

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.

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.

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.

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

5. Staff Directory (Content)

School Staff Directory – 2025

Administration

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

Teaching Staff

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

Support Staff

- **Librarian:** Ms. Emily — emily.d@ajmyschool.ca
- **Counselor:** Mr. Adam — adam.j@ajmyschool.ca

- **IT Support:** Mr. Jason — jason.l@ajmyschool.ca

Transportation

- **Transport Coordinator:** Mr. Mark — transport@ajmyschool.ca