



HANDBOOK
FOR PARENTS
POLICIES,
ROUTINES
&
GUIDELINES
EDITION II - 2026

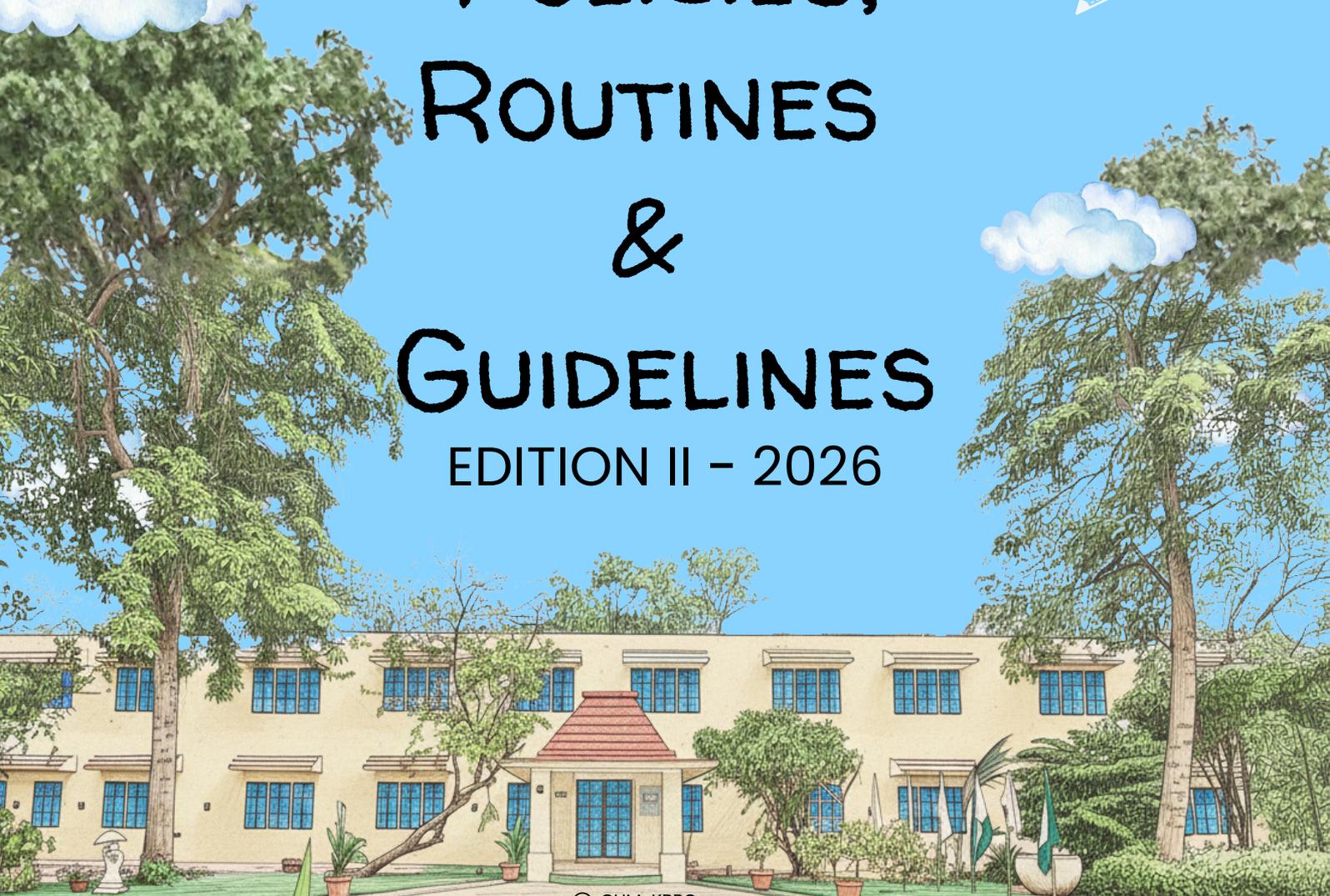


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Welcome Note



Dear Parents,

We warmly welcome you at KBPG-GHM Program. This Parent Handbook has been thoughtfully prepared as a complete guide to our school's philosophy, expectations, and policies. It outlines the practices and procedures that help us maintain a safe, respectful, and nurturing environment, ensuring that every child can grow with confidence and independence.

At Greenhouse Montessori, we believe that a child flourishes best when parents and school work together in harmony. This handbook is intended to strengthen that partnership by providing clarity, consistency, and guidance for daily routines, communication, and overall school life.

We encourage you to read through it carefully and keep it for reference throughout the year. Together, let us continue to support the joyful learning journey of every child.

Warm regards,
GHM-KBPG Administration



Timings



Monday to Friday: 8:00 am to 2:00 pm



Class:

Monday to Thursday: 9:00am to 1:00pm

Friday: 9:00 am to 12:30pm



Monday to Thursday:

(Morning Time)

(Off time)

Gate Open: 08:50 a.m.

Gate Open: 12:55 p.m.

Gate Close: 09:10 a.m.

Gate Close: 01:15 p.m.

Friday:

Gate Open: 08:50 a.m.

Gate Open: 12:25 p.m.

Gate Close: 09:10 a.m.

Gate Close: 12:45 p.m.



Traffic Circulation Plan

Morning + Afternoon Time



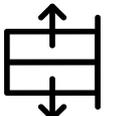
Observe Traffic Rule



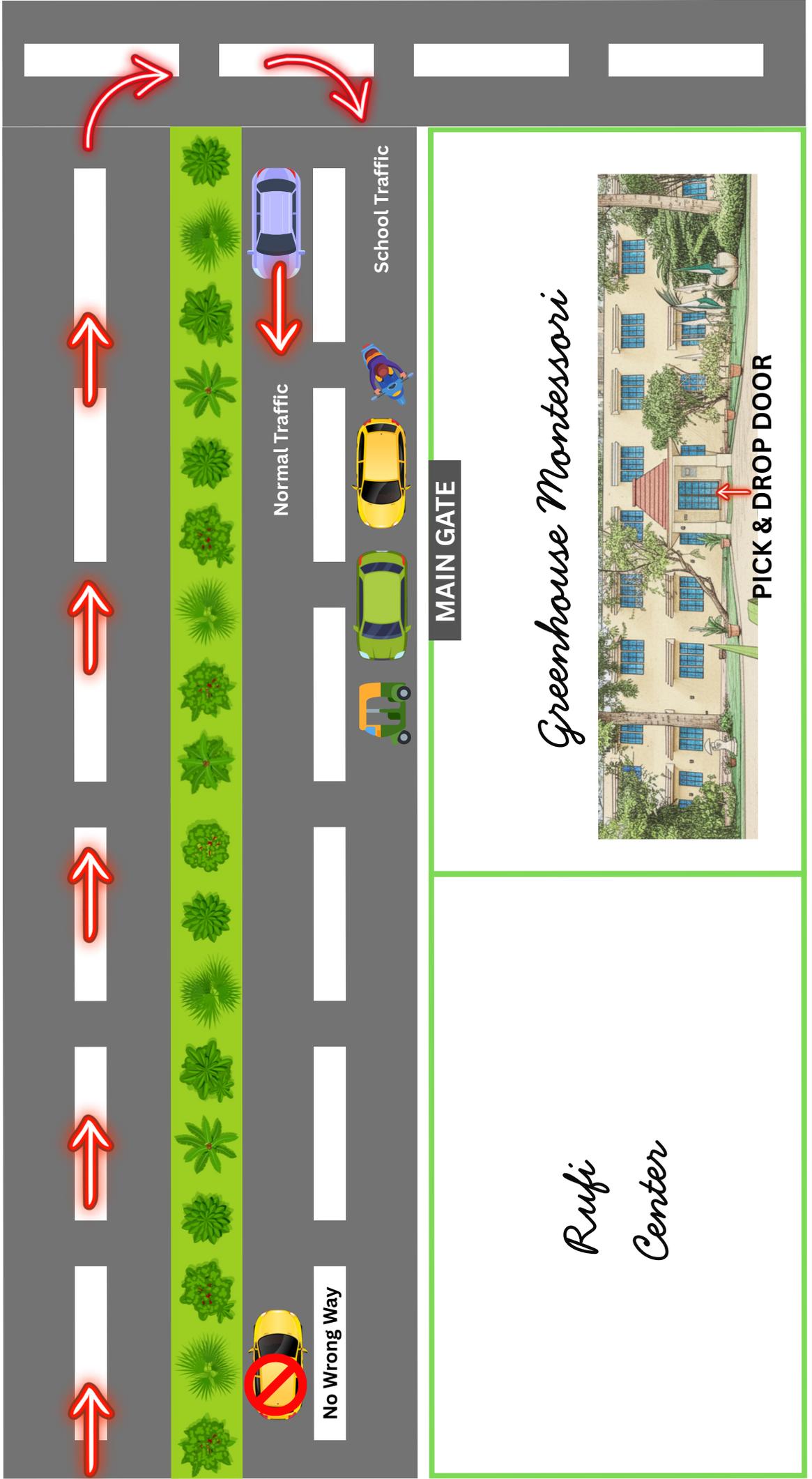
No Parking in Front of Gate



Cooperate with Security Guard



Use Entry & Exit Gate



Recommended Bag Size and Weight



Please Be Informed!

CHILD'S AGE FOR KBPG SHOULD BE

36 TO 42 MONTHS

AVERAGE BOY WEIGHT

13.5 KG
TO
16.2 KG



AVERAGE GIRL WEIGHT

12.1 KG
TO
15.5 KG

RECOMMENDED BAG SIZE AND WEIGHT



BAG SIZE

BAG WEIGHT

12" X 10"

400 GM

WEIGHT OF LUNCH BOX



400-500 GM

RECOMMENDED TOTAL WEIGHT A CHILD CAN CARRY

900-1000 GM

MAXIMUM TOTAL WEIGHT A CHILD CAN CARRY

1100-1300 GM

- All measurements exclude the weight of the water bottle.
- All weights in gm/kg and size in inches.
- Recommended weight a child can carry is 10% of its body weight.

Please Be Informed!

ENVIRONMENT	JUNIOR	SENIOR
CHILD'S AGE	48 TO 60 MONTHS	60 TO 72 MONTHS

AVERAGE BOY WEIGHT

JUNIOR	16.3-18.5 KG
SENIOR	18.5-20.8 KG



AVERAGE GIRL WEIGHT

JUNIOR	15.9-18 KG
SENIOR	18-20.3 KG

RECOMMENDED BAG SIZE AND WEIGHT



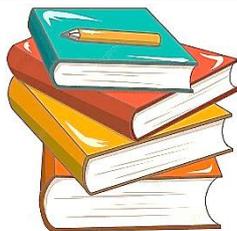
	BAG SIZE	BAG WEIGHT
JUNIOR	12" X 10"	400 GM
SENIOR	18" X 12"	400 GM

WEIGHT OF LUNCH BOX



JUNIOR	400-500 GM
SENIOR	500-600 GM

WEIGHT OF BOOK/COPY/



JUNIOR	550-600 GM
SENIOR	1000-1100 GM

Recommended Total Weight A Child Can Carry

JUNIOR	1500 GM
SENIOR	2000 GM

Maximum Total Weight A Child Can Carry

JUNIOR	1800 GM
SENIOR	2200 GM

- All measurements exclude the weight of the water bottle.
- All weights in gm/kg and size in inches.
- Recommended weight a child can carry is 10% of its body weight.



Important Instructions

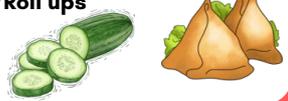
Dear Parents,

Kindly provide one packet of wipes, three diapers (for child under 3.5 years) and extra set of clothing for your child.



Dress code: Children are expected to be dressed in a School's Polo Shirt, along with appropriate Pants/trousers with socks and shoes.

WEEKLY MEAL CHART

Monday	Tuesday	Wednesday	
<ol style="list-style-type: none">Any 1 Fruit sliced or diced.Sandwich. 	<ol style="list-style-type: none">Any 1 Vegetable Sliced or diced.Spaghetti / Pasta / Macaroni. 	<ol style="list-style-type: none">Pancake /Waffles /Donut /Cupcake.Sausages / Dry Cereal with 250ml tetra pack milk.Any 1 Fruit sliced or diced. 	
 <p>Juice & water should be served everyday with every meal.</p>	<th>Thursday</th> <th>Friday</th>	Thursday	Friday
	<ol style="list-style-type: none">Chicken nuggets /Kababs /Cutlets /Mini Pizza.Drum SticksDry fruits 	<ol style="list-style-type: none">Any 2 Vegetables.Spring rolls /Samosa /Roll ups 	

- **Fruits:** Apple, grapes, oranges, guava, strawberry, kiwi, banana, etc.
- **Vegetables:** Carrot, cucumber, steamed or boiled peas, steamed or boiled potato, steamed or boiled corns etc.
- **Sandwich:** hard boiled egg, chocolate, cream cheese, jam, chicken, omelette.
- **Dry Cereal:** Koko Krunch, Coco Pops, Frosties, etc.
- **Dry Fruits:** Few dates, almonds, pistachios, cashew nuts, raisins, etc.



ADMINISTRATIVE AND POLICY GUIDE

INTRODUCTION

The environment is a flow experience; it builds on the continuing self-construction of the child daily, weekly, monthly, and yearly for the duration of the program. It is an uninterrupted series of learning passages, a continuum based on Maria Montessori's theory of the three planes of Development the social, physical, and intellectual functioning of the child. At KBPG-GHM we believe **"The successive levels of education must conform to the successive personalities of the child"**.



Salient **FEATURES**



Assembly Presentation:

- *Arriving on time helps your child feel calm and ready for the day ahead. A gentle and unhurried beginning allows teachers to greet each child warmly, supporting them as they settle into the environment with confidence.*



Physical Education:

- *Movement is an essential part of a child's growth and learning in Montessori. Through physical activities, children explore patterns of movement and develop observation skills that strengthen body awareness. These experiences support the development of gross motor skills, balance, and coordination, while also nurturing independence and self-confidence.*
- *Physical education is also a time for children to practice cooperation and teamwork. By engaging in group games and activities, they learn the values of collaboration, respect, and good sportsmanship, skills that extend beyond the playground into daily life.*

Music Class:



- Music is a joyful part of the Montessori environment. During music sessions, children sing familiar poems, rhymes, and songs, often with repeated patterns and rhythms. These experiences allow children to communicate and express themselves not only through words, but also through movement and actions.
- Music nurtures creativity while also supporting academic growth. The rhythm and repetition in songs naturally strengthen early literacy and mathematical understanding, while also stimulating overall brain development. Most importantly, music brings joy, harmony, and a sense of community to the children's learning journey.

Lesson Time:



- In Montessori, lesson time is an opportunity for children to explore different areas of learning at their own pace. Presentations are given in subjects such as Mathematics, Language, Science, and Culture, using hands-on materials that make abstract ideas concrete and meaningful.
- During this period, the teacher guides each child individually or in small groups, offering lessons according to their readiness and interest. This approach allows children to develop concentration, independence, and a love of learning while building a strong foundation across all subjects.

Quran Class:

For Muslim Students Only



- Qur'an class is a peaceful and reflective time in the child's day. Children are introduced to short du'aas related to daily life, such as before eating or before sleeping, along with the Kalimahs and short Surahs. These are taught gently and gradually, allowing children to absorb them with understanding and love.
- Through Islamic stories and discussions, children begin to explore the values of Islam in a simple and meaningful way. This nurtures respect for themselves, for others, and for all of creation, helping them grow into compassionate and mindful individuals.

Art Activity:



- Art offers children a natural way to express their thoughts, feelings, and ideas. Through drawing, painting, and craft work, children refine their fine motor skills while also experiencing joy in creativity.
- In the Montessori approach, art is open-ended. Children are given a variety of tools and materials, and the freedom to explore them in their own way. This allows their imagination to flourish and builds confidence as they make choices independently. The emphasis is always on the process rather than the final product—encouraging focus, concentration, and self-expression without pressure or comparison.

Homework:



- At KBPG, we follow a no-homework policy, while at GHM, limited classwork reinforcement (1–2 copies) may be shared for practice. Parents are encouraged to engage children in simple Montessori-inspired home activities that promote independence.
- Our YouTube channel offers guidance for these activities, and parents may share recordings of their child’s work (with consent) for possible feature on our social media pages.

Material Working:



- Children are given opportunities to work independently with Montessori materials. These include activities from Practical Life (EPL), Sensorial, Language, Mathematics, and Culture. For language development, children also work with materials such as classified cards, nomenclature cards, and enrichment of vocabulary activities. Each material is carefully designed to be self-correcting, allowing the child to explore, repeat, and build mastery with confidence.

Garden Time:



- The garden is an outdoor classroom where children care for plants and explore the wonders of nature. Through watering, observing sunlight needs, and noticing the effects of neglect, children develop responsibility and an understanding of cause and effect. Gardening also provides opportunities for role-play, teamwork, and joy as they taste or share the food they have grown.

Reading & Storytelling:



- Books and stories open a world of imagination and knowledge for children. Reading aloud and sharing stories helps children develop early literacy skills, build vocabulary, and gain awareness of sounds and language patterns. Storytime also nurtures empathy, listening skills, and a love for reading.

Field Trip:



- To extend classroom learning, children may be taken on one educational excursion each year. These experiences connect real-life observations with classroom knowledge, encouraging curiosity and exploration beyond the school environment.

Medical Check-up:



- An optional annual health check-up by a qualified doctor may be arranged at school. This ensures children’s well-being is monitored and provides parents with helpful feedback regarding their child’s growth and development.



Award:

- At the beginning of each month, children who have maintained full attendance and punctuality will be recognized with a small token of appreciation, such as a "Regular Student" or "Punctual Student" award. This recognition celebrates consistency, responsibility, and the effort children put into being present each day.

Event:

CALENDAR OF IMPORTANT DAYS & EVENTS



August	September	October	November	December
Independence Day	Defence Day	Shapes Day	Children's Day	Quaid-e-Azam Day
Fruits Day	Medical**	Science Day	Iqbal's Day	First Progress Check**
	Mehfil-e-Milaad**		Vegetables Day	PTM^

January	February	March	April	May
Winter Day	\$ Table Manners**	Ramadan Day	Professions Day	Mothers Day
Sports Day	Story Day	Pakistan Day	Earth Day	Final-Progress Check**
Garden Day				Graduation Day
				PTM^

^Not Photographed

Dates as per Islamic Calendar

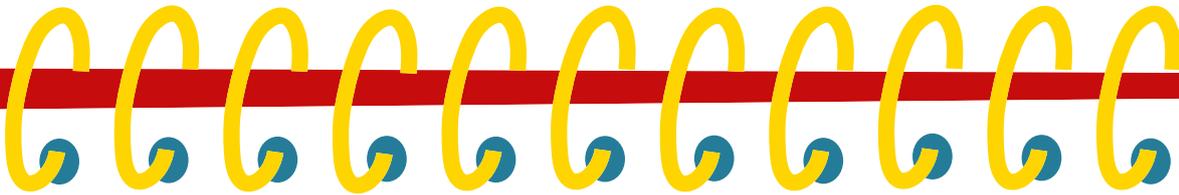
** Optional

\$ = Cash paid event

- All events are planned to enrich children's experiences and may be adjusted depending on weather, security conditions, time, or at the discretion of the Resident Director.
- The Fun & Learning Field Trip (FLF Trip) is arranged once a year for Junior and Senior groups only.
- Parents are informed about upcoming events in advance through our official WhatsApp Channel, WhatsApp status, and Facebook posts. Typically, two events are scheduled each month.
- Events are photographed, and pictures are uploaded to our Facebook page on the next working day. In addition to scheduled events, children's Birthdays and First Day at School are also photographed.
- Events marked with a (^) symbol are not photographed.



ADMINISTRATIVE INFORMATION



COMMUNICATION MATRIX

This chart has been prepared for the convenience of parents, ensuring they are informed about the appropriate contacts for the matters outlined below. It's important to keep in mind that the front desk office is available as a **FIRST POINT** of contact for discussing and resolving all issues you may have. If your concern remains unresolved or requires more time for resolution after discussing it with the front desk officer, please submit a written request (application or email) to the front desk officer to schedule a meeting with the relevant person.

1. Front Desk Office	First Point Of Contact	DAYS & TIMINGS
<ul style="list-style-type: none"> - Admissions - Information - Registration - Withdrawal - Fees Vouchers - Request/Complaints - Queries - Student Record - Student Services - Shifting schedule - Appointment fixtures - Events - Recruitment <p style="margin-left: 20px;"><i>Unspecified matters included</i></p>		MONDAY TO FRIDAY 8:00 AM to 2:00 PM
2. (a) Coordinator	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> - Parent Education - Parent Orientation - Pedagogical Issues - Individualized Support 		TUESDAYS & THURSDAYS 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
2. (b) Lead Teacher	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> - Early Morning Arrival - Class Activities and Progress - Progress and Assessment Reports 		TUESDAYS & THURSDAYS 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
3. Principal	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> - GHM Academic Policies - Student Progress - Admission Assessment 		MONDAY TO FRIDAY 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
4. Resident Director	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> - KBPG & GHM Academic Policies - Public Relation - Students' Progress - Admission Assessment 		MONDAY TO FRIDAY 9:30 AM to 12:00 PM
5. Director	By Appointment	
<ul style="list-style-type: none"> - Legal Matters 		

School Environments:



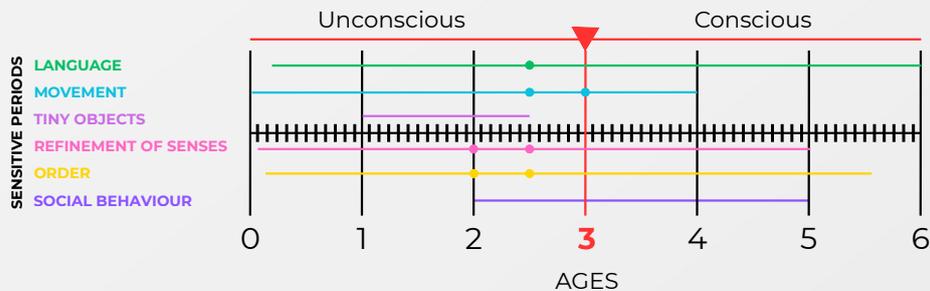
- Our Montessori is divided into environments to meet the developmental needs of children at each stage. There are two environments in KB Playgroup (KBPG) and four environments in Greenhouse Montessori (GHM).

- The KBPG environments are classified as Playgroup I and Playgroup II. The GHM environments are Junior I, Junior II, Senior I, and Senior II.

1. **Playgroup:** Child must be 30 months (2.6 years) or 36 months (3 years) at the time of admission.
2. **Senior:** Child must be at least 60 months (5 years) at the time of admission.
3. **Program Duration:** The complete program spans approximately 3 to 3.5 years, guiding the child from Playgroup through Senior II, ensuring readiness for Class 1.

- Within KBPG, children progress through three phases, each lasting approximately five months:

FIRST PLANE OF DEVELOPMENT (EARLY CHILDHOOD)



1. Foundation Phase (2.5 – 3 years):

Focus on personal development through hands-on learning and Exercises of Practical Life (EPL). Children begin to settle into routines, gain independence, and build confidence in their new environment.



2. Intermediate Phase (3 – 3.5 years):

Emphasis on gross and fine motor development. Activities strengthen pencil grip, hand control, and coordination—preparing the child for pre-writing skills.

3. Advance Phase (3.5 – 4 years):

Introduction to early writing practices, initial sounds (phonics), numbers, and Urdu huroof. This stage prepares children to transition confidently into the Junior Environment of GHM.



4. Junior Start (4 – 4.5 years):

Focus on confidence in classroom work, clear expression of needs, early problem-solving, and leadership in small tasks. Children begin participating in group learning with ease.

5. Junior Advance (4.5 – 5 years):

Emphasis on teamwork, cooperation, and helping peers. Children practice patience, take responsibility, and begin abstract thinking through early math operations such as addition and subtraction. Transition to Senior. Child demonstrates readiness for longer concentration spans, bigger tasks, and more structured academic learning.



6. Senior Start (5 – 5.5 years):

Focus on speaking with confidence, presenting ideas, persistence in tasks, and leadership in group activities. Children show readiness for sentence writing, more complex math operations, and independent work.

7. Senior Advance (5.5 – 6 years):

Development of emotional maturity, responsibility, decision-making, and independence in work habits. Children are prepared for larger group projects, advanced literacy, numeracy, and problem-solving. Transition to Class 1: Child is personally, socially, and academically ready for formal schooling.

Appointments:*

- Appointments with the respective Resident Director, Principal, Coordinator or Lead Teacher should be requested in writing or by sending us email at:

greenhousemont@gmail.com or kbplaygroup@gmail.com

*During school hours i.e 8:00 AM to 2:00 PM.

Annual Breaks:

- In addition to weekends and gazetted holidays, the school observes two major breaks each year.

1. **Summer Vacations:** Approximately 8 to 10 weeks (from the 1st week of June to the 1st week of August).
2. **Winter Vacations:** Approximately 2 to 3 weeks (from the 3rd week of December to the 1st week of January).

Gazetted Holidays:

- Apart from the above vacations, the Montessori remains closed on holidays as notified by the Federal or Provincial Government. Please note that all Islamic dates are subject to the sighting of the moon.



12th Rabi-ul-Awwal
Kashmir Day
Pakistan Day
Shab-e-Meraj
Labour Day
Shab-e-Baraat
Youm-e-Ali
Jumma Tul Wida

Shab-e-Qadr
Eid-ul-Fitr
Independence Day
Eid-ul-Adha
Ashura
Iqbal Day
Bhittai Day
Chehlum Imam Hussain

Parent Teacher Meeting:



- There will be two Parent–Teacher Meetings (PTMs) during the academic year, scheduled in December and May. Parents are encouraged to attend both sessions to discuss their child’s progress.
- If, due to time constraints, any concerns remain unaddressed during the PTM, parents may request an appointment with the Lead Teacher or Resident Director by submitting a written request at the front desk.
- A feedback survey is shared with parents before each PTM to gather their input. This valuable feedback helps us improve our systems, communication, and the overall learning environment for children.

Uniform & Hygiene:

- The student must be in the clean, specified uniform shirt.

- 1.KBPG: Red shirt with KBPG logo with trousers or pants (no shorts).
- 2.GHM: White shirt with GHM logo with trousers or pants (no shorts).



- Students must wear socks and shoes, ensuring they are clean and polished.
- As part of hygiene, the school bag, water bottle, and lunch box must be kept clean.



- If the child comes in casual dressing, parents must ensure proper attire.
- 1.No sleeveless shirts, no shorts, no sandals.

Parents of newly admitted students must provide:

- 1.One packet of wipes.
- 2.An extra set of clothing.
- 3.Three diapers (for children under 3 years), properly labelled in a bag.

Arrival Procedure:



- Kindly Park the car on the main street in an orderly manner so as not to hinder fellow commuters.
- Accompany your child and walk past the main gate. Do not hand over your child to the security staff.
- Hand over your child directly to the teacher waiting at the main western entrance (arrival and dismissal area).
- Please ensure that your child arrives before 9:00 am.
- Timely arrival is important for the child's wellbeing and for maintaining the flow of the classroom. A Montessori environment is carefully prepared to encourage concentration, independence, and responsibility. When a child arrives late, it can disturb their own sense of order and the peaceful work cycle of others. Regular attendance and punctuality help children settle into their routine and make the most of their learning experience.

Dismissal Procedure:



- Students are dismissed from the main western entrance (arrival and dismissal area) at the scheduled school timings.
- Parents are requested to park their car on the main street in an orderly manner.
- Walk past the security at the main gate by displaying the identity card belonging to your child.
- Proceed to the main western entrance where the teacher will greet you.
- Hand over the identity card to the teacher so that your child's name may be announced for dismissal.
- During this short procedure, parents are requested to remain patient and avoid discussion with teachers so that dismissal can be carried out smoothly.



ARRIVAL & DISMISSAL AREA INSTRUCTIONS

- ▶ **STUDENT ID CARD COLLECTION:**
 - The duty teacher will collect Student ID cards from **12:55 PM on Mon-Thurs & from 12:25 PM on Friday.**
 - Before this, please maintain discipline and stay in your queue.
- ▶ **QUEUE DISCIPLINE:**
 - Ladies and gents must remain in their designated queues.
 - Avoid blocking pathways or causing congestion.
- ▶ **NO CONVERSATIONS WITH DUTY TEACHERS:**
 - Refrain from engaging in discussions with the duty teacher to ensure a smooth and safe dismissal.
- ▶ **NO ENTRY WITHOUT PERMISSION:**
 - Only authorized individuals are allowed entry beyond this point.
- ▶ **STUDENT ID CARD REQUIREMENT:**
 - A child will not be handed over without a Student ID card.
 - If the card is missing, you must report to the **Front Desk Office** to complete necessary procedures and log your details before pickup.
- ▶ **QUERIES & CONCERNS:**
 - Any questions regarding a student must be directed to the **Front Desk Office.**
 - Do not disturb the duty teacher during dismissal time.
- ▶ **PUNCTUALITY:**
 - Arrive on time to avoid delays and inconvenience for other parents.
 - If you are dropping off your child **after 9:30 AM, kindly drop them at the Front Desk Office.**
 - Likewise, for pickups **after 1:30 PM, pick your child from the Front Desk Office.**
- ▶ **AVOID CONGREGATING:**
 - Once your child is picked up, kindly leave the premises promptly to avoid crowding.
- ▶ **SECURITY & SAFETY:**
 - Parents/guardians must follow security protocols and cooperate with staff.
 - Do not attempt to bypass security measures.
- ▶ **EMERGENCY SITUATIONS:**
 - In case of emergencies, report immediately to the **Front Desk Office for assistance.**



Pick and Drop (Safety Guidelines):

- All drivers of two-wheelers and four-wheelers are requested to show patience and observe traffic rules on the street facing our main gates. Violation of traffic rules will only add to the problem.
- Cooperation with the gate staff is expected and appreciated.
- Avoid taking the wrong way and always park properly in an orderly and civilized manner.
- Parents/Drivers are requested to:
 - a. Always check the rear-view mirror while driving.
 - b. Avoid sitting in the vehicle at the roadside unnecessarily.
 - c. Keep all doors locked and remain vigilant.
 - d. In case of emergency or suspicion, never panic, call the police.
 - e. Avoid crowding near the gate to prevent confusion.
- Helmets or any headgear that hampers identification should not be worn during pick and drop of your child.



Independent Transporters:

- Parents who seek transport services kindly keep in mind of following:
 - a) Van registration number.
 - b) Van owner/driver's name, cnic number, cell number and driving license.
 - c) Vehicle fitness certificate.

Note: We do not assume any responsibility or liability of any nature.

Early Dismissal Policy:



- We strongly discourage early release of students, as it is counted as tardy and reflects in the student's assessment report. Therefore, early dismissal should only be requested for valid reasons such as medical appointments or legitimate family emergencies.
- Parents are requested to send a signed note (on the day or the day before) clearly mentioning the child's name, student number, and contact number when seeking early dismissal. Students will only be released to either parent or to an individual authorized in writing at the time of admission. The authorized person must present their original CNIC along with the student's identity card at the time of release.
- The Montessori classroom is a self-absorbing environment where children are fully engaged in their daily activities once the work cycle begins. Any disruption, such as late arrivals or early dismissals, interrupts the rhythm of the class, causing loss of focus and time to re-engage students.
- To ensure the best educational experience, we request parents to extend their full cooperation by avoiding disruptions. Please schedule appointments or other engagements during non-school hours or holidays whenever possible.

Where advance information is given:

- Log your arrival in Early dismissal Logbook at the Front Desk Office.
- If the early dismissal has been prearranged, your student will be waiting at the Front Desk Office.

Where no advance information is given:

- Log your arrival in Early dismissal Logbook at the Front Desk Office.
- Inform our front desk officer for an application for early dismissal & submit it.
- Meanwhile respective class teacher will bring/call your child to the front desk.

NOTE: There will be no early dismissal permitted 15 minutes prior to scheduled dismissal time.

Attendance:

- In order to maintain a consistent routine that supports stability and confidence, children are required to attend school daily, except in cases of illness or other valid reasons. All students must arrive before the start of assembly. The main gate will close strictly at 9:15 am.



Cleanliness:

- Hygiene is of utmost importance. Parents are required to ensure regular check of their child's nails, hair, and overall cleanliness. Hair must be clean and free from lice, and oiling during school hours is not permitted. Students must come in clean attire, with shoes regularly polished. Lunch/snack boxes, water bottles, and school bags must also be kept clean.



Brunch:

- Junk food is not allowed in school (including crisps, candies, gummies, and lollipops). Parents are requested to send a proper home-cooked meal, keeping healthy nutrition for the child in mind, and following the weekly meal chart provided by the school. Meals must be packed in a clean lunch box along with a clean water bottle. No lunch boxes or water bottles will be accepted after the gate closing time.



Birthdays:

- Ostentatious birthday celebrations are discouraged as they may lead to unnecessary competition among children. If parents wish to send items for their child's birthday, they must first consult the front desk office. All eatables must be delivered in person by the parents; otherwise, such items will be returned from the gate. Parents are requested to avoid sending junk food such as crisps, nimco, and candies.



Financial:

- KBPG-GHM is a self-financing institution; therefore, prompt clearance of dues is considered a must. The monthly tuition fees must be cleared up within the first five (5) working days of each month or as per the schedule mentioned in the acceptance letter. Fees outstanding for three (3) months lead to automatic cancellation of enrollment, the students' admission is considered cancelled and if re-admitted, the requisite admission fee is charged.

1. All charges are accepted only through the online payment platform kuickpay.com.

2. Full fee is charged for the month of admission. If admission is after the 20th, the fee will be adjusted for the following month.

3. Tuition fees are payable monthly before the due date. They are non-refundable and non-transferable. Payments after the due date will incur a late fee of Rs. 1000 per month.

4. The administration is not responsible for sending reminders regarding dues.

5. Certificates of any kind are issued only after all dues are cleared.

6. The academic year runs from August to July.

7. KB-Playgroup reserves the right to use your child's photographs taken during events or activities for printed media, social media, or website.

8. Senior fee waiver applies only to admissions where the child is 2 years 6 months old on the first day of school. To avail this, parents must consult the front desk, as limited seats are offered.

9. There will be no enhancement in the monthly tuition fee for 36 to 42 months after admission, therefore security deposit is only refundable when three years are completed. For some reason the parent seeks for further discount on account of Judicial intervention or legislature or through notification by government of Sindh and/or by Act of God or Pandemic during studies, the above facility of no enhancement will be withdrawn, and applicable fees shall apply which will also be subject to annual revision as per policy.

For all current charges/fees kindly contact at out Front Desk office for details.

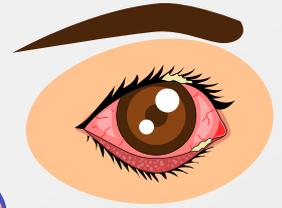
Refund:

- All payments made are non-refundable.
- For new students, the fee for June and July (of the admitting academic year only) will not be charged if admission is taken in May.
- Security deposit is refundable only after the student has graduated.
- Refunds may be collected during the first working week of the new academic year.

Contagious Illness:



- Students suffering from any contagious disease will not be permitted to attend school until full recovery. Parents are strongly advised to seek a doctor's opinion before sending their child to school if any symptoms of illness appear, whether communicable or not.
- If a child is brought to school showing signs of illness, they will be removed from the classroom, and parents will be notified for early dismissal.
- Examples of such conditions include severe flu or cough, pink eye, symptoms of measles, chickenpox, or any other infectious illness.



Change in address or Amendment:



- For smooth communication, any changes in residential address, phone/mobile numbers, or email address must be notified immediately in writing to the school administration.
- Please fill out the amendment form available at the Front Desk Office. The Front Desk Officer will issue the form, which should be completed and submitted back.
- We do not accept verbal requests.
- Kindly always quote your child's student number in all correspondence. Any other requests or matters must also be submitted in writing for proper record keeping.

Visitation Process:



- No walk-in visits are permitted.
- All visits must be arranged by prior appointment only, through school telephone, mobile number, or email during school hours.
- When applying for an appointment, please state your and your child's complete name, mobile number, student number (post admission), and address.
- Appointments can only be scheduled on the designated conferring days, or on the available schedule for the respective staff/teacher, or at the discretion of the Resident Director.

Identity Card and Student Release Procedures:



- To enter the Montessori premises for pick and drop, parents must present their child's ID Card to the security guards at the main gate.
- To receive a child, parents or authorized individuals must also present the ID Card.
- In case of misplacement, please inform the Front Desk Office in writing. A new card will be issued on the next working day against a payment.

- If the original ID Card is found after a duplicate has been issued, kindly return the original card to the Front Desk Office.

- For security reasons, please do not make photocopies or color copies of the ID Card.

- If any duplicate or photocopy of a school-issued ID card is found, the school will confiscate and destroy it. Parents are therefore requested to submit any duplicates to the Front Desk Office immediately to avoid confiscation.

- ID Cards remain valid for one academic year or as long as the student's status is active.

- If any information on the card is incorrect, please request correction from the Front Desk Office; otherwise, the details will be considered final.

- In case of failure to present the ID Card, kindly contact the Front Desk Office and fill up the log book. Parents are requested not to argue with teachers during pick-up time.

- Any change in phone numbers must be notified in writing.

- ID Cards are issued at the time of admission and reissued upon transfer to a new section.

- Red & Yellow Theme = KB-Playgroup
- Green Theme = Junior
- Blue Theme = Senior

- The general rule is that the person presenting the original ID card is authorized to pick up the child from the Montessori.

- However, we strongly advise that the child should preferably be picked up by either parent.

- If parents wish to authorize any specific person(s) for pick-up, they must provide the complete details in writing to the Front Desk Officer.

- In case of any emergency, if parents need to send someone other than the specified person(s), they must inform the Front Desk Office and provide the person's details (Name, CNIC and relationship with the child) to avoid unnecessary inconvenience or delay. Parents are also requested to keep their registered contact numbers available and switched on, so the school can reach them for confirmation if needed, ensuring a smooth and secure handover process.





Armed Guards:

- No arm guards, firearms, or sharp metal objects are allowed near the school gate or inside the premises.
- Armed guards, whether in plain clothes or uniform, can be mistaken for intruders due to the prevailing security situation in the city.



Use of Mobile Phones:

- Use of mobile phones and other cellular device is prohibited during school hours.



Photography:

- All kind of photography or filming of the premises is strictly prohibited unless permitted.



In case of Emergency ICE:

- Our ICE (In Case of Emergency) number is 0321-1111604.
- This number is operational during school hours only (9:00 a.m. – 2:00 p.m.).
- It is strictly reserved for emergency purposes only.



Academic Year.

- The academic year begins in August and ends in July. We usually observe 190 to 205 academic days within a year.
- In case the minimum number of academic days is not met for any reason, Saturdays may be utilized for make-up classes, with prior notification to parents.

Complaints:

- Parents can file complaints/feedback by following modes:

Attn: Director, KBPG-GHM:

Lines House, ST-9, Wasim Bagh, Block 13/D-2,
Gulshan-e-Iqbal, Karachi-75300.

or

greenhousemont@gmail.com

- We take all complaints seriously, as they help us improve our services and provide a better experience for parents in the future. For record-keeping purposes, kindly mention your child's student number in all communication.



Smoke Free:

- Our built-up premise is a non-smoking environment.



CCTV:

- Our premises are under 24 hours CCTV surveillance.



Chewing Tobacco:

- For courtesy towards staff and fellow parents kindly do not eat, chew, spit paan gutka or similar chewing tobaccos within school premises.

Mode of Communication:



- Parents are strongly advised to email the school or provide a written application duly signed by the parent or legal guardian for any queries. Verbal requests or WhatsApp messages will not be entertained, as all communication must be kept on record. Parents are also requested to mention the student number in all correspondence.

For Event Related Updates, Picture, and Montessori Videos:



- Like and Follow us on Facebook:
<https://www.facebook.com/kbplaygroup/>



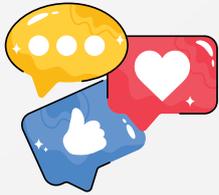
- https://www.instagram.com/kbpg_ghm/



- https://x.com/greenhouse_mont



- Subscribe our YouTube channel: Don't forget to press the bell icon.
<https://www.youtube.com/@GHM-KBPG>



Scan:

- For any emergency or to notify the school about something important, you may contact or call us during school hours between 8:30 a.m. and 2:00 p.m.

- Above modes including WhatsApp Channel and Status are used for informing parents about Important Updates for scheduled, unscheduled holidays, and events.
- Not all events are photographed, and notices are marked with an icon mentioned on the ← left side when an event is not being photographed. Pictures are uploaded on the next working day of an event. We don't respond to comments posted on Facebook. Parents who wish their children photograph not to be uploaded on our Facebook or on our website should inform us in writing.



School Property:

- If any school item or property is inadvertently taken by the child, it must be returned the following day.



Premature Withdrawal:

- For withdrawal one-month notice is required or fee in lieu thereof is payable. Repeated or prolonged absence of 30 consecutive days without notification may result in suspension or cancellation of enrollment.



Discipline:

- We follow positive and respectful discipline methods. Teachers use calm and gentle guidance, helping children learn self-control through redirection and positive reinforcement. If a child's behavior continues to disrupt, a short "time-out" or quiet moment may be given to help the child regain calm. At the playgroup level, occasional biting incidents may occur, which is developmentally normal. When such incidents happen, both sets of parents are informed. If biting or disruptive behavior repeats, the parents may be asked to take the child home for the day.

Marriage Lawn Safety:

- During the marriage season, events and setups occur in the adjacent lawn area, involving banquet paraphernalia such as decoration items and equipment. As the school and marriage lawn management are separate entities, these items may pose safety risks for children.
- To ensure safety, staff and parents are advised to avoid the lawn area during off hours and ensure that children remain supervised and do not run near that section.

Irreconcilable:

SEPARATED/DIVORCE UNDER PROCESS/DIVORCED PARENTS POLICY

1. Montessori Neutrality/Parent Responsibility

KBPG-GHM shall remain neutral in cases of separation, divorce, or custody disputes, and will continue to recognize both natural parents unless parental rights have been legally terminated or waived in writing. It is the responsibility of the parent wishing to restrict rights to submit a certified Court Order to the front desk office.

2. Student Contact/Visitation During Montessori Hours

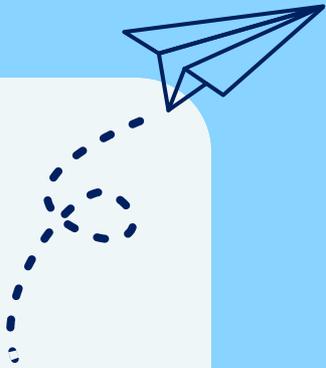
Unless restricted by a certified Court Order, we assume both parents have equal rights to contact or visit their child during school hours. A general custody order is not sufficient; the Court Order must specifically restrict visitation/contact.

3. Release of Student to Noncustodial Parent

A child will not be released to a noncustodial parent during Montessori hours without written permission from the custodial parent, supported by a certified Court Order.

4. Release of Student Records

Both parents, regardless of marital status, have equal rights to access student records unless restricted by a certified Court Order, which must be provided to KBPG-GHM.



Closing Note

We sincerely appreciate the cooperation of our parents and guardians in adhering to the school's administrative policies and procedures. Your understanding and support play a vital role in ensuring the smooth functioning of our Montessori environment and in maintaining a safe, respectful, and nurturing atmosphere for every child.

Together, we strive to build a strong partnership between home and school—one that upholds the Montessori values of respect, responsibility, and independence.

Warm regards,
Administration
KBPG-GHM

