

# *Parent Handbook*

**NURSERY BRANCH 2018-2019**



*The AMI School*  
AMI **DAYCARE** Centre

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**Projects of  
Education Works (Pvt.) Ltd.**

# **THE AMI SCHOOL WELCOMES YOU!**

We are a progressive and dynamic group of children, teachers, parents and staff whose efforts are joined to promote a quality educational experience for our students. Our commitment to this is reflected in AMI's many activities and programs in which parents and other community members are deeply involved. We hope that more and more parents will contribute and join us in our increasing pride in The AMI School.

This is the 2018-2019 edition of the Parent Handbook. It provides all necessary information about the school activities, programs and practices. This should be saved for reference throughout the school year.

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**School timings:**

New admissions will follow the timings given by the school office.  
Regular timings of the school are given below:

Monday to Thursday

Pre-Nursery	9:00 a.m - 12:00 noon
Nursery	8:30 a.m - 12:30 p.m
KG I - KG II	8:30 a.m - 12:30 p.m
Class I - II	8:30 a.m - 1:15 p.m

Friday timings are:

Pre-Nursery	9:00 a.m - 11:45 a.m
Nursery	8:30 a.m - 11:45 a.m
KG I – Class II	8:30 a.m - 12:00 noon

Children will not be allowed to leave with unauthorized agents or persons not previously introduced by the parents.

**Dress code:-**

As Pre-Nursery / Nursery children do not have a uniform, they are expected to dress in neat, clean and simple clothes.

Underwear/panty is compulsory and must be worn every day. A written application must be sent to school office incase any other shoes and clothes beside the school uniform are being used.

Please do not allow your children to bring any valuable items to school. From KG-1 onwards, uniform is compulsory. The school uniform is available at Ghani's (Tariq Road).

**Uniform description is as follows:-****For Girls: (KG I to class II)**

A white blouse with the school logo on the pocket, navy blue pleated knee length skirt shorts, white cotton socks and black school shoes. Navy blue jacket and plain white leggings will be used in winter.

**For Boys: (KG I to class II)**

White half-sleeved shirt with the school logo on the pocket, navy blue shorts, white cotton socks and black school shoes. Navy blue trousers and jackets are to be used in winter.

Black school shoes (model nos.) available at Bata:-

For boys: 321-6042 or 321-6074.

For girls: 351 – 6094 or 351-6068

### **Games uniform**

From class I onwards, a separate uniform for games is compulsory. This comprises of plain white trousers, a plain white T-shirt and plain white joggers.

**Dress for art and clay modelling:** An over sized T-shirt should be sent to the school for art and clay modelling classes. Whenever this T-shirt is sent back for washing, it should be returned the next day.

### **Grooming code:**

- All students are expected to come to school simply but neatly.
- Nails are to be kept short and clean.
- Girls are not allowed to apply nail polish, wear makeup or jewellery except a pair of small hoop earrings or studs in the ears.
- Girls with long hair should tie it in a neat plait or ponytail making sure that hair does not fall on their face. Boys should keep their hair short and tidy.

### **Health and hygiene**

A check for proper uniform, clean short nails and tidy hair is conducted every week and warnings are issued to children. Children are not allowed to attend classes and sent back home if any of these problems persist.

### **Lice and Nits**

**Head lice and nits spread rapidly and need to be contained immediately. A daily check for this is done at school and warnings are issued for parents to ensure that the hair is completely free of lice and nits by the given date. In case, this is not done, the students are sent back home and not allowed to attend classes. These students are made to sit separately till they are picked up by the parents. Parent support and cooperation is essential to provide a clean and healthy environment at school as well as minimize the effects such problems have on children's personality and social acceptance.**

## **Bags**

KG I onwards children are required to bring bags. Books and copies are provided by school.

## **Stationary**

All stationary items from Pre-Nursery to KG II are provided by the school. From class I onwards students are to bring simple stationary boxes with the specified stationary items.

## **Snacks:**

A light and easily managed snack and drinking water should be given to the child for snack time. However, mineral water is available for refills.

We request you to send healthy, home made snacks such as nuggets, sandwiches, plain cakes with fresh fruits, vegetables, etc. Kindly do not send junk food such as chips, sweets, chocolates, coke, etc. A little trouble taken over this will ensure a healthy diet and good eating habits which are essential in the development of a healthy mind and body.

## **Labels:**

All items of clothing, lunch boxes, bags and water bottles should be labelled with the child's full name. Permanent markers or nail polishes should be used for this purpose. Please make sure that no unlabelled item is brought to the school, as it causes unnecessary confusion and worry.

**Important:** Trolley bags and water bottles without straps are not allowed.

## **Reporting to parents:**

Student progress is formally reported to parents by written reports and through parent/teacher conferences at school. For class I and II a daily record of work done in the class and H.W. given is maintained through the diary. This must be checked and signed regularly by the parents. **Writing by parents in diaries or copies is strictly not allowed. New diary or copy has to be purchased if this is done even once. Parents can attached or send notes if there is a need to communicate with the teacher.** Parents may schedule conferences at any time by making arrangements in

advance with the Office Incharge. Written reports are sent home with children in December from KG I onwards and with Nursery children in May only.

### **Assessments:**

Regular assessments are held throughout the year. If your child attends school regularly, he/she will have no problems. Promotions are based not only on assessments but on the overall academic performance.

### **Class calendar:**

Class calendars are issued on a monthly basis.

### **School calendar:**

The school activity calendar is issued at the beginning of each school year.

## **SCHOOL POLICIES**

### **Attendance:**

Absent for one day, the child must bring a note of excuse the next day.

Absent for a longer period, the school office must be informed immediately. On joining the school a leave application must be sent with the child. In case of sickness, doctor's certificate should be provided when the child returns.

### **Important:**

If the child is absent for more than **one week** without prior written permission or information, the **admission** of the child can be **cancelled**. Less than **80%** attendance is unacceptable and will effect promotion to next grade. Therefore, leaves must be kept to a minimum throughout the academic year.

A written note is needed if the parents want to send their children with some one else or get them picked-up earlier.

### **Late comings**

Only Three (3) late comings in a month are permitted. After that all late comers are sent back without exception.

### **Emergency numbers:**

A current home, office and emergency telephone number (or numbers) or alternative method of contact (e.g., neighbour) must be on file at the school. It is the parent's responsibility to update this information IMMEDIATELY when changes occur.

### **Homework/Class work review:**

At the Nursery & KG level, homework is only given if the teacher feels it is necessary for the child to repeat the work done in the class. A brief review of work done in class will be sent to you every month. Please monitor any homework given by the teacher.

Class- I onwards, regular homework is given. For class I, a weekly review sheet is sent home. From class II onwards, a daily record of work is kept in the homework diary.

### **Staying after school:**

Children are expected to go home immediately upon dismissal from school. **The school does not accept the responsibility for children coming and leaving the school half an hour earlier or later than the school timings.** If a teacher wants a child to stay back, parents will be notified.

### **Holidays:**

The school closes on all declared national holidays. To avoid confusion, please remember that the school will remain open if holiday notice does not appear in newspapers and media.

**The bulk SMS** service is used to inform the parents about unscheduled school closure. School holidays are marked in the annual school calendar issued at the beginning of each year.

### **Birthdays and Parties:**

The child can come in a party dress on such occasions. We would be happy to share these days with the child, but please make prior arrangements with the Office Incharge for arranging to either share a cake with the class or distribute healthy snacks. Please do not send ready-made birthday packs of sweets, gum, candy, supari, etc.



### **School Property:**

All material, however small, must remain in school. If a child, by mistake, takes a small item home, it should be returned to the school immediately. Please see that the school T-shirts / shirts / trousers and shorts are also returned immediately. If copies or textbooks are lost or damaged, then the cost of the item with a heavy fine is charged. Kindly inform the school office immediately, if any of the above-mentioned items are lost.

### **Co-curricular activities:**

The school believes that all such activities not only provide the much needed breaks in the routine school days but also teach the vital life skills which are essential for being really educated. These include games, music, drama/movement, library, computers and art.

Apart from these regular co-curricular activities, events such as the sports day, concert, fun fair are organized every year.

## **SCHOOL RULES**

### **Deposit Refund:**

- a. For students completing the academic year, a written notice must be submitted before 15<sup>th</sup> June for the refund of the security deposit.
- b. For students leaving the school in-between the academic year, a month's notice in writing is essential. A notice received after the student has left the school will not be accepted and no refund will be made.
- c. Leaving Certificates are issued only when all dues have been paid.
- d. Entries in the Leaving Certificates are strictly in accordance with the particulars given at the time of admission and will not be changed on request or on presentation of a new birth certificate.

### **Library:**

A library system has been working successfully in the school. Books are issued regularly and are expected to be brought back on time. In case of loss or damage, the book should be replaced or the original price of the book plus a fine has to be paid.

**Parking:**

We request your cooperation in organizing the traffic outside the school at drop and pickup times. Traffic should not be blocked in any way by parked cars. School guards and CPLC-NC guard, employed by the school, are responsible for ensuring this during school hours. Please instruct drivers to park correctly and get the child safely to the car and the school.

**SCHOOL PROGRAMS****Field trips:**

Field trips (educational & recreational) are considered a part of the school program and are therefore, compulsory. Prior to a trip, the child must return a permission slip signed by the parent. Children who do not return signed permission slips are not allowed to participate in the trip.

**Drives and campaign:**

Drives are undertaken each year to support community help based programs. Children are encouraged to participate and help in anyway they can. It is our expectation that parents will display a positive and responsible attitude in order to help build better communities.

**Parents' involvement:**

It is a "do-it-yourself" school and relies on parent volunteers to remain healthy and growing. Volunteering parents, who give their time to provide this resource for our school, are wonderful role-models of active community involvement for their children.

Volunteer opportunities include serving on a school committee, assisting the teacher with special events or classroom needs, coordinating or working at an all-school festival and helping in fund raising activities.

### **Visits:**

Visits by people with special talents, experts and social workers are organized regularly to bring interest and enrichment in the projects taken up by different classes throughout the school year.

### **Social events:**

These are held throughout the year to celebrate different events, occasions and festivals that include year-end party, spring (Basant), earth day, fun days and eid parties.

### **Information and Communication Technology (ICT):**

A well-equipped computer lab ensures the learning of necessary IT skills, for our students.

The Fourth R, Pakistan, an international franchise provides approved and certified courseware and internationally recognized certificates for the students.

Full- time IT teachers, trained by Fourth R, Pakistan look after the computer lab.

## **HEALTH**

### **Immunization:**

Complete immunization record must be supplied at the time of admission. A photocopy of this record should preferably be submitted at the time of admission.

### **Communicable Diseases:**

In order to prevent the spread of infection, please keep your child at home when he/she has any of the following:-

Earache	Vomiting	Sorethroat
Fever	Diarrhoea	Eye infections
Skin Eruptions	Mumps	Chickenpox
Head lice	Measles	German Measles

PLEASE report such illnesses and resulting absences to school at once. Others in your child's class can then be notified to watch for symptoms.

### **Emergency treatment:**

Incase of accident or illness, parents are notified immediately. First Aid is given if needed. An accident/sickness report is sent with the child.

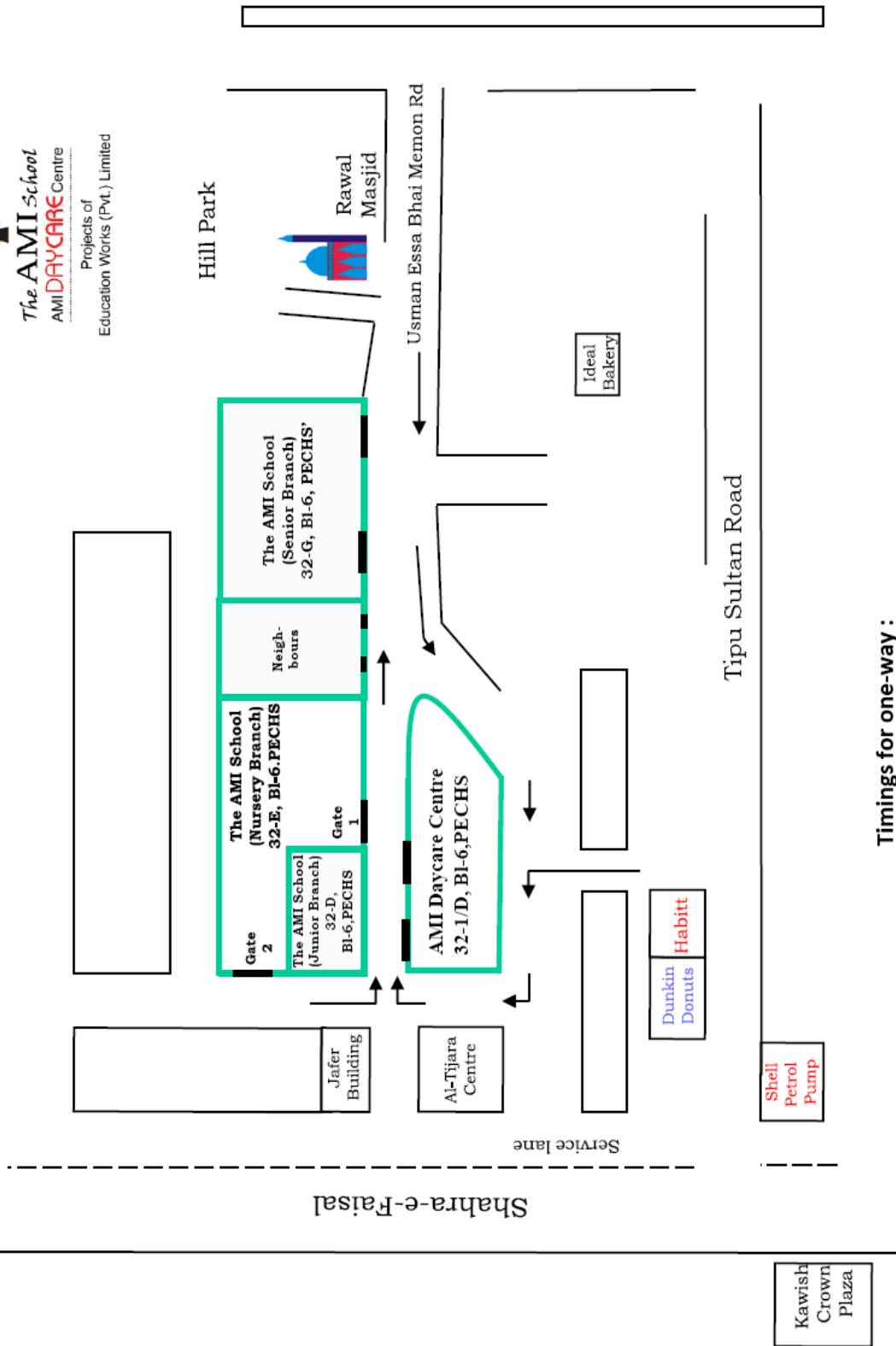
## **SAFETY**

### **Traffic arrangements**

For keeping the traffic in control, ensuring the safety of the children and minimizing the inconvenience caused to the people living in the vicinity of the schools, a traffic program has been successfully running at the Nursery/ Junior branches. We are very grateful for your support and cooperation that is necessary for the smooth running of the program.



**Location Map/Traffic Management**



**Timings for one-way :**  
 Morning: from 7:45 a.m to 8:45 a.m  
 Afternoon: from 12:15 p.m to 2:15 p.m

**Nursery Branch:**

32/E, Block-6, P.E.C.H.S.,  
Off Shakra-e-Faisal, Karachi.  
Tel No: 34314121  
E-mail: amicentn@gmail.com

**Junior Branch:**

32-D, Block-6, P.E.C.H.S.,  
Off Shakra-e-Faisal, Karachi.  
Tel No: 34549826  
E-mail: amicentj@gmail.com

**Senior Branch:**

32-G, Block-6, P.E.C.H.S.,  
Off Shakra-e-Faisal, Karachi.  
Tel Nos: 34150771, 34150772  
E-mail: amicents@gmail.com

**AMI Daycare &  
Learning Centre:**

32-1/D, Block-6, P.E.C.H.S.,  
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