

# *Parent Handbook*

*JUNIOR BRANCH*

*2017-2018*



*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 2017-2018 edition of the Parent Handbook. It provides all necessary information about the school activities, programs and practices. It is updated every year and must be checked frequently throughout the school year for reference.**

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**Office timings**

Monday to Thursday	7:30 a.m – 3:00 p.m
Friday	7:30 a.m – 2:00 p.m

**School timings**

Monday to Thursday	8:00 a.m – 1.30 p.m
Friday	8:00 a.m – 12:30 p.m

**School uniform****For Girls: (KG I to class II)**

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

**For Girls: (III to V)**

A white blouse with the school logo on the pocket, navy blue knee length pleated skirt, white cotton socks and plain black shoes. White long shorts are compulsory (available at Ghani's). Navy blue jacket and plain white tights will be used in winter.

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

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

**For Girls: (VI)**

White knee length shirt and shalwar with the school logo on the pocket, navy blue half dupatta (stitched as a band), white cotton socks and plain black shoes. Panty and cotton sports bodies are compulsory. Navy blue jacket will be used in winter.

**For Boys: (VI)**

White half sleeved shirt with a collar and school logo on the pocket, navy blue trousers, white cotton socks and plain black shoes. Navy blue jacket in winter.

**Games uniform: (class I onwards)**

A separate uniform for games is compulsory. This comprises of plain white trousers, house colour T-shirt and white joggers/tennis shoes.

**House badges (class III onwards)**

These are issued at the beginning of the school year. Additional badges are available at the Office against cash payment.

**Dress for art and clay modelling: (Nursery to class VI)**

An over sized T-shirt is to 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.

**Important:** School uniform with correct specifications is available at Ghani's only. 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. Ankle length socks are not allowed.

**Please note:** Children are allowed to wear navy blue cap, gloves and white full sleeve T-shirt under the school uniform shirt in winter.

**Specification of black shoes:** The black shoes are available at any outlet of Bata under the range of school shoes. The type numbers are given below:-

- a) For boys: 341-6044 or 341-6074
- b) For girls: 351-6094 or 351-6068

### Grooming code

- All students are expected to come to school neat, clean, well groomed and in full uniform.
- 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 them in a neat plait or ponytail making sure that the hair do not fall on their face. Boys should keep their hair short and tidy.
- Girls can only wear simple hair accessories like black or navy blue hair bands, clips and ponies.
- Students are not allowed to colour or put streaks in their hair.
- No gel or hair grooming products are permitted.
- Plain, black belts can be used if required.

### 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 weekly 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. Incase, 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.**

### Snacks

A school canteen facility is available, providing snacks, which are hygienically prepared by a professional cook in the school kitchen. Kindly do not send junk food such as chips, sweets, etc as lunch. This is to develop good eating habits and ensure a healthy diet. Junk food items brought to school are confiscated.

### Labels

All items of clothing, school bags, pencil pouches, lunch boxes 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.

### Reporting to parents

Student progress is formally reported to parents through written reports and through parent/teacher conferences at school. 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 attach 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 school office. Written reports are sent home in December and May.

### School calendar

The school activity calendar is issued at the beginning of the school year. Class calendars are issued at the beginning of each month. These are also available on the school website <[www.amischool.edu.pk](http://www.amischool.edu.pk)>.

## 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 may 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.

### Late comings

Only three late comings in a month are permitted. After that all late comers are sent back without exception.

### Phone use

Students are not allowed to use the office phones.

### Discipline and conduct code:

Progressive discipline is an important component of maintaining a productive learning environment. Students develop a positive attitude by following a clear and consistent discipline policy.

- A discipline sheet is maintained in every class not only to record the negative and positive behavior patterns but also to discourage excessive punishments and reprimands. From this year onwards, behaviour issues and academic ones have been separated and will be dealt with in different ways.
- Detention after school is given for incomplete C.W. or other assignments, not being prepared for the class and disturbance during any class. Positive behaviour is recognized with awards given in the class.
- If the name appears once in the class discipline sheet indicating misbehavior/ disturbance during school hours, it results in immediate grounding from library, games and lunch break. This can be given for longer period if this conduct continues. Suspension from school can follow if there is no improvement. Suspension which can range from 3 to 5 school days

Parental intervention and guidance has a vital role in ensuring that school's discipline code is understood and followed by all students. Regular counseling at home greatly decreases the need of punishments which, in turn, makes the school experience a happy and enjoyable one.

### **Detention procedure**

The student will be asked to stay back for 45 minutes after school gets off. i.e. from 1: 45 pm - 2:30 pm only on Tuesdays & Thursdays. During this time the student will do the work assigned by the teacher or be asked to copy discipline lessons. **Please note that students are not allowed to complete their H.W. during detention. H.W. has to be done at home.**

### **Important:**

- Detention or suspension, once given, will not be cancelled under any circumstances.
- Any electronic item or gadgets brought to school will immediately be confiscated and only returned at the end of the school year i.e., May.

### **Restrictions for students**

The following restrictions apply to all students while at school or at school sponsored functions.

Students may not allowed to:-

- Physical play (pushing, play fighting, etc)
- Throwing of any object, food, or water
- Class disruptions
- Repeated violation of classroom rules
- Dress code violations
- Eating in class or undesignated areas/times
- Littering
- Defiant or disrespectful behaviour towards an adult
- Disruption in school activities
- Possession of weapons or dangerous objects.
- Theft or possession of stolen property
- Damage to school property. Parents shall be required to bear full financial cost of repair or replacement.

- Use bad or vulgar language.
- Behave in any manner that threatens the safety, security or well being of other students and faculty or other school personnel.
- Possess radios, beepers, TV's, tape players, other electronic equipments or laser pointers while at school.
- Possess a cell phone during school hours and school-sponsored activities.

### Assessment Policy

As a policy, promotion to the next class is not assessment based, but considers the overall academic performance throughout the year. Therefore, if the child attends school regularly and completes the assigned tasks on time (C.W. & H.W.), he/she will have no problems.

- As a policy, re-tests or re-assessments are not taken. A student may only miss a test if severely unwell and in such a case this information must reach the office promptly. Medical certificate with an application must follow. Absentees without acceptable reasons mentioned above are not given a retest. The progress report issued is qualitative aimed providing a comprehensive account of strengths and weaknesses observed throughout the year.
- Marks are given from class VI onwards. The report card of class VI contains a mark sheet which includes tests and assessment marks/percentages. The total percentage of tests taken during one term is added to the percentage of assessments and this is divided by two to get the final percentage. Casual or non-serious attitude towards studies throughout the year results in a lower total percentage and a lower grade.

The marking scheme followed is:-

Percentage (%)	Grades
90- 100	A+
80 -89	A
70-79	B
60-69	C
50-59	D
Below 50	F

- All test papers must be signed by the parents. Please ensure that you do that and send the signed test papers back to school the next day. Keep track of how your child is performing in tests and assignments and provide support whenever required to improve your child's academic performance.
- Once test papers are checked for signature these are to be filed in the test paper folder under the supervision of the teacher. Test papers not brought back promptly will no longer be the responsibility of the teacher or the school.
- Students should not depend on exercise books for the preparation of tests and assessments, as they are tested on the understanding rather than memory. Students must prepare from text books and/ or any other related material provided by the teacher.



- No photocopies of any student's work is provided to any other child for completion of work. This is entirely the student's and parent's responsibility and must be managed as such.
- A student can be held back or given a re-assessment if he/she has:-
  - a very poor command of English language
  - less than 80% attendance.
  - secured less than 50% marks in any subject.

#### Details of formal Tests and Assessments are as under:-

- The school year is divided into two terms. First term (August to December) and Second term (January to May). Formal assessments are taken for all subjects beginning from V. Informal assessments are taken throughout the year in classes III & IV.
- Tests are taken throughout the year. Dates for these are communicated only in classes V and VI. For classes III and IV no specific dates are given for tests or assessments.
- In addition, assignments for Science and Environmental Studies are given in both terms.
- Assignments submitted after the specified dates are not marked.

#### Important Instructions

- Students must always greet the teacher and other adults appropriately and in a respectful manner.
- Students must always listen attentively and quietly to instructions given in class.
- **Talking in Urdu is strictly not permitted in class or anywhere in the school premises unless it is the Urdu period. A fine or detention will be given if a student is found doing this.**
- Students must put away previous lesson books and copies and pull out upcoming lesson books and copies in order to be ready for the next class.
- Students (class VI only) must use a blue pointer. Use of markers, black pointers, highlighters, correction fluids, ink removers, and ball point pens are strictly prohibited.
- All copies must have plastic covers.
- Corrections must be done promptly and shown to the teacher.
- An index in all copies should be maintained on a regular basis.
- A written note is needed if the parents want to send their children with someone else or get them picked-up earlier or excused for wearing anything else beside the school uniform
- Any unrelated item brought to school is confiscated immediately.

#### Awards

Awards are given to recognize and encourage effort and hard work. A wide spectrum has been created to provide opportunities for all to develop a sense of achievement and success. The students are awarded in the following categories:

1. **Honour Roll - III to VI**  
(For academic achievement)  
No grade lower than B in subject tests
2. **Super Star - III to VI**  
Good conduct, responsible behaviour, punctuality.

### **3. Rising Star - III to VI**

Outstanding performance in co-curricular activities (life skills, sports, Art, technology, AMI Reads)

### **4. Perfect Attendance - III to VI**

Present every school day.

### **5. Good Citizenship - III to VI**

Responsible social behaviour

#### **Homework policy/Student work policy**

- Homework may be assigned Monday to Friday and must be submitted on time. Students are expected to complete H.W. independently or with nominal supervision. Parents are requested to provide an appropriate place, free of distraction and general supervision to ensure quality work.
- Students must complete homework and class work by the day specified and therefore submit it on time. Inability to do so will result in grounding and detention.
- If a student is absent, it is the students' responsibility to complete that day's C.W. and H.W. and submit it in accordance to the teacher's instruction.
- If student is absent, he/she is to complete the work given on that day by contacting his/her classmates. The school office can also be contacted for getting the H.W. assigned on that day, so that it can be submitted on time but this request must come to the office by 9:00 a.m.
- Incomplete class work for students who are sent for school events during class time, will be facilitated by the teachers to ensure that missed work is completed. The games, library or break time may be used for this.
- For students, who are unable to complete the C.W. in the given time, the teachers can arrange for them to do this during games or library time. If this is a regular issue, then the work has to be completed at home.
- Students who do not complete the C.W. / H.W. even after detention and grounding, can be asked to do their assignments 4 or 3 times at home. Failure to do so can result in suspension.

#### **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.

#### **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 a day before.

### **Holidays**

A bulk SMS service is used to inform parents about the unscheduled school closure. To avoid confusion, please check for SMS messages or call the school office. School holidays are marked in the annual school calendar issued at the beginning of each year. All other holidays are avoided as much as possible.

### **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 sharing cakes and snacks is time consuming and disturbs the day's routine and cannot be arranged. However, prior arrangements with the office can be made to distribute goody bags. Please note anything sent to school without prior information will be sent back and bags containing any harmful item will not be distributed.

### **School Property**

All materials, 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. Kindly inform the school office immediately, if any of the above-mentioned items are lost.

## **SCHOOL RULES**

### **Rules/Regulations**

- The school will not be responsible for children left in school half an hour before or after the school timings.
- The management does not accept the responsibility of conveyance to and from the school.
- Children will not be allowed to leave with unauthorized agents or persons not previously introduced by the parents.
- Leaving Certificates are issued only when all dues have been paid.
- 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. Only name change can be accepted if original government documents are submitted.
- No holiday notice is issued for public holidays. A bulk SMS service is used for informing parents about unscheduled holidays or happenings.
- If false or incomplete information is given in anyway by the parents/parent to school, the admission of child/children will be terminated immediately and no refund of any kind will be made. The decision of Managing Committee in this will be final.

- Information of family disputes resulting in separation or divorce between parents must be properly and immediately given to the school in writing. Custody matters must be clarified and legal papers submitted to the office for pick and drop arrangements in such cases.
- All policies are available on school website and parents are expected to read these carefully. These are also displayed in different offices. Claims of not knowing or being informed will not be entertained in such matters.
- Parking outside the School and Daycare Centre is at owner/driver's risk.

### Rules of Payment

- Fee is charged for all twelve months of the year and is payable every 3 months.
- The fee for vacations is collected prior to the closure as a school policy.
- Once the fee challan has been issued, payment is made directly to the bank where the school operates its account. Parents must pay the fee by the date specified on the fee challan.
- Fee paid after the due date is subject to late fee as specified on the fee challan.
- If the tuition fee has not been paid by the end of the second month, the admission is cancelled automatically.
- Admission fee is non-refundable under any circumstances.

### Security Deposit Refund Policy

The security deposit is refundable once the student has left school, subject to deductions in case of any damage caused /dues incurred due to:-

- Mishandling or loss of school property (e.g. books, laboratory equipment, computers, etc.).
- Damage / loss caused by the student.
- Lack of notice given for withdrawal.
- The security deposit will not be refunded under any circumstances after 6 months of the child leaving the school.
- The security deposit is not interest-bearing.

### Requirements for Security Deposit refund

Parents must give notice of withdrawal of a student leaving in between the academic year, at least **one month** prior to the student's intended withdrawal. Failure to provide this notice will result in non-refund of the security deposit.

- 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. Refund payment will be made after 1 month.
- If none or any of the above mentioned is not fulfilled, Security Deposit will not be refunded.
- At the time of refund please specify the Account Title of either parent in whose favour the cheque will be issued.

### **Monthly Fee**

Fee Challans are issued by the Accounts Office.

You can deposit the school fee in any of the following Branches of **Habib Metropolitan Bank**, within Karachi;

- ❖ Sirat- Shahrah-e-Faisal Branch ( Near City Tower, very close to The AMI School)
- ❖ Hyderi Branch
- ❖ Sirat- Rashid Minhas Road Branch
- ❖ Gulistan-e-Johar Branch
- ❖ DMCHS Branch ( Delhi Mercantile Muslim CO-operative Housing Society)

### **School Facilities**

- |  |              |             |
|--|--------------|-------------|
| - Science and learning Lab   | - ICT Lab    | - Art Room  |
| - Play grounds   | - Library    | - Canteen   |
| - Staffroom  | - Media room | - Reception |
| - Conference room  | - Sick room  |             |
| - Photostat and lamination facility - Water dispensers and mineral water |              |             |

### **Library**

An efficient and organized library system makes a difference to learning. Our library is small but vibrant. Books are issued regularly and are expected to be brought back on time. In case of loss or damage, the book is to 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. Guards, 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**

### **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, ecofest, visits, fairs, fieldtrips, concerts, etc are organized every year.

### **After school activities**

Mainly comprising of sports, these are also a regular part of the school year. Such activities cannot be accommodated within the school days and therefore, planned for after school time usually from 1:45- 4:00 p.m.

### Life skills program

The AMI School believes that the cognitive skills gained through core academic coursework are critical, but that it is equally important for children to develop the social and emotional skills essential for lifelong success – skills best learned through a well-rounded, “holistic” curriculum. It also lays the foundation necessary to compete in a world where technical abilities and non-cognitive skills such as leadership, conflict resolution, self discipline and ethical decision making are essential. Following courses are offered in the Life skills program for this year:-

- ▣ Roller Skating
- ▣ Creative Clay
- ▣ Taekwondo
- ▣ Music
- ▣ Theatre
- ▣ Home Gardening
- ▣ Gymnastics
- ▣ Yoga
- ▣ Robotics

The classes are held every Tuesday from 8:15 a.m to 9:25 a.m. Professionals are hired to run these courses as instructors. Every student is required to select any one life skills course for a year.

**Requests for changing the selected life skills course are only considered during the first week of the academic year and can only be accommodated if the number of participants allows it.**

### 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 go with the class.

### AMI READS program

Initiated with the objective of developing interest in reading among students and teachers, this program has been running successfully for the past several years. Different themes for each month of the academic year create variety and excitement for everyone.

### Drives and campaigns

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, assisting the teacher with special events or classroom needs, coordinating or working at an all-school festival and helping in fund raising activities.

### Poetry café

Held on every Wednesday during the assembly, this activity, promotes appreciation of poetry amongst the students. Teachers also participate regularly with their favourite poems.

### 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, farewell parties, earth day, fun days and eid parties.

### Information & Communication Technology (ICT)

A most modern and well-equipped computer lab ensures the learning of necessary ICT skills for our students.

The Fourth R, Pakistan, an international franchise provides approved and certified course ware and internationally recognized certificates for the students. Full time IT teachers, trained by Fourth R, Pakistan look after the computer lab.

**Important:** Parents are requested to ensure that computer at home is placed in family rooms and not in the child's bedroom. This greatly facilitates the supervision of its use. Supervision of Facebook usage is also essential and must be monitored carefully. Please ensure that children do not sent requests to teachers for any social medial forum or group.

## HEALTH

### 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 student.

### Evacuation Drill

The evacuation plan is practiced at regular intervals through out the year. If the specially installed bell rings in 3 short bursts, students stop doing whatever they are doing, line up and leave the classes according to instructions using marked exits. They line up in the play ground with all the teachers and staff members. Teachers carry attendance registers and office personnel, the students' information record.

### Earth quake procedures

The procedures to use incase of an earthquake are:-

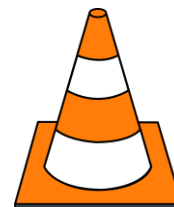
- If inside the building, "Duck and Cover" beside a nearby table or desk.
- Stay away from windows, shelves, etc.
- As the tremors stop, leave the building according to the given instructions.
- If outside; stay away from the building, stay with the class and wait for instructions.

### 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 school. We are very grateful for your support and cooperation that is necessary for the smooth running of the program.

The main outlines of this program are issued regularly. We request you to follow these strictly and avoid arguments with the staff on duty as they only do as instructed by the school management. All complaints should be made at the school office.



### AMI transport services

A fleet of either new or slightly used vans are maintained to offer pick and drop facilities for all classes. Specially hired maids accompany the drivers to ensure care and safety for the very young children.

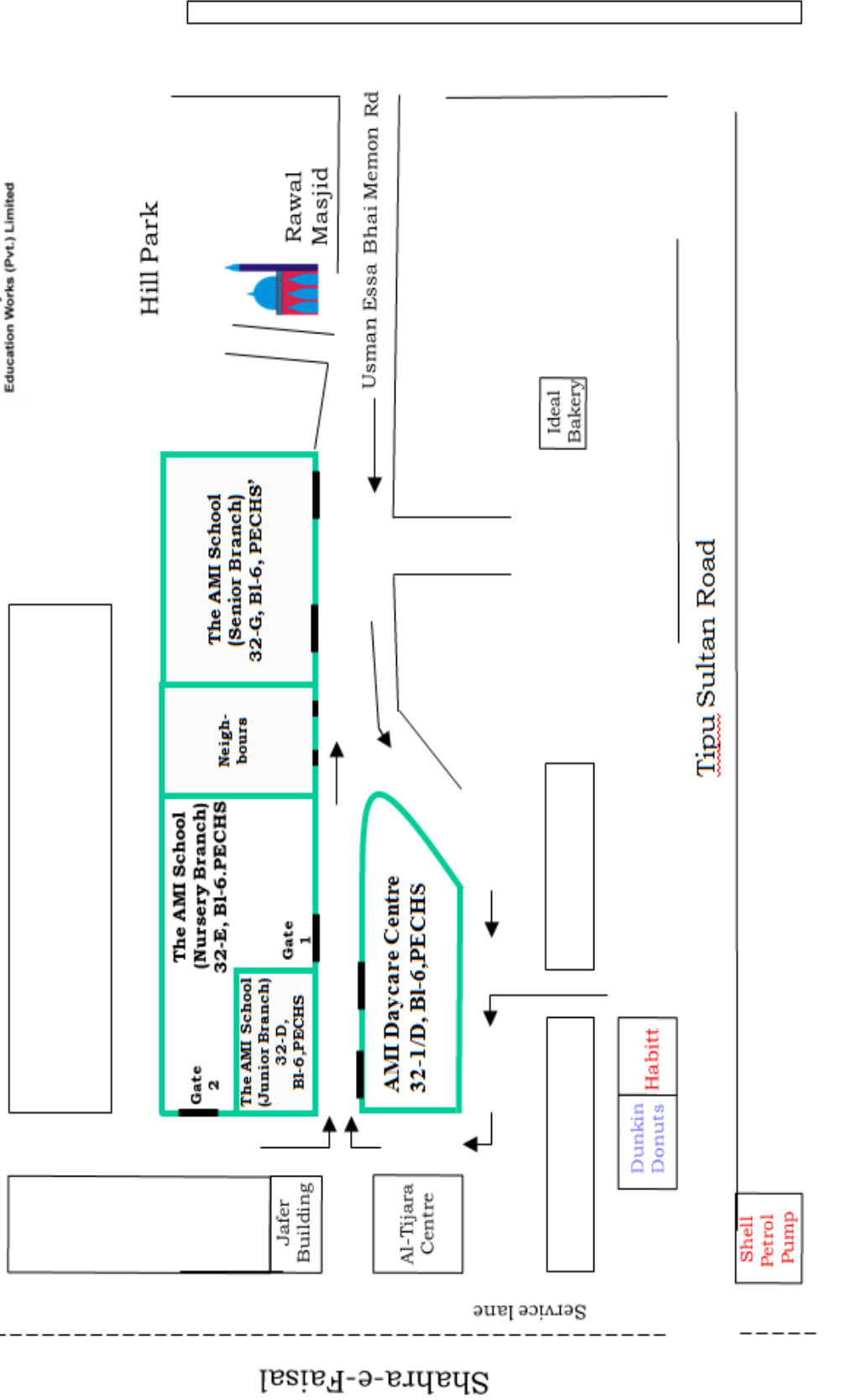
Vans are fitted with trackers and area wise route maps are maintained with a strict check of pick and drop timings. Drivers are well trained and experienced with complete and



authenticated documents. **More and more children using this facility can greatly reduce the number of cars coming to school on a daily basis. This in turn will not only reduce the traffic congestion problems but also go a long way in saving fuel and decreasing air pollution in our environment.**



# Location Map/Traffic Route (Nursery, Junior, Senior and Daycare & Learning Centre



## 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: amicent@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.,  
Off Shakra-e-Faisal, Karachi.  
Tel Nos: 34527107, 34554912  
E-mail: amicent@gmail.com