

Minaret Saturday School

Parent/Student Handbook 2018-2019



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Minaret Saturday School Parent/Student Handbook

Assalamu Alaykum,

May Allah's Peace and Blessings be upon you:

We are pleased to welcome you to a new year of 2018-2019. We thank you for choosing Minaret Academy Saturday School. We are excited to have new additions to our teaching system this year. There will be new specializations in Islamic Studies and Quran, as well as for our events and activities. We wish you a very beneficial and dynamic year, May Allah (swt) bless you and your family.

Mission:

The Mission of Minaret Academy Saturday School is to provide a unique and exemplary education in an Islamic environment. We instill a love of Islam and learning through a balanced and a comprehensive curriculum that aims to educate the whole child. We stress the teaching of the Holy Quran, correct Islamic mannerism and behavior, Seerah (the life of the Prophet Muhammad PBUH), worship, and belief. Our ultimate goal is to provide our students with a proud and confident relationship with Islam. Rather than focusing on accumulating a large amount of information, our focus is on cultivating a healthy, dynamic, and loving connection to their religion.

Tuition:

Tuition is \$720 per child per school year.

\$675 for Second additional child.

\$630 for Third and Fourth additional child

Registration Fee: \$30.00

Tuition Collection Policy:

Parents may choose one of the following options for tuition payment schedule:

1. Pay all at one time at the beginning of the school year.
 - Parents who choose this payment option will receive a \$20 discount on each student's tuition.
2. Pay by semester (2 installments) —September and February
3. Pay bi-monthly (5 installments) — September, October, December, February, and April.

Please see the breakdown of the 5 installments in the next page.

Tuition Months:

Registration & September
October & November
December & January
February & March
April & May

Payment Due:

August 18th / September 8th
October 6th, 2018
December 1st, 2018
February 2nd, 2019
April 6th, 2019

Please note that ALL fees paid to Minaret Academy Saturday School are NON-REFUNDABLE.

Please pay your children's tuition on time. If you are late with your tuition payment you will be charged \$15. A one week extension can be given if the office is notified by email before tuition day. Otherwise, children will be excluded from school until their tuition has been paid. Tuition must be paid with cash or check only.

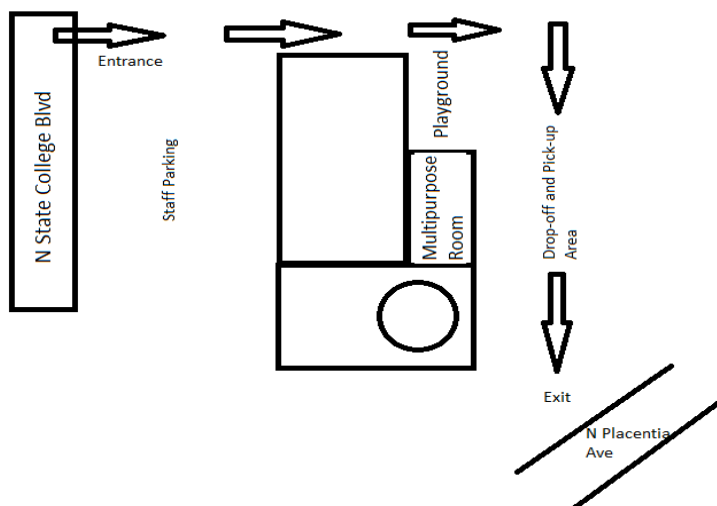
- The tuition must be paid for every month even if the student is absent for that month. The tuition is a payment for the whole school year but we are dividing it into five installments for your convenience. We encourage those who are able to pay the tuition in full.

School Hours:

School Hours are from 9:30 a.m. to 2:00 p.m. Please make sure to drop your child/children off promptly at 9:25, and pick them up at 2:00. If you plan to pick your child up earlier, please inform the front office that morning to reduce class interruptions. **A late fee of \$15 will be charged to parents who pick their child more than 10 minutes late.**

Drop-off and Pick-up Policy:

- Grades 1 through 6 will be following a drive through system. Drop off will be between 9:20 am and 9:30 am at the playground area and the assembly will be in the Multipurpose Room. There will be no drop off before 9:20 am. Please make sure that when you drop off your children that you drive up **all the way to the yellow line**. Please do not drop off at the beginning of the curb.
- Preschool and Kindergarten



students will be dropped off in their classrooms. Parents must sign their names in with the teacher.

- Parents with preschool and kindergarten students must park in the parking spaces on the side and drop off their children in the classroom. The basketball parking will be closed.
- When it is time for pick up, students will be dismissed at 2:00 and be picked up by drive through also. Preschoolers will be picked up and signed out by their parents from their classroom. Parents that have both preschool and elementary students will pick up their preschooler first and then take their other kids from outside where they will be lined up with their class.

Please note:

- **If you arrive early, do not try to enter the building or go to the classrooms. Wait till 9:20 and for a teacher to be available.**
- **Do not leave your cars unattended! We ask parents who come early to stay in their car until it is time for dismissal. This will help avoid many traffic problems.**
- **Please do not ask your children to wait for you to be picked up at any place other than the specified pickup area.**

Tardiness:

If a student is late to school, they will need to enter from the front of the office, and fill out a tardy slip to take to his teacher.

Islamic Dress Code:

Please make sure your children are dressed in modest Islamic Attire. This means no revealing clothing. This goes for all grades, especially the older grade levels. Hijab is recommended out of respect for the mosque.

Rules of Conduct

You have the right to a safe school environment, a right to learn, a right to respect and be respected, and a right to hear and to be heard. Therefore, it is expected that your children will:

- Attend school
- Come to school prepared to learn
- Demonstrate behavior that recognizes and respects the right and property of others
- Know and follow your school's rules and the expected standards of behavior
- Know the consequences of your violations of the school's rules
- Accept the consequences of your behavior
- Demonstrate good citizenship

- Wear appropriate clothing (inappropriate clothing is clothing with vulgar or obscene language or pictures, or depiction of weapons)
- Be responsible for your own things (property)

Expect your children to be disciplined if they:

- Verbally abuse anybody
- Use a cell phone in class (Phone will be confiscated)
- Fight
- Steal
- Damage school property
- Leave the school premises with no permission
- Cause a disruption or defy authority

If any of the above are violated we will enforce the following:

- Warning the student and informing their parents.
- Holding a Parent/Teacher meeting to discuss a plan that will prevent the students from continuing with this bad behavior.
- Holding a Principal/Teacher/Parent meeting to discuss the issue and take the necessary measurements.

Message to our Respected Parents:

The school's teachers and staff are working very hard to make the school successful with God's will, so we ask the parents to work with us and abide with the following:

- Encourage your children to come to school and follow the school and classroom rules.
- Avoid frequent absences from school.
- Come to school on time.
- Make sure your child is completing their homework assignments.
- Help your child memorize Quranic verses that were assigned to them.

Working Together:

We welcome the opinions or suggestions from the parents for positive criticism and we will be glad to discuss it with you and apply it if possible. We pray to Allah (swt) to make our work blessed, sincere, successful and only for his sake and we ask you to pray for us so that we can keep going and providing your children with a good Islamic and Arabic Education.

Minaret Academy Saturday School
Administration