



# Mrs. Haque's Nursery School

## PARENT & STUDENT HANDBOOK

### AIM OF THIS HANDBOOK

The aim of this Handbook is to have all families and staff be informed about the workings of our school community. The well-being of your children – our students – and families is paramount. Please do not hesitate to get in touch with us if you have questions, concerns or suggestions. Read the Handbook carefully, even if you are a “seasoned” Mrs. Haque's Nursery parent. A school is an evolving entity; there are changes and updates. Keep this booklet available as a handy reference throughout the year.



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**SECTION 1:**

**ABOUT**

**MRS. HAQUE'S NURSERY**

## **ABOUT MRS. HAQUE'S NURSERY**

In 1977, Mrs Haque established a preschool in her own home. Initially the school started out with nine children under the absolute care and guidance of Mrs. Haque. At the time, it was the first nursery school in Karachi, providing an enriching early childhood education environment for preschool children.

Since its inception, the school has seen tremendous growth and success. Today Mrs. Haque's Nursery caters to students from Prep (Pre-Nursery) to Nursery. Upon graduation from Mrs. Haque's Nursery, students attend Haque Academy, catering to students of Kindergarten to O Levels. Haque Academy is an affiliate centre for the 'O' Level examination of Cambridge University and has been producing quality 'O' Level graduates since 1996. Our 'O' Level graduates regularly receive up to ten A grades in their Cambridge exams and have also received awards for the highest percentage scored in the world.

Over the years Mrs. Haque has extensively focused on training her staff in the latest educational practices. Hence, since its founding in 1977, Mrs. Haque's Nursery has provided its pupils with the highest standards of educational excellence and a promise of continued uncompromising quality.

## **GOALS OF THE SCHOOL**

These are the goals of our early childhood education programme for your child. The school wants to help your child acquire these skills, attitudes and habits to do well in school and throughout his or her life.

- ◆ Develop early language skills in English and Urdu.
- ◆ Develop good communication skills in speaking.
- ◆ Develop into an avid reader.
- ◆ Develop good writing skills.
- ◆ Enjoy solving mathematical problems. [Critical Thinking]
- ◆ Develop the ability to make decisions independently.
- ◆ Develop enthusiasm to learn and desire to discover.
- ◆ Develop physical coordination.
- ◆ Develop ability to get along with others. [Social-Emotional Skills]
- ◆ Develop self-confidence.
- ◆ Develop critical thinking and problem solving skills.
- ◆ Be creative and enjoy learning.

## OUR PHILOSOPHY - EARLY CHILDHOOD EDUCATION

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using their senses (touching, tasting, listening, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colours and they notice relationships between things.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols-the stick and the block-are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the early childhood years as children play.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds). Play enables children to achieve the key goals of our early childhood curriculum. **Play is the work for young children.**

## THE GOALS OF OUR CURRICULUM

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them **how** to learn, not just in preschool and nursery but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development:

- ◆ **Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- ◆ **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- ◆ **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

- ◆ **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.
- ◆ **Language:** to help children develop language skills through everyday conversation, listening and telling stories, singing songs and rhymes, naming objects in the environment and through various language games.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

## **THE EARLY CHILDHOOD CURRICULUM**

At Mrs. Haque's Nursery we believe that children learn best through "active learning," that is by actively engaging with materials and interacting with their peers and teachers. Our school curriculum is based on the above belief and therefore active learning is central to all daily activities planned by our teachers.

To allow for active exploration and learning by the children, our classroom environment and materials, are carefully selected and arranged. Each of our classrooms are divided into learning areas such as the library centre, block centre, writing centre, math centre, art centre, pretend play centre, puzzles and table top toy centre. In each centre age appropriate materials are organized so children can get them out easily and put them away independently.

Your child's day is divided into segments which are Work Time, Large Group Time, Small Group Time, Story Time, Music Time and Outdoor Time. During Large Group and Small group time our teachers provide experiences and materials that help children develop language, literacy and cognitive abilities that are the foundation for later academic learning. For example, to encourage children's beginning reading and writing skills, teachers create a print-rich environment and provide opportunities throughout the day for children to listen to stories, explore books and other print materials, and work with writing tools and materials. To promote math abilities they provide materials that enable children to use beginning skills in counting, comparing numbers, and one-to-one correspondence. Another important part of the daily routine is Work Time, during which children make choices about which learning centre they will work in, what they will do with the respective materials, as well as reflect on their activities with their teachers and peers. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with classmates and teachers. In this kind of environment, children naturally foster developmentally important skills and abilities which are essential for their healthy physical, intellectual, social and emotional growth. In this way, your child plays an active role in the learning process and will develop the essential skills that he/she will carry into later school years and into adulthood.

## THE DAILY SCHEDULE

The daily schedule supports our goals for children. We want your child to feel secure and independent, to move from one activity to another as easily and confidently as possible. We want to provide a variety of learning experiences for a well rounded education. So we plan a daily schedule that takes all these goals in to account. We follow this same schedule day after day so the children will know what will happen next.

The schedule in our room is drawn on one strip of paper so children can read it from left to right. This schedule works well for us. After a few months, children are amazingly independent. They can even tell us what they are supposed to do next!



Large Group Time



Small Group Time



Music Time



Work Time



Story Time



Outdoor Time



Snack Time

## READING ALOUD WITH PRESCHOOLERS

While connecting experience to language is an important foundation for learning to read, giving children direct contact with books is equally important. In fact, the single most important activity for building the knowledge required for eventual success in reading is reading aloud to children.

When adults read aloud, children quickly learn that a book is a wonderful thing. When an adult happily reads aloud to children and reads stories that delight both the adult and the children, the experiences can be magical. The children bask in the warmth and intimacy of sharing a book with a loved adult. Even if children do not fully understand the story or poem being read, they may enjoy simply hearing the tone

and cadence of the adult's voice, and they will naturally learn about the nature of stories and the structure of language.

Pointing out the connections between the story and your children's own lives is also important. Comparing animal characters in books with real animals you saw at the pet store, at the zoo, or in the woods will help children distinguish between real and make-believe.

### **Things to Keep In Mind While Reading Aloud to Preschoolers**

- Set a time each day when you read to your child.
- Read with lots of enthusiasm. Change your voice to fit different characters and feelings such as sad, excited or happy.
- Re-read favourite stories-children love hearing the same story over and over again.
- Look at and talk about the pictures in the story.
- Ask open ended questions.
- Read a variety of books – narrative books, predictable books, informational books, picture books, number books and alphabetical books.
- Show children how you sweep your hand or finger under the text from left to right and top to bottom. They can see you turn the pages from front to back.
- Provide a good role model – read a book yourself and read often.

### **Benefits of Reading Aloud to your child**

- Provides adult demonstration of phrased, fluent reading.
- Develops a sense of story.
- Involves children in reading for enjoyment.
- Develops and promotes building new vocabulary.
- Promotes oral language development.
- Demonstrates reading for a purpose.

**SECTION II:  
GENERAL  
INFORMATION  
ABOUT OUR SCHOOL**

## SCHOOL TIMINGS, ATTENDANCE & TARDINESS

School timings are as follows:

| CLASS                           | MON - THURS        | FRI                |
|---------------------------------|--------------------|--------------------|
| * PREP A (1 <sup>st</sup> Term) | 9:00 am - 11:30 am | 9:00 am - 11:30 am |
| * PREP                          | 9:00 am - 12:00 pm | 9:00 am - 11:30am  |
| *NURSERY                        | 8:45 am - 12:15 pm | 8:45 am - 11:45 am |

\* Please Note: Initially, in the first few weeks while Prep and new admissions of Nursery are settling in, timings will vary. More information regarding the 'settling in process' and related timings will be provided at the Orientation.

### Late Arrival

Attendance and punctuality is of paramount importance at Mrs. Haque's Nusery. To expedite timely morning arrival, parents may employ routines such as packing school bags and laying out clothes the night before. Snacks can be prepared the evening prior and kept in the fridge. Have a routine bed-time for your child. Talk to drivers and maids about the school policy and the importance of reporting for duty on time so your children can reach school on time. On the last day of each month a review of school-wide late-comers will be made. Students with excessive late arrivals will receive a written warning.

### Attendance

In case of absence, a Leave Application Form for your grade level must be completed on the school app, "School Stream" and submitted for approval. Leave applications are automatically sent through this app to the school admin.

Medical and other appointments should be made after home time. Please note that absences due to avoidable circumstances such as vacations, having relatives in town or other similar scenarios will not be accepted. Your first priority should always be to send your child to school.

### Late Pick-Up

The school expects punctuality with the pickup of students as well. Student should be picked up at their dismissal time. Parents should arrive at dismissal time and not before as the gate will not be opened until the home time. Teachers will only be on-duty for a short period of time after school dismissal, so it is very important for the safety and security of your child that they be picked up on time.

## **ARRIVAL & DISMISSAL PROCEDURES**

### **Policy**

It is very important for your child to attend a full-day at school. Students will not be allowed to leave the school early unless there is an emergency. Doctors' appointments and other meetings should be set up after school hours.

For the safety of your child, students are authorized to only leave with their parent/designated guardian. If a new person will be picking up your child the school must be informed beforehand in the school office. Students will not be allowed to be sent home with someone not on the designated pick-up list. For security reasons drivers and security guards are not allowed to enter the school at arrival or dismissal time and must ask the gatekeeper to bring the child to the gate.

### **Arrival Procedure**

Nursery Students will arrive between 8:30-8:45 and Prep students between 8:45-9:00. Parents come in through the **ENTRY** gate. They will personally bring their child to the classrooms and hand him/ her over to the teacher. The parents are expected to leave after dropping the child. A class teacher will be at the class door to receive the student during the arrival time. The students being dropped by Ayahs/ drivers or arriving late will be collected in the waiting area and brought to the classroom later with a school Ayah.

### **Dismissal Procedures**

At home time, the students will be picked up from their classrooms by the parent and the child would be handed over to the designated person only upon showing the child's School ID Card. The student and the parent will leave from the **EXIT** gate. If a child has not been picked up by 12:30pm the student would be accompanied by the teacher to the Office from where they can be collected by their parents.

### **Students Leaving with Ayahs/ Drivers**

Parents need to inform the school in the beginning of the term if someone else other than the parent will come to pick the child. Students leaving with their Ayahs/ Drivers will to be collected by the school domestic staff and collected in the waiting area from where they will be handed over to the designated person under supervision. No ayahs or drivers are permitted inside the building.

Students who leave during school hours must be signed out through the office. Parents will not be allowed to take students from the classroom. Kindly call the school office for early collection and arrive in the school office to collect the child.

### **Secure Entry & Exit Control**

The school has always taken security as a high priority and can only be successful if parents are in partnership with the schools security policies and procedures. Fathers, mothers, guardians and domestic

employees must bring a round plastic device called a “Security Key FOB” to school each and every time they collect their children or enter the campus. No child under any circumstances will be allowed off the property unless the collecting adult is holding their valid Security Key FOB, even if it is the father or mother.

The way it works: The parents “Security Key FOB” and the child’s “Attendance Card” (attached to their bag by school staff) will be scanned together when leaving the school and matched in our exit control computer system. Instantaneously the computer system will approve or deny the pair or group attempting to exit based on the coupling of the child’s attendance card and their related unique security card. Only approved groups will be allowed to exit by security staff.

The system generates second by second reports of exiting/entering persons who are under recorded video surveillance. Although there are limits to human precision, security staff will make their best effort to keep a practical and vigilant eye on students leaving and arriving and with whom.

The possession and accountability for all FOBs is the responsibility of the parent. You must inform the school immediately if a security key FOB is lost or stolen just as you would a credit or debit card. When a new key FOB is issued it will be handed over directly to the parent only with a computerized receipt for your signature confirming the change. Ensure that you receive a copy of this receipt from office staff and keep it safe for your record. There is a monetary charge for the replacement of any lost or stolen keys or for requiring more than the 2 keys allotted at the time of admission. The Security Key FOB for Mrs. Haque’s Nursery is different from the one for Haque Academy and cannot be used interchangeably.

Each student is issued an attendance card which will be attached to your child’s bag. Please do not remove it. It will be scanned each morning and afternoon at the entry gate for the purpose of student attendance and exit security.

It is imperative that your child brings the same bag each and every day which has their attendance card attached to it. Without the card your child will be marked absent. These absents will automatically show up on your child’s report card’s attendance summary. Alternate bags without the card should not be brought.

Access & exit policies:

1. Drivers and guards are not allowed to enter the property even when they have a security card. They will check the student out at the gate.
2. Each FOB is valid for all siblings of one family in Mrs. Haque’s Nursery only. Families with siblings in both Mrs. Haque’s Nursery & Haque Academy will receive two separate key FOBS which will allow access to that particular campus. The Security Key FOB for Mrs. Haque’s Nursery is different from the one for Haque Academy and cannot be used interchangeably.
3. Parents will always require their FOB to enter the school property. This includes home time, morning drop off, visits to the office, teacher appointments, parent teachers meetings and so on.
4. Parents of students entering campus without their attendance card will receive a text message informing them to bring the card by the end of day in order to have their child exit campus. If the attendance card is not available at the time of exiting campus, parents will be required to purchase a new card from the school office.

Losing, replacing & requests for additional cards:

1. You may issue additional FOB from the school office at a cost. A family may be issued a maximum of 2 FOBs for their convenience at the time of admission, free of charge. If a trusted third party

frequently collects your child, such as a grandparent or a close friend, be sure to issue them their own card. Additional security key cards may be purchased from the school office.

2. A FOB can be cancelled or voided immediately by email or over the phone. Identify the missing key by informing school staff of the serial numbers of the keys you still have in safe possession.
3. The cost of a new or replacement key will be charged at the time of replacement or purchase.
4. Only the mother or father may issue another security key FOB. For this they must come to the office in person to inform the office regarding a missing key and will receive a computerized receipt confirming the amendment. Ensure you personally collect the computerized receipt along with your new key and verify that the missing one has been cancelled from that receipt.
5. Security Key FOBs and attendance cards remain active from year to year and there is no need to issue fresh cards each year.
6. Cards or keys that have been deactivated do not need to be returned to the school and may be discarded or destroyed as a deactivated card can never be reinstated or re-issued.

Tips to remember to bring your FOB key:

1. Attach the Key FOB to the key chain of your car. Use a detachable key chain type clip if your driver keeps the car keys when you enter the property.
2. Attaching the card to your house keys that you carry with you may be another effective place.

Student attendance cards:

1. Are always issued and attached directly to the bag by school staff.
2. Students arriving in the morning without an attendance card will have their names registered by security personnel. SMS will be sent to parents informing them to bring the attendance card at home time otherwise a replacement card will have to be purchased in order to exit campus. The cost of the replacement will need to be given at the same time as the card is issued.
3. To avoid charges, when changing the bag cut the plastic zip tie with a scissor and reattach the card in a similar location on the new bag with a fresh cable tie. A pack of 100 Nylon Cable Ties is cheaply available for purchase from any local hardware or electrical store.
4. Parents often launder school bags; student attendance cards are machine washable.

## **Entry & Vehicle Security**

At the time of admission each family will be allotted car stickers for each of their vehicles. Ensure that all of your vehicles that travel to school on any given day have the identification stickers applied to the bottom left hand side (the front passenger side) of the front windscreen. This is an identification marker for your vehicle as the sticker number is logged in our database against your child's profile. Please inform the school via email if you are no longer in possession of a certain sticker number. Any one sticker applies to one family vehicle; there is no need to apply a second sticker to the same vehicle in the case of siblings. Vehicles without stickers will be considered suspicious and subject to scrutiny.

## **Armed Guards**

Armed guards must at all times remain in their vehicles and not approach the school gate or school building vicinity. Pistols should not be removed from their holsters and other weapons must be kept in the vehicles so that they are not in view of the students and parents. Viewing weaponry of all sorts can be

extremely frightening for young children and discomforting for parents. For the safety, security and comfort of our school community we ask that parents please make this policy clear with your security personnel.

### **Traffic Flow Map**

A traffic map has been designed to guide parents as to how to drive to and from Mrs. Haque's Nursery to ensure that traffic regulations are followed. A copy of this is available on our website. Please study the map carefully and explain to the designated driver the route to be followed when picking and dropping your child.

### **Parents responsible for Drivers**

Parents are responsible for training designated drivers about the arrival and departure regulations. They must also ensure that drivers are courteous and patient during arrival and dismissal times, they do not leave their cars parked in traffic lanes and they observe the ladies parking reservation. Parents must be aware that it is school policy that parents be responsible for their drivers and ensure they follow traffic procedures.

## **SCHOOL CLOSURES**

Mrs. Haque's Nursery, in cooperation with other Phase 8 schools has resolved to stay open whenever possible. A decision to close the school will be notified to parents via an alert message from School Stream App at the earliest possible time. If an alert message is not received, it should be understood that school will remain open. If the school is open even though other parts of the city maybe closed it will still be taken as a regular school day and all rules of attendance will apply.

## **BACKPACKS**

Students need a small backpack or handled bag for transporting their belongings each day. Please note that TROLLEY BAGS are NOT allowed in the school. Please be sure that all backpacks, lunch boxes and water bottles are labelled with your child's name and that the attendance card is always attached. Daily feedback sheets are sent in a plastic folder, the sheets and the notices should be removed from the folder and the empty plastic folder should be sent back to school every day.

### **Extra Set of Clothes for Children**

The parents should send extra pair of clothing with the child to school. Please place clothes in a plastic bag and label the bag with the child's name and class.

### **Diapers**

The school will provide diapers and there will be a charge for that per term.

## **BEHAVIOUR & DISCIPLINE**

At Mrs. Haque's Nursery we teach and reinforce care, respect and responsibility – care for each other and the physical environment, respect for oneself and for others, and responsibility for one's behavior. Such education for character is a continuous process that supports and sustains all other aspects of school life and purpose. We believe it is essential for all children and young adults to learn to control and modify their own behavior. Classroom teachers, coordinators and the management all work to help students become increasingly responsible community members. We expect students and parents to observe maintain and support the rules of the school when acting as members of a wider community.

## **STAFF AND PARENT BEHAVIOUR POLICY**

Staff and parents need to recognize the impact their behaviour has on other adults and on the wider school community.

Relationships between staff and parents at Mrs. Haque's Nursery should be based on the following values:

- Respect for the value and integrity of every person
- Kindness and compassion
- Honesty and openness
- Justice and fairness

Staff and parents act as role models to children. Their behaviour towards colleagues, parents and staff should reflect the high standards, manners and courtesy we expect the students to show. It is vital that as a community no person should be made to feel anxious about their contact with others whom they meet every day on the school premises. Emotional, verbal and physical abuse can never be tolerated under any circumstance.

The following cannot therefore be permitted in the school, whether between adults, children or between parent and child:

- Shouting or aggressive behaviour towards another adult
- Behaviour that demeans or belittles another person
- Physical threats or bullying behaviour
- Abusive or insulting language
- Racist, sexist or homophobic remarks
- Inappropriate posting on Social Networking sites that can be interpreted as bullying
- Hitting, punching, slapping or kicking

The school reserves the right to take any actions necessary to ensure that all members of the school community are not subjected to abuse. School grounds are private property and parents are granted permission to be on the premises. That right can be removed in the case of abuse or threats to students, staff, parents and other members of the community.

The school is also not liable to respond to queries, concerns brought by ANY party other than the parents. Parents are required to manage the behavior of any other adult who is interacting with the school community on their behalf, whether driver, maid, or relative.

## **BIRTHDAYS**

### **Policy**

Birthdays are very special benchmarks in the lives of young children. However, it is school policy not to entertain any birthday parties in the school.

### **Distributing invitations**

Party invitations may only be distributed at school if, to avoid hurt feelings, at least one entire gender is invited, or the entire class is invited to the party. Please do not shepherd a party group directly from school. Further, we ask that parents use discretion when hosting after-school parties, out of consideration for those not included. The invites should be brought in the school office in the morning which in turn will be handed over to the teachers to be put in the students' feedback folder.

### **Liability**

Invitations must have the parents personal telephone number so invited families may contact the host before deciding to attend. Total liability of safety and security resides with the host and the attending families. The school has no involvement in these events.

## **COMMUNICATION POLICY**

### **Parent Information:**

The school aims to maintain close communication with students and their parents/ guardians. Please inform the school promptly if there is any change in your personal information from the time of admission. It is necessary for us to have current information on school records at all times. This includes home phone, cell phone, address and email.

### **Appointments**

The school reserves an open-door policy with parents at all times. However, it is important that parents schedule an appointment with the school office via email before coming to discuss a matter with a faculty or staff member.

For academic related issues, parents should first meet with the teacher, then the curriculum coordinator and lastly the Vice Principal or Principal.

### **When contacting teachers**

Additional conferences take place whenever teachers, staff and parents consider it to be important and useful. Always schedule an appointment to meet with teacher. Contact the office manager who will assist you with the time of appointment.

### **Communication at Parent Teacher Meetings**

Parent-teacher conferences are scheduled for the middle and end of both 1<sup>st</sup> and 2<sup>nd</sup> Term to ensure at least four formal opportunities to talk about each student. The middle 1<sup>st</sup> Term Conference is a time to discuss how your child has settled into the year, and an opportunity for an exchange of information to assist in your child having a satisfying and productive year. The 2<sup>nd</sup> Term Conference reports the kinds of progress your child has made in all areas of development. Please bring pencil and paper to the conferences and feel free to suggest topics to be discussed. Students do not attend school on Parent-Teacher conference days. Progress Reports are sent home for all students twice a year. Progress reports summarize teachers' observations and evaluations of your child's growth in several areas of development.

## **SCHOOL STREAM APP**

Mrs. Haque's Nursery is extremely excited to have its very own School App. This app has been developed and customized by an Australian company and paid for by the school so that it is available free of cost to parents through the App Store or the Play Store.

The primary purpose of the app is to communicate information digitally to students and parents. The School Stream App is incredibly versatile. All alerts, notices and "text messages" will now be sent via the school app. Parents are required to be connected with the school app at all times so that they receive up to date information. Some of the few functions which parents will enjoy using include:

1. Alerts and notices to parents sent through the app (Grade wise and/or school wide)
2. View the school calendar of events on the app
3. View events for which parents can RSVP and book tickets directly from the app
4. View school newsletters on the app
5. Access online forms such as absentee forms on the app which can be filled and emailed digitally
6. Access to school phone numbers and email on the app connecting directly with your personal phone

### **How to get the School Stream app on your mobile device**

1. From your mobile device go to the **App Store (iPhone/iPad)** or **Play Store (Android)**
2. Search for School Stream and download the app to your phone.
3. Make sure you agree to **push notifications**
4. Once School Stream has finished installing, open the app, **type your school name into the search** then select your school. **For more detailed instructions go to [schoolstream.com.au/download](http://schoolstream.com.au/download)**

### **Choose what notifications you receive**

1. Open the School Stream app on your mobile device
2. From the slide-in menu, go to Settings
3. Under Edits/Alerts select My Schools and select your School to open the Notifications page
4. Toggle notifications on or off individually (e.g. Alerts, Events, Newsletters etc.)
5. When you have finished, use the Back button to return to the Settings page, then select Done to return to your School

Return at any time to change the notifications you receive.

## **GIFTS TO STAFF**

### **Policy**

Parents' affection, gratitude, and respect towards the dedicated staff often lead to the desire to send gifts. However, parents are urged not to send gifts or presents to school, or to allow children to bring them for teachers. An appropriate alternative is a complimentary email or note from the parent. Children may prepare an appreciative card or craft for a teacher. We request parents not to collect/pool money at the end of year from other parents for the purchase of any gift. Parents wishing to thank teachers may do so individually with a home-made gift/card by the child.

## **HEALTH & SAFETY**

### **Sick Children at School**

If a student is ill or expresses discomfort before leaving home in the morning, please do not send him/her to school. Although many of the faculty/staff are first aid & CPR certified, they are not licensed to diagnose illness. Should a student become sick at school, parents will be called and asked to pick up their child. In this situation, parents are requested to pick up their child as quickly as possible.

### **Personal Hygiene**

Parents play a vital role in instilling good hygiene habits in their children. Parents should have an appropriate conversation regarding cleanliness, daily bathing, brushing hair and teeth and body odor. Parents should supervise to ensure that their child is following healthy hygiene practices.

### **Personal appearance**

Guidelines Regarding Personal Appearance:

- Hair should be tied back and kept off the face in a tidy fashion.
- Boys' hair should be kept groomed and presentable.
- Girls with their ears pierced are only permitted to wear studs. No other jewelry of any type will be accepted.
- Make-up and henna is not permitted.
- Students' clothes must be clean and ironed.
- Caps may only be worn when outdoors.

### **Head Lice**

If a child is identified with head lice it will be brought to the attention of the school doctor who will examine the child and confirm the diagnosis. Parents will then be notified to administer the required delousing treatment(s). A follow up check will be made by the school doctor. If the infestation is still persisting we will require you to pick up the child that morning and treat them again. This process will continue until the infestation is fully eradicated. Other children of the class are at risk of being infested and therefore the school must maintain a strict policy.

## **Health Records**

Health and safety are paramount to ensuring your child's and the school community's well being. At the beginning of each academic year parents are required to complete a health and concern form that outlines any health conditions your child may have and any prescription drugs he/she may need throughout the year. If a new medical situation arises in the middle of the academic year, parents are required to update their child's medical health form at school.

## **First Aid & Serious Injuries/Accidents**

Faculty and Staff at Mrs. Haque's Nursery have been certified in First Aid & CPR to attend to any accidents or emergencies that take place during the school day. **In the event of an emergency, we will attempt to contact parents immediately about any accidents beyond the Band-Aid category.** In case of an accident or serious illness requiring a doctor's attention, we will attempt to reach parents based on the contact information provided at the beginning of the year. Depending on the nature of the accident or illness we will drive the child to the nearest hospital. We will continue to call parents until one has been reached. Accident/injury forms are filled out by teachers and kept on file.

## **Medication**

For their own safety, students are not permitted to be in possession of any prescription or over-the-counter medications. School policy does not permit faculty/staff to give any medication (prescribed or over-the-counter) to students without parents' authorization. If your child is unwell and needs to take medication during school, a physician's note must be submitted to the administration. The physician's note should state the name of the medication, date, dosage and frequency of administration. Please also ensure that you label the pharmaceutical container with your child's name.

## **Medical Leave/Hospitalization**

During a period of extended (i.e., exceeding 5 days) illness or any hospitalization, parents should inform the school of the nature of the illness and the likely time of absence. Arrangements for homework and make-up work with the faculty and administration should be made after the illness or hospitalization, and before re-enrolment. Parents should inform the administration of any adaptations that may be required.

## **PHOTOGRAPHY**

### **Photography by the School**

On occasion, the school may ask a photographer or teacher to take photographs of its students both in school and at school related events. These photographs are used primarily in the school yearbook to give parents an inside look into the happenings at the school and for the Window to my Class file which is handed to the parents at the end of term.

### **Photography by Parents**

Outside of school related events and activities, parents or students are not permitted to take photographs of other students. Photographs taken at school events which include a group of children or images of children not belonging to their family should not be published in print or on the web and/or distributed amongst the public.

## **VALUABLES & ITEMS FROM HOME**

### **Policy**

Please do not make your child wear small hairpins, bangles, nail polish, any expensive jewellery and fancy clothes to school. Children need to wear comfortable cool clothing with sneakers for climbing and running.

## **SCHOOL PUBLICATIONS**

For students to do well in their education it is essential for parents to be aware and understand what's happening in the school, both in the classroom and beyond. The school has set up various publications

Prep and Nursery children receive a Daily Feedback Sheet which states all about their day at school.

Mrs. Haque's Nursery also has various yearly publications such as *Horizon* – the Yearbook; and the annual school calendar to name just a few.

Parents are encouraged to read all the publications thoroughly and in a timely fashion so that they are up to speed with the comings and goings of Mrs. Haque's Nursery.

## **SCHOOL TRIPS**

### **Parent Permission**

Many off-campus trips occur during the academic year. Generally they are class-sponsored, curriculum related, or some other school-related activity. The parent/guardian signature on the permission form provides authorization for a student to participate in these activities. Without a parent consent form a student will not be allowed to attend the trip. On any school-sponsored trip, school rules apply. Information about trips such as the duration, destination and any additional fees to cover transport, entry tickets and snacks/meals will be sent home to the parents with the permission slip.

## **SNACKS**

Say "NO" to junk food (chips, chocolate candies, jelly, juices etc.) Say "YES" to healthy food (sandwiches, fruits, carrots, crackers etc.)

Children must not bring in Coke, Pepsi or juice boxes to class. Coke and Pepsi have caffeine in it and make the child over active. Juice boxes have a tendency to spill and it becomes very sticky and messy. All these drinks attract flies and insects and are a health hazard for the children.

### **Drinking Water**

Drinking water is important for health and for mental functioning. Health specialists recommend a third of an ounce of water per pound of body weight each day, with that amount doubled or tripled in times of

stress. Drinks high in sugar and salt, such as fruit juice deplete the supply available for maintaining electrolyte levels. We encourage a large bottle of water to be sent for both snack and work time.

**Snack Choice Guidelines:** (Please bring a selection from two of the following categories per snack day)

- Fruit: apples, oranges, pears, bananas, strawberries, kiwi, melon, watermelon, or dried fruit (except raisins)
- Veggies: broccoli, string beans, cucumbers, carrots, celery, green peppers, cherry tomatoes—2 or 3 bite—size pieces per child.
- Breads: whole grain breads, fruit or vegetable bread, bagels or jumbo pretzels—one piece of bread or large pretzel or 1/2 bagel per child.
- Cereals: non-sugary kinds such Cheerio's, Corn Flakes, Total, puffed wheat and puffed rice—2 large boxes.
- Other: cheese, cream cheese, soy cheese—2 bites of cheese per child or 2 containers of cream cheese.

## **SUMMER PROGRAMMES**

Beginning in June, Mrs. Haque's Nursery offers a 4-week summer program for the students of the Nursery. The camp is designed to provide students with a broad range of activities so that they may participate in numerous experiences all in one location. In our Nursery Summer Program, the daily routine includes arts and crafts, singing, and introduction to swimming, gymnastics and a host of other fun activities.

Our summer programs are a fine opportunity for students who will be new to Mrs. Haque's Nursery in the fall to become familiar with the school. It is also a chance to form friendships which continue in the fall. Brochures are available at the end of the second semester for all of our summer programs. This program is also open to outside students.

## **TEXT MESSAGE SOFTWARE**

For the convenience of parents and the school, school has set up a SMS software system under the name of "Haque- Nrsry". Parents will receive text messages under this name regarding any school news, notifications or other information. If you have a change in cell number, please inform the office manager.

## **ADMISSIONS**

### **Entrance Admissions**

Mrs. Haque's Nursery is open for admission to students of Prep (age 1.4 - 2. 3 years) to Nursery (age 2.4- 3.3 years). Parents who are interested in their child applying for admission to Mrs. Haque's Nursery should visit the school website and fill out the online application for the appropriate class and academic session. If seats are available, parents will be contacted by the Admissions Department for an interview and assessment of the child. At this time, parents will also have an opportunity to take a tour of the campus. Further questions can be answered by calling the admissions office at (021) 3525-15511-3 ext.

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## **TRANSITION FROM NURSERY TO KG I**

### **Eligibility**

At the time of final promotion, graduation and recommendation from Mrs. Haque's Nursery, students will be admitted to Haque Academy upon receipt of the difference between Mrs. Haque's Nursery prior paid admission fee and Haque Academy's admission fee for the session of entry to its campus in accordance with the due date.

### **KG I Orientation**

In August, Haque Academy welcomes these graduates of Mrs. Haque's Nursery. Parents and students attend an open house and orientation where they are introduced to their teacher, the grade level coordinator, the administration and the school premises. Parents are also guided through the class schedule, syllabi, expectations of the grade level and the rules and regulations of Haque Academy. Realizing that it is a major transition from Nursery to KG 1 in the daily routines of the child and the academic expectations, teachers and coordinators work very closely with the parents and child to ensure that a smooth transition occurs to Haque Academy.

## **CLASS SHUFFLING**

At the start of each academic year students are shuffled between the grade level sections. This is personally handled by the Curriculum coordinator and Vice Principal. Our goal is for the students of each grade level to know all the children in their grade level over a period of time. Students also learn to make new friendships and improve their social skills and in the long run have a positive relationship with all the students of the grade level. Class shuffling also helps to maintain an equitable ratio of gender, abilities and personalities.

## **CUSTODY, SEPARATION AND DIVORCE**

The school only considers and acts on court orders and judgments. Until attested court documents are submitted to the office the school considers the issue a personal family affair and will take no notice or make any arrangements to the status quo. Once custody is decided in a court of law, the school will only correspond exclusively with only one nominated parent.

## **TRANSPORTATION**

### **Van Service**

Parents who are unable to pick/drop their children to/from school have the option of using van services. Although used by Mrs. Haque's Nursery students, the van provider is not an employee of Mrs. Haque's Nursery and therefore the school does not take financial or other responsibility. Parents should contact the van provider directly to inquire about cost, van routes etc.

**Van contractor contact information:** Syed Aqeel Shah 0300-922-0740

## SCHOOL CONTACT INFORMATION

Mrs. Haque's Nursery

209, 31<sup>st</sup> Street Phase 8 DHA

Phone: (021) 35251511-5, (021) 111 HA 1977

Email: [info@haqueacademy.edu.pk](mailto:info@haqueacademy.edu.pk)

## COMMUNICATION THROUGH EMAIL

|                 |                            |                        |
|-----------------|----------------------------|------------------------|
| Mehjabeen Halai | mhalai@haqueacademy.edu.pk | Vice Principal         |
| Ishrat Kamal    | ikamal@haqueacademy.edu.pk | Curriculum Coordinator |
| Samreen Alam    | salam@haqueacademy.edu.pk  | Office Manager         |

## Terms & Conditions of Admission

At Mrs. Haque's Nursery we consider it a privilege to work alongside parents in educating their children to become well-rounded individuals who will be academically, socially and emotionally prepared for the challenges and responsibilities of tomorrow. We thank you for choosing Mrs. Haque's Nursery for your child(ren)'s education. The following details the Enrollment Agreement between Mrs. Haque's Nursery and your family.

### 1. Acknowledgment:

- a. Parent/Guardian acknowledges that the policies, procedures and practices of Mrs. Haque's Nursery (here by known as "MHN"), including, but not limited to, those set forth in the *Parent Student Handbook* are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by this agreement and all such policies, procedures and practices and acknowledges that the same will be subject to periodic modifications by MHN.
- b. Parent/Guardian represents and warrants that the information provided on the Student Application is accurate and that the parent/guardian will immediately notify MHN of any changes.

### 2. Term:

- a. Parent/Guardian understands, and agrees that his agreement extends until the graduation of the student from MHN or the termination of this agreement as provided herein. Accordingly, the term of this agreement shall be in immediate effect and shall renew automatically for each successive academic year until or unless this agreement is terminated by MHN or written notice of termination from parent/guardian is received in the MHN administrative office.

### 3. Payments:

- a. Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within MHN and not for a period of attendance and that the absence of a student during that academic year does not materially reduce the expenses of MHN. Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for tuition and certain other charges.
- b. Parent/Guardian hereby agrees to fully and timely pay MHN all tuition fees, admission fees, and other charges associated with the student's enrollment and participation in MHN.
- c. Parent/Guardian understands that the tuition for the entire academic year is paid quarterly.
- d. Parent/Guardian acknowledges that school tuition fees and other charges are reviewed and increased annually, or from time to time, due to inflation and increases in direct and indirect costs.
- e. Parent/Guardian acknowledges that Mrs. Haque's Nursery and Haque Academy are two separate entities. At the time of final promotion, graduation and recommendation from MHN, students will be admitted to Haque Academy upon receipt of the difference between Mrs. Haque's Nursery prior paid admission fee and Haque Academy's admission fee for the session of entry to its campus in accordance with the due date.

- f. Please enquire from the admissions office as to the amount of the current Haque Academy admission fee and your estimate balance payment (after approximate projected annual increment) due in the year of your child's graduation from Mrs. Haque's Nursery.
  - g. Upon payment of admission fee at Haque Academy, the parent/guardian acknowledges that the enrollment agreement of Haque Academy will automatically be in effect.
4. **Withdrawals:** Parent/Guardian understands that the overhead expenses of the school do not diminish with the withdrawal of a student. In the case of withdrawal, tuition waivers will be calculated as follows:
- a. For withdrawal prior to the first day of school, parents/guardians are not obligated to pay the tuitions fees for the academic year. Admission fees will not be refunded.
  - b. For withdrawal between the months of August - March of the academic year, parents/guardians are obligated to pay tuition fees up to and inclusive of the month in which the student last attended school, regardless of the number of days.
  - c. For withdrawal after 31<sup>st</sup> of March of the academic year, all tuition up to and including that of June & July must be paid in full.
5. **Delinquent Accounts:**
- a. Parent/Guardian understands that access to school leaving certificate, report cards, transcripts, and other such student records will be withheld should their account be delinquent and that the student(s) are subject to suspension from school and all school-sponsored activities until the account is made current.

*I understand the Enrollment Agreement and agree to the terms as outlined above for the following:*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_