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 tabletop 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 into 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
ADMISSIONS

Entrance Admissions

Mrs. Haque’s Nursery is open for admission to students of Prep (age 18 months – 2.4 years) to Nursery (age 2.5-3.4). Parents who are interested in their child applying for admission to Mrs. Haque’s Nursery should visit the school to register their child’s name for the appropriate class and academic session. If seats are available, parents will be contacted to meet with the Director of Admission 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. 107

ARRIVAL & DISMISSAL PROCEDURES

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.

Entry & Vehicle Security

At the time of admission each family will be allotted car stickers for each of their vehicles. Car stickers must be placed on the bottom left hand corner of your vehicle. This is an identification marker for your vehicle as the sticker number is logged in our database against your child’s profile.

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.

**ATTENDANCE & TARDINESS**

**Late Arrival**

Attendance is of paramount importance at Mrs. Haque’s Nursery, including arriving on time. Parents need to take their child’s attendance seriously.

**School timings are as follows:**

Prep : 9 am—12:00 pm (Monday—Friday)

Nursery: 8:45am—12:15 pm (Friday 12:00 pm)

**Attendance**

If you know an absence will be forthcoming, it is important to let the teachers know in writing in advance. For unplanned absences, please provide a note within 3 days of your child’s return explaining the absence so that we may be informed, and be sensitive to any changes in your child’s life. In the event of absences due to illness, a medical certificate must be submitted.
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 bell rings. 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.

In the event that a child needs to stay after hours for a school event or function, parents will be informed in writing in advance. Otherwise, students are always to be picked at the regular dismissal time.

BACKPACKS

Students need a backpack or handled bag for transporting their work and belongings each day. Please note that TROLLEY BAGS are NOT allowed in the school. Please be sure that all backpacks are labelled with your child’s name. Student work is sent home regularly, we hope you will find a place to display your child’s work at home.

Extra Set of Clothes for Prep Children

The parents of children of Prep class should send extra pair of clothing and diapers with the child to school. Please place clothes in a plastic bag and label the bag with the child’s name and class. Lunch boxes and water bottles should be labelled clearly with the child’s full name.
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.

The school reserves the right to enforce the rules of the school by taking appropriate action which may include a variety of sanctions. Each case will be handled individually; and parents of the student offender will be informed. Students & parents must take responsibility for their actions and accept the consequences.

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. Only teachers will help you distribute party invitations either in the morning or at home time.
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 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 grade level 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 1st and 2nd Term to ensure at least
four formal opportunities to talk about each student. The middle 1st 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 2nd 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.

**GIFTS TO STAFF**

Policy

Parents’ affection, gratitude, and respect toward the dedicated staff often lead to lovely notes and sometimes a gift. 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 or the gift of books for the library or individual classroom. These books can be dedicated to specific teachers. Contact the librarian to make arrangements.

**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.

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.
LOST & FOUND, 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.

All clothing (and lunch boxes and backpacks) must be labeled! Please keep a permanent marker handy. We do maintain a lost and found and all items with names on them will be returned to their owners. Every year an appalling amount of sweaters, ties, pencil boxes, stationary, lunch boxes, water bottles and other possessions are abandoned due to neglect in labeling with a child’s name. This causes distress for parents and children. Children should only bring to school possessions that are relevant to the cognitive, physical and after-school programs. Children should never bring any kind of perceived weapon to school. Any unclaimed items are eventually donated to charity.

SCHOOL CLOSURES

Policy

Mrs. Haque’s Nursery has resolved to stay open whenever possible even if it contradicts city wide government announcements due to the fact that the security threat in Clifton and Defence is generally less severe than compared to the rest of the city. Whatever the decision is, a text message will be sent to parents by midnight at the very latest. 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 and missed assessments will apply.

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
for students and parents so they may have a clear picture of what’s happening at the school.

Mrs. Haque’s Nursery’s Monthly Bulletin is a newsletter published on a monthly basis by the administration for the parents of the school. It includes articles on education, activities and events in school. It is available on the school website.

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 part of the athletic program 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. Students must wear school uniforms when on trips. 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.

**SPORTS DAY PARTICIPATION**

Certain events such as sports day require mandatory participation by all students. Practices and trials for these events are also held after-school hours. Parents and students must make arrangements for late pick-up to ensure that they are present for these days.

**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.

TRANSITION FROM NURSERY TO KG I

Transition

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 I 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.
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.

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
D-83 Block 4
Clifton, Karachi
Phone: (021) 35870802; (021)35867755
Email: info@haqueacademy.edu.pk
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 tuition 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 31st 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: ______________________