

Parent Handbook

KIVA 2023-2024



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 KIVA 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 KIVA .

This is the 2023-2024 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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GENERAL INFORMATION

School timings:

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

Monday to Thursday

Playgroup	9:00 am - 12:00 noon
Pre Nursery	9:00 am - 12:00 noon
Nursery & Prep	8:30 am - 12:30 pm
Class I - II	8:30 am - 1:00 pm

Friday timings are:

Playgroup & Pre-Nursery	9:00 am - 11:30 am
Nursery & Prep	8:30 am - 12 noon
Class I - II	8:30 am - 12:15 pm

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

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

Pre Nursery onwards children are required to bring bags.

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, homemade 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. **Writing by parents in exercise copies is strictly not allowed. New 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 Nursery onwards and with Pre 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.

School calendar:

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

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:

KIVA (Nursery & Prep)

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.

Classes I & II:

Class- I onwards, regular homework is given. From class II onwards, a daily record of work is uploaded on google classroom.

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 and **Whatsapp** are 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 sharing cakes and snacks is time consuming and disturbs the day's routine. However, prior arrangements with the office can be made to distribute goody bags.
- Please note anything sent to school without prior information is difficult to manage.

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 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 15th 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.

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 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

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, earth day, fun days and eid parties.

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	German Measles	
Measles	COVID-19 symptoms like cold, flue, body ache.		

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.

COVID-19 SOPs

Please refer to our school website:
<https://amischool.edu.pk/nursery-section/>

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.

Rules of Payment

- Fee is charged for all (12) months of the year and is payable every month.
- Fees paid after the due date are subject to late fee as specified on the fee voucher.
- If the tuition fee has not been paid by the end of the second month, the admission may stand cancelled.
- Admission fee is non-refundable even if a child does not join the school, after admission.
- Security deposit is collected, as applicable at the time of admission. Further, differential amount of security deposit is recovered at the time

of Section change, if there is any difference in security deposit amount of the two sections.

- In case of admission freeze;
 - a. 50% of tuition fee will be recovered till rejoining.
 - b. In case of new Admission the same rule will be applicable.
- In case of any issues or queries regarding the fee voucher, please contact Accounts Office only.

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. Library books etc.).
- Damage / loss caused by the student.
- Lack of notice given for withdrawal.
- After 6 months of the child leaving the school, security deposit stands cancelled and non-refundable.
- 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.
- For students completing the academic year, a written notice must be submitted before 15th June for the refund of the security deposit. Refund payment is made after 1 month.
- At the time of refund please specify the Account Title of either parent in whose favour the cheque is to be issued.

Monthly Fee

Fee vouchers are issued by the Accounts Office through email.

You can deposit the school fee by any of the following methods: -

1. The payment can be made at any branch of Habib Metropolitan Bank all over Pakistan.
2. For online payment the following can be used:
 - (a)** Blinq (1bill) **(b)** Kuickpay

Important:

- Leaving Certificates are issued only when all dues are cleared.
- Entries in the Leaving Certificates are strictly in accordance with the particulars given at the time of admission and are 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 any way by the parents to school, the admission of child/children is terminated immediately and no refund of any kind is made. The decision of the Managing Committee in this matter is 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 the school website and parents are expected to read these carefully. These are also displayed in different offices. Claims of not knowing or being informed is not acceptable in such matters.
- Parking outside the School is at owner/driver's risk.

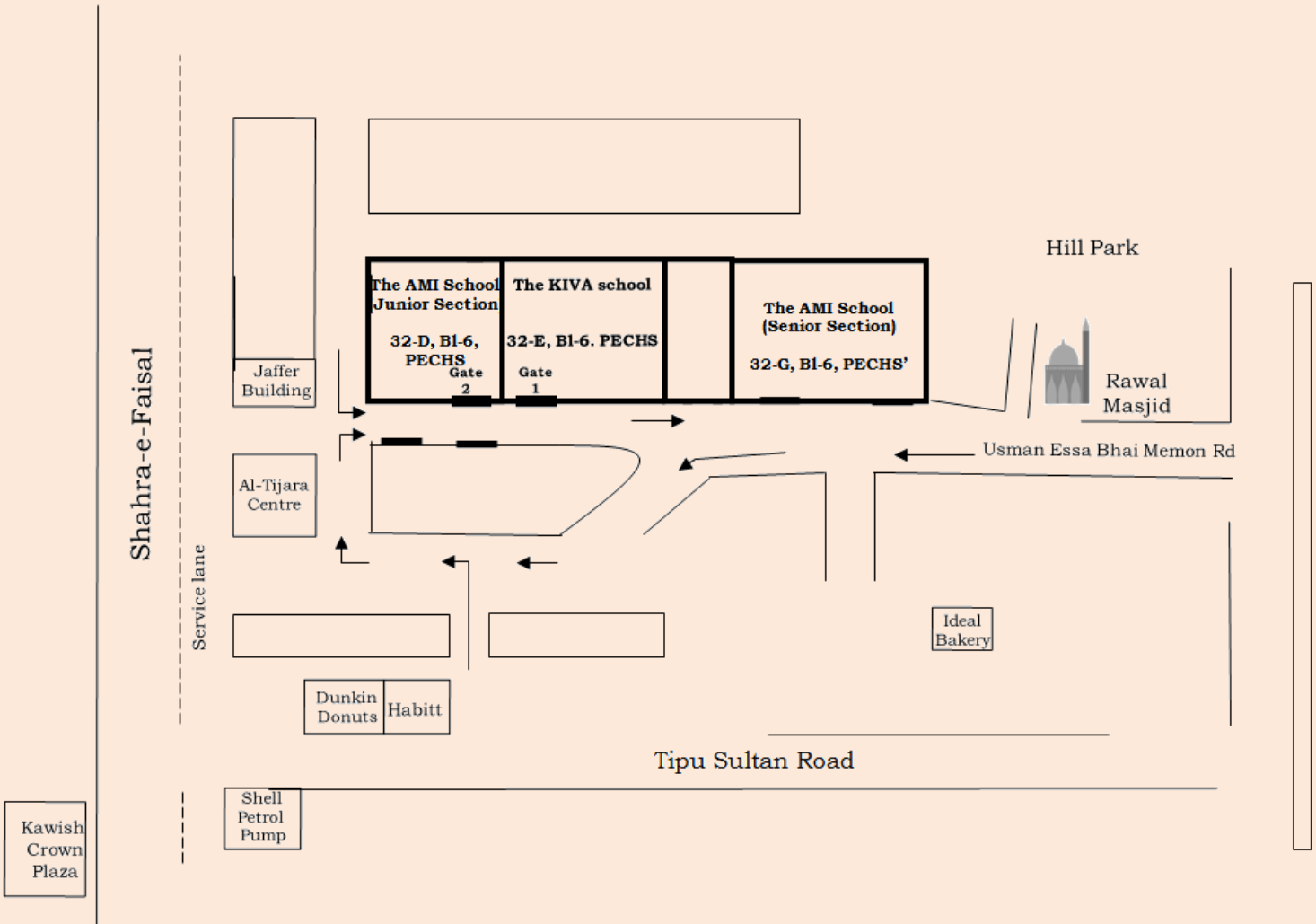
SAFETY

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



Location Map/Traffic Route



Timings for one-way :

Morning: from 7:30 am to 9:00 am

Afternoon: from 12:15 pm to 2:15 pm

The KIVA School:

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

Junior Section:

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

Senior Section:

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



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