

# **1. School Admission Policy**

## *Primary School*

### **1. Introduction**

Our school welcomes students from diverse backgrounds and aims to provide a safe, inclusive, and enriching learning environment.

### **2. Eligibility Criteria**

- Children must meet age requirements for each grade level.
- All required documents must be submitted before the deadline.
- Admission is subject to seat availability.

### **3. Required Documents**

- Birth certificate or passport
- Previous school records (if applicable)
- Immunization records
- Proof of address
- Parent/guardian ID

### **4. Admission Process**

1. Parent submits the application form online or in person.
2. School reviews documents.
3. A short meeting with the parent and child may be scheduled.
4. Admission decision is emailed within 5–7 business days.

5. Parents must confirm the seat by paying the registration fee.

## 5. Registration & Fees

- Registration fee is non-refundable.
- Tuition fee structure is provided upon admission confirmation.

## 6. Non-Discrimination Statement

The school does not discriminate based on race, religion, ethnicity, gender, or ability.

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# 2. Transportation Policy (Content)

## School Transportation Policy

*Effective: 2025–2026 School Year*

### 1. Overview

Our school provides safe and reliable transportation for students living within designated routes.

### 2. Bus Rules

- Students must be ready at the stop 5 minutes early.
- Seatbelts must be worn at all times.
- No eating or drinking on the bus.
- Respect the driver and other students.
- Bullying is strictly prohibited.

### 3. Pickup & Drop-off Guidelines

- Parents must be present for KG–Grade 2 dismissal.

- Only authorized adults may pick up a child.
- Bus will not wait more than 1 minute at each stop.

#### **4. Safety Measures**

- GPS tracking installed in all buses.
- Drivers are trained and background-checked.
- Emergency drills conducted twice a year.

#### **5. Reporting Issues**

Parents may report concerns to the Transport Coordinator via email or school app.

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## **3. School Uniform Policy (Content)**

### **School Uniform Policy**

*Updated: 2025*

#### **1. Purpose**

Uniforms promote equality, reduce distractions, and support a strong learning culture.

#### **2. Daily Uniform Requirements**

##### **Boys:**

- Light blue shirt
- Navy blue pants
- School sweater (winter)
- Black shoes

##### **Girls:**

- Light blue blouse
- Navy blue skirt or pants
- School sweater (winter)
- Black shoes

### **3. Physical Education (PE) Uniform**

- White T-shirt
- Navy track pants or shorts
- Running shoes

### **4. Jewelry & Accessories**

- Only small stud earrings allowed
- No smartwatches or expensive jewelry
- Hair must be neat and tied back

### **5. Non-Compliance**

Three uniform violations will result in a note to the parent.

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## **4. Parent FAQ Handbook (Content)**

### **Parent FAQ Handbook – 2025**

#### **1. What are school hours?**

- Monday–Friday: 8:30 AM – 3:00 PM
- Early pickup is allowed only with prior approval.

## **2. What should my child bring daily?**

- Water bottle
- Healthy snack
- Lunch
- Homework folder

## **3. What is the food policy?**

- School is nut-free.
- Junk food is not allowed on weekdays.
- Warm lunches may be sent in thermos containers.

## **4. How do I report an absence?**

Use the school app or call the office before 8:30 AM.

## **5. What if my child is sick?**

Children should stay home if they have fever, vomiting, or contagious illness.

## **6. How do parent-teacher meetings work?**

Meetings are scheduled twice a year; additional meetings can be arranged.

## **7. How can parents communicate with teachers?**

Through email, the school app, or by booking an appointment.

## **8. How does the school handle bullying?**

Zero-tolerance policy  
Immediate investigation  
Parent involvement for resolution

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# 5. Staff Directory (Content)

## School Staff Directory – 2025

### Administration

- **Principal:** Ms. Rebecca — [rebecca.w@ajmyschool.ca](mailto:rebecca.w@ajmyschool.ca)
- **Vice Principal:** Mr. John — [john.p@ajmyschool.ca](mailto:john.p@ajmyschool.ca)
- **Office Administrator:** Mrs. Anna — [admin@ajmyschool.ca](mailto:admin@ajmyschool.ca)

### Teaching Staff

- **Kindergarten:**
  - Ms. Linda — [linda.g@ajmyschool.ca](mailto:linda.g@ajmyschool.ca)
  - Ms. Sophia — [sophia.t@ajmyschool.ca](mailto:sophia.t@ajmyschool.ca)
- **Grade 1:**
  - Ms. Nancy — [nancy.b@ajmyschool.ca](mailto:nancy.b@ajmyschool.ca)
  - Mr. Ethan — [ethan.c@ajmyschool.ca](mailto:ethan.c@ajmyschool.ca)
- **Grade 2:**
  - Ms. Kira — [kiran.p@ajmyschool.ca](mailto:kiran.p@ajmyschool.ca)
- **Grade 3:**
  - Mr. Robert — [robert.s@ajmyschool.ca](mailto:robert.s@ajmyschool.ca)

### Support Staff

- **Librarian:** Ms. Emily — [emily.d@ajmyschool.ca](mailto:emily.d@ajmyschool.ca)
- **Counselor:** Mr. Adam — [adam.j@ajmyschool.ca](mailto:adam.j@ajmyschool.ca)

- **IT Support:** Mr. Jason — [jason.l@ajmyschool.ca](mailto:jason.l@ajmyschool.ca)

## **Transportation**

- **Transport Coordinator:** Mr. Mark — [transport@ajmyschool.ca](mailto:transport@ajmyschool.ca)