Time:** 7:50am-8:15am\* (welcoming learners) & 2:30pm-4:00pm

\* While teachers may be available at 7:50am-8:15am (welcoming learners), please be aware that they are busy preparing, so the most appropriate time is always in the afternoon.

**In case of an emergency, please contact the administration at +506 8853 3318**