



PreSchool Parent's Handbook

Caterpillar (3-4 yrs)

Butterfly (4-5 yrs)

Kindergarten (5-6 yrs)

OVERVIEW

MISSION: Our mission is to create an ideal environment where spiritual and material knowledge and understanding are seamlessly integrated. An environment where children are encouraged to explore, discover, and learn through their senses and take ownership of their own learning. Our goal is to always connect everything back to the teachings and guidance of our beloved Aqa Maula TUS.

SESSION DATE: Mid August - May

TIMINGS: 8:30am – 3:30pm Monday - Friday

AGES: 3 - 6 years old

TUITION FEES:

- Mon - Fri Full Day: \$1120
- Mon - Fri Half Day: \$640 – only available for Caterpillar

LOCATION:

New Madrasa Building

Contact: Tasneem.Vajihi@rqachicago.com

Tasneem bs Vajihi

Shk Abbas bhai Al-Qamari

CURRICULUM

We believe that learning is a natural process and every child will learn. All children are born with a sense of curiosity which motivates learning. We also believe that parents have a very strong influence on the emotional well-being of a child, we can only build on the strong foundation laid by parents and consider them to be active partners in this learning and growing journey.

Our aim is to nurture and bring forth the highest potential of each child. The curriculum is designed in the light of Attalim Framework, addressing all the developmental areas that make up the “whole child” which includes social, emotional, cognitive, physical, and spiritual well-being. The memorization of the Quran is a powerful tool in promoting such development.

PRACTICAL LIFE ACTIVITIES: use step-by-step techniques and skills regarding setting up workspace and activity, cleaning up and returning all materials back to their original space. By participating in practical life experiences, children learn to:

- Develop independence and confidence
- Improve fine and gross motor skills
- Build concentration and attention span
- Strengthen hand-eye coordination
- Develop sequencing and problem-solving skills
- Learn responsibility and accountability
- Practice patience and perseverance
- Build executive functioning skills
- Develop social awareness and cooperation
- Learn Islamic manners (Adab) and Akhlāq through daily practice
- Fine motor skills
- Taking care of oneself
- Personal grooming, independence
- Washing hands, introduction to wuzu
- Learning to tie shoes, close buttons, put on clothes, zip up jackets

- Taking care of the environment and others
- Watering plants, gardening, serving water/food to others
- Setting up thaal, washing dishes/thaal, eating manners

SENSORY ACTIVITIES: exploring concepts with bare hands helps the child to learn & remember

- Pink Tower (order - big to small, and weight of objects)
- Tactile Touch Tablets (different surfaces, feels)
- Color tablets (organizing/ categorizing colors, shades)
- Geometric solids (shapes)

CULTURAL STUDIES: Introduction to Madrasa Taaleem

- Doing salaam to teachers
- Basic Fiqh and Akhbaar
- Panjatan Paak / Aimmat Tahereen / Duaat Mutlaqeen / Aqa Maula TUS
- Qasida/Marsiya/Nasihah
- Recitation of Shahadat
- Hijri Calendar Months
- Huroof ul Hija, Hifz ul Quran
- Mumin Lifestyle (Ghar, Baitul Khalaa, Libas ul anwar, Namaaz, Masjid)
- Masjid, Jaman and bathroom adab
- Listening to Arabic/ Lisan u Daawat madeh, qasida, nasihat, matami noha, poetry etc
- Performing various khidmat activities

LANGUAGE: learn to recognize, read and trace

- Sandpaper letters (Lisan ud Dawat & English)
- Phonics (Arabic, Lisan u Dawat & English)
- Story time (Lisan ud Dawat & English)

MATHEMATICS:

- Sandpaper numbers (Lisan ud Dawaat & English)
- Numbers and counters (understanding and physically seeing value of different numbers)
- Addition, subtraction (learning through visual concepts)
- Word problems
- Money sense and management
- Introduction to STEM

GEOGRAPHY:

- Sandpaper Globe
- Land and water forms
- Puzzle maps
- Country flags
- Fatemi Dawat historical places
- Location of Ziyaarats
- Aqa Moula TUS visits

SCIENCE:

- Introduction to Earth elements
- Magnets
- Learning science through fun experiments
- Body parts of living and non-living things
- Animal and plant lifecycle

ART & Crafts:

- Fun Craft Projects (Cutting, Staking, Sticking)
- Coloring, drawing, and painting
- Basic sewing skills
- Creating objects from imagination
- Pattern Matching

SOCIAL/ GROUP ACTIVITIES:

- Tilawat Doa
- Interacting politely with others, sharing
- Mumin ni seerat/manners
- Understanding feelings and how to deal with them, empathize
- Think about others
- Team collaboration
- Patience / waiting for their turn
- Show & tell
- Group performances
- Public speaking
- Cleaning & organizing
- Developing communication and listening skills
- Eating together in thaal

DAILY ROUTINE

RAWDAT AL QURAN ACADEMY CHICAGO

PRESCHOOL · ACADEMIC YEAR 2026–2027

Caterpillar — Class Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:30 - 08:50	Tamheed All teachers Caterpillar · Room —	Tamheed All teachers Caterpillar · Room —	Tamheed All teachers Caterpillar · Room —	Tamheed All teachers Caterpillar · Room —	Tamheed All teachers Caterpillar · Room —
08:50 - 09:15	Tilawat ud Dua & Exoercise All teachers Caterpillar · Room —	Tilawat ud Dua & Exoercise All teachers Caterpillar · Room —	Tilawat ud Dua & Exoercise All teachers Caterpillar · Room —	Tilawat ud Dua & Exoercise All teachers Caterpillar · Room —	Tilawat ud Dua & Exoercise All teachers Caterpillar · Room —
09:15 - 09:30	Snack Time All teachers Caterpillar · Room —	Snack Time All teachers Caterpillar · Room —	Snack Time All teachers Caterpillar · Room —	Snack Time All teachers Caterpillar · Room —	Snack Time All teachers Caterpillar · Room —
09:30 - 10:30	Madrasa Zainab Bhen Ezzy Caterpillar · Room —	Madrasa Zainab Bhen Ezzy Caterpillar · Room —	Madrasa Zainab Bhen Ezzy Caterpillar · Room —	Madrasa Zainab Bhen Ezzy Caterpillar · Room —	Madrasa Zainab Bhen Ezzy Caterpillar · Room —
10:30 - 11:30	Sciences Yakuta Bhen Jhalodwala Caterpillar · Room —	Sciences Yakuta Bhen Jhalodwala Caterpillar · Room —	Sciences Yakuta Bhen Jhalodwala Caterpillar · Room —	Sciences Yakuta Bhen Jhalodwala Caterpillar · Room —	Sciences Yakuta Bhen Jhalodwala Caterpillar · Room —
11:30 - 12:00	S.T.E.M. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.T.E.M. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.T.E.M. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.T.E.M. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.T.E.M. Yakuta Bhen Jhalodwala Caterpillar · Room —
12:00 - 01:00	Namaz and Lunch All teachers Caterpillar · Room —	Namaz and Lunch All teachers Caterpillar · Room —	Namaz and Lunch All teachers Caterpillar · Room —	Namaz and Lunch All teachers Caterpillar · Room —	Namaz and Lunch All teachers Caterpillar · Room —
01:00 - 01:30	Maths Yakuta Bhen Jhalodwala Caterpillar · Room —	Maths Yakuta Bhen Jhalodwala Caterpillar · Room —	Maths Yakuta Bhen Jhalodwala Caterpillar · Room —	Maths Yakuta Bhen Jhalodwala Caterpillar · Room —	Maths Yakuta Bhen Jhalodwala Caterpillar · Room —
01:30 - 02:00	English Language Jumana Bhen Chinwala Caterpillar · Room —	English Language Jumana Bhen Chinwala Caterpillar · Room —	English Language Jumana Bhen Chinwala Caterpillar · Room —	English Language Jumana Bhen Chinwala Caterpillar · Room —	English Language Jumana Bhen Chinwala Caterpillar · Room —
02:00 - 02:30	Outdoor Activity All teachers Caterpillar · Room —	Outdoor Activity All teachers Caterpillar · Room —	Outdoor Activity All teachers Caterpillar · Room —	Outdoor Activity All teachers Caterpillar · Room —	Outdoor Activity All teachers Caterpillar · Room —
02:30 - 03:00	Social Studies Yakuta Bhen Jhalodwala Caterpillar · Room —	Social Studies Yakuta Bhen Jhalodwala Caterpillar · Room —	Social Studies Yakuta Bhen Jhalodwala Caterpillar · Room —	Social Studies Yakuta Bhen Jhalodwala Caterpillar · Room —	Social Studies Yakuta Bhen Jhalodwala Caterpillar · Room —
03:00 - 03:30	S.E.L. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.E.L. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.E.L. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.E.L. Yakuta Bhen Jhalodwala Caterpillar · Room —	S.E.L. Yakuta Bhen Jhalodwala Caterpillar · Room —

RAWDAT AL QURAN ACADEMY CHICAGO

PRESCHOOL · ACADEMIC YEAR 2026–2027

Butterfly — Class Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:30 - 08:50	Tamheed All teachers Butterfly · Room —	Tamheed All teachers Butterfly · Room —	Tamheed All teachers Butterfly · Room —	Tamheed All teachers Butterfly · Room —	Tamheed All teachers Butterfly · Room —
08:50 - 09:15	Tilawat ud Dua & Excercise All teachers Butterfly · Room —	Tilawat ud Dua & Excercise All teachers Butterfly · Room —	Tilawat ud Dua & Excercise All teachers Butterfly · Room —	Tilawat ud Dua & Excercise All teachers Butterfly · Room —	Tilawat ud Dua & Excercise All teachers Butterfly · Room —
09:15 - 09:30	Snack Time All teachers Butterfly · Room —	Snack Time All teachers Butterfly · Room —	Snack Time All teachers Butterfly · Room —	Snack Time All teachers Butterfly · Room —	Snack Time All teachers Butterfly · Room —
09:30 - 10:30	Maths + S.T.E.M. Jumana Bhen Chinwala Butterfly · Room —	Maths + S.T.E.M. Jumana Bhen Chinwala Butterfly · Room —	Maths + S.T.E.M. Jumana Bhen Chinwala Butterfly · Room —	Maths + S.T.E.M. Jumana Bhen Chinwala Butterfly · Room —	Maths + S.T.E.M. Jumana Bhen Chinwala Butterfly · Room —
10:30 - 11:30	Social Studies + S.E.L. Jumana Bhen Chinwala Butterfly · Room —	Social Studies + S.E.L. Jumana Bhen Chinwala Butterfly · Room —	Social Studies + S.E.L. Jumana Bhen Chinwala Butterfly · Room —	Social Studies + S.E.L. Jumana Bhen Chinwala Butterfly · Room —	Social Studies + S.E.L. Jumana Bhen Chinwala Butterfly · Room —
11:30 - 12:00	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —
12:00 - 01:00	Namaz and Lunch All teachers Butterfly · Room —	Namaz and Lunch All teachers Butterfly · Room —	Namaz and Lunch All teachers Butterfly · Room —	Namaz and Lunch All teachers Butterfly · Room —	Namaz and Lunch All teachers Butterfly · Room —
01:00 - 01:30	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —
01:30 - 02:00	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —	Madrasa Zainab Bhen Ezzy Butterfly · Room —
02:00 - 02:30	Outdoor Activity All teachers Butterfly · Room —	Outdoor Activity All teachers Butterfly · Room —	Outdoor Activity All teachers Butterfly · Room —	Outdoor Activity All teachers Butterfly · Room —	Outdoor Activity All teachers Butterfly · Room —
02:30 - 03:00	English Language Jumana Bhen Chinwala Butterfly · Room —	English Language Jumana Bhen Chinwala Butterfly · Room —	English Language Jumana Bhen Chinwala Butterfly · Room —	English Language Jumana Bhen Chinwala Butterfly · Room —	English Language Jumana Bhen Chinwala Butterfly · Room —
03:00 - 03:30	Sciences Jumana Bhen Chinwala Butterfly · Room —	Sciences Jumana Bhen Chinwala Butterfly · Room —	Sciences Jumana Bhen Chinwala Butterfly · Room —	Sciences Jumana Bhen Chinwala Butterfly · Room —	Sciences Jumana Bhen Chinwala Butterfly · Room —

RAWDAT AL QURAN ACADEMY CHICAGO

PRESCHOOL · ACADEMIC YEAR 2026–2027

Kindergarten — Class Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:30 - 08:50	Tamheed All teachers Kindergarten · Room —	Tamheed All teachers Kindergarten · Room —	Tamheed All teachers Kindergarten · Room —	Tamheed All teachers Kindergarten · Room —	Tamheed All teachers Kindergarten · Room —
08:50 - 09:15	Tilawat ud Dua & Excercise All teachers Kindergarten · Room —	Tilawat ud Dua & Excercise All teachers Kindergarten · Room —	Tilawat ud Dua & Excercise All teachers Kindergarten · Room —	Tilawat ud Dua & Excercise All teachers Kindergarten · Room —	Tilawat ud Dua & Excercise All teachers Kindergarten · Room —
09:15 - 09:30	Snack Time All teachers Kindergarten · Room —	Snack Time All teachers Kindergarten · Room —	Snack Time All teachers Kindergarten · Room —	Snack Time All teachers Kindergarten · Room —	Snack Time All teachers Kindergarten · Room —
09:30 - 10:30	Social Studies + S.E.L. + Geography Tasneem Huzefa BS Vajih Kindergarten · Room —	Social Studies + S.E.L. + Geography Tasneem Huzefa BS Vajih Kindergarten · Room —	Social Studies + S.E.L. + Geography Tasneem Huzefa BS Vajih Kindergarten · Room —	Social Studies + S.E.L. + Geography Tasneem Huzefa BS Vajih Kindergarten · Room —	Social Studies + S.E.L. + Geography Tasneem Huzefa BS Vajih Kindergarten · Room —
10:30 - 11:30	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —
11:30 - 12:00	Sciences Tasneem Huzefa BS Vajih Kindergarten · Room —	Sciences Tasneem Huzefa BS Vajih Kindergarten · Room —	Sciences Tasneem Huzefa BS Vajih Kindergarten · Room —	Sciences Tasneem Huzefa BS Vajih Kindergarten · Room —	Sciences Tasneem Huzefa BS Vajih Kindergarten · Room —
12:00 - 01:00	Namaz and Lunch All teachers Kindergarten · Room —	Namaz and Lunch All teachers Kindergarten · Room —	Namaz and Lunch All teachers Kindergarten · Room —	Namaz and Lunch All teachers Kindergarten · Room —	Namaz and Lunch All teachers Kindergarten · Room —
01:00 - 01:30	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —
01:30 - 02:00	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —	English Language Tasneem Huzefa BS Vajih Kindergarten · Room —
02:00 - 02:30	Outdoor Activity All teachers Kindergarten · Room —	Outdoor Activity All teachers Kindergarten · Room —	Outdoor Activity All teachers Kindergarten · Room —	Outdoor Activity All teachers Kindergarten · Room —	Outdoor Activity All teachers Kindergarten · Room —
02:30 - 03:00	Maths + S.T.E.M. Tasneem Huzefa BS Vajih Kindergarten · Room —	Maths + S.T.E.M. Tasneem Huzefa BS Vajih Kindergarten · Room —	Maths + S.T.E.M. Tasneem Huzefa BS Vajih Kindergarten · Room —	Maths + S.T.E.M. Tasneem Huzefa BS Vajih Kindergarten · Room —	Maths + S.T.E.M. Tasneem Huzefa BS Vajih Kindergarten · Room —
03:00 - 03:30	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —	Madrasa Zainab Bhen Ezzy Kindergarten · Room —

All activities and learnings are done through fun & play at a pace based on every child’s capacity

POLICIES & PROCEDURES

The purpose of these policies and procedures is not to limit the rights or actions of anyone but, rather, to define and protect everyone's rights and to ensure that everyone is working under the same conditions. Most policies and procedures outlined in the following pages involve common sense and standards of good conduct.

DISCIPLINE & GUIDANCE:

Our top 3 classroom rules are:

- Respect towards oneself
- Respect towards another child or teacher
- Respect towards materials and environment

Violations of any of these actions will result in us stepping in and trying to resolve the issue and involving parents when necessary. We will communicate with you immediately if your child is frequently and deliberately causing harm to themselves or others and/or being destructive. This behavior is unsafe and will not be allowed.

Our policy prevents any physical punishment, such as spanking, shaming, yelling at, or embarrassing children. We enforce positive guidance, which is fitting for your child's development and focuses on teaching appropriate behaviors rather than punishing bad behavior. We work with the children to develop internal control of their behavior. Our goal is to encourage children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Guidance takes several forms:

- Logical Rules: Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- Positive Behavior: We reinforce the behaviors we wish to see repeated.
- Positive Reminder: Telling the children what we want them to do rather than using "no" or "don't."
- Redirection: Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- Renewal Time: Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child to calm down and consider an alternate behavior.

It is important to prioritize the safety and well-being of all students in the classroom, and sometimes, despite best efforts, a child may struggle with behavior that puts others at risk. In such cases, it's necessary to consider what's best for both the child and the rest of the class.

While it can be difficult to ask a child to leave the school, it's important to remember that this decision is made with the child's best interests in mind. By offering the opportunity to try again after some time, you're providing the child with the chance to mature and develop the skills necessary to thrive in a classroom environment.

It's also crucial to communicate openly and compassionately with the child's parents throughout this process, offering support and guidance to help them navigate this challenging situation.

Ultimately, the goal is to create a safe and supportive learning environment where all students can succeed. Sometimes, this may require difficult decisions, but it's all in service of helping each child reach their full potential.

I understand the policy

(Guardian signature)

OPEN-DOOR:

You are welcome to visit Rawdat al Quran during all school hours unannounced.

DROP-OFF/ PICK-UP:

Pick up is between 2:45 pm and 3pm. We allow a grace period of 10 minutes for pickup. For pick-up after 3pm, a \$2.00 late fee per child per minute will be charged. This fee can be paid through Zelle at rqa-preschool@chicagojamaat.org or in cash before taking your child home. This is a fine, not a program option.

I understand the policy.

(Guardian signature)

TUITION FEES & PAYMENT:

Tuition fees will be due on the 25th of prior month or the Saturday of the Prior Week. We allow a grace period of 10 days for payment so please understand that we can't accept any exceptions. For payments received after 5th of the month, a \$25.00 late fee per day will be charged. Tuition fees can be paid through Zelle at rqa-preschool@chicagojamaat.org or in cash.

We will charge \$25 a month for diaper changes.

I understand the policy.

(Guardian signature)

WITHDRAWAL:

A written notice of at least three (3) weeks must be submitted indicating the date of withdrawal. We reserve the right to bill you for three (3) week's tuition, if less than three (3) weeks or no notice of withdrawal is submitted.

I understand the policy.

(Guardian signature)

HOLIDAYS/ SEVERE WEATHER/ EMERGENCY CLOSINGS:

A monthly calendar with information regarding closings for vacations and national/religious holidays will be emailed to you, and we will close for any reason in which we cannot operate in a safe manner (i.e., loss of electricity, water, heat or in extreme circumstances loss of air conditioning, medical epidemics, etc.). Vacations, holidays and/or any other days missed during the month will require full payment for the month. Tuition fees will remain the same for any of these occurrences.

I understand the policy.

(Guardian signature)

SICK CHILD:

You are the best judge of your child's health, and we trust you will not bring a sick child to school. However, if, while in our care, your child becomes ill, has a fever, has a rash, or acts out-of-character, you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates/teachers. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Persistent cough or runny nose for an extended period: cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor. The child may return 24 hours cough-free (without the aid of cough suppressant).
- Fever of 100.5° or higher: for a mild fever, muscle aches, toothache, or headache Tylenol may be administered with the parents' consent. The child must be fever-free for 24 hours (without the aid of Tylenol, or other fever reducing medications).
- Unknown rash: will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required.
- Diarrhea (more than two loose, watery stools), or vomiting: consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal, and no other symptoms of illness are present. The child may return 24 hours after the last vomiting, and no other symptoms of illness are present.

I understand the policy.

(Guardian signature)

MEDICATION:

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage.

We cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight and recommended dosage must be provided.

I understand the policy.

(Guardian signature)

ALLERGIES:

Please indicate all known allergies on the registration form and the medication accordingly.

FOOD & NUTRITION:

Healthy morning snacks and FMB lunch (following nutritional guidelines) will be provided daily.

The children are served FMB thaali for lunch, and the menu is available on the FMB site. If your child needs any substitutions, please send them from home.

I understand the policy.

(Guardian signature)

INJURY/ ACCIDENT:

Every consideration will be taken to ensure the safety of your child while in our care. Should a minor injury occur, an Incident Report will be completed and signed by the available teacher, and parents will be notified of the incident and a copy of the incident report will be sent home.

In the event of a major medical emergency or accident, we will contact 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately.

I understand the policy.

(Guardian signature)

EMERGENCY PREPAREDNESS PLAN:

In the event of a tornado or disaster warning, parents will be notified, and children will be taken to the basement or appropriate shelter location. Students will remain sheltered until all clear signal is sounded. Your children's safety is our top priority, and we will take all measures necessary to make sure they are safe in all/any emergency situations

I understand the policy.

(Guardian signature)

FIELD TRIPS/ NATURE WALKS / MASJID TRIPS:

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. We will provide adequate responsible adult supervision. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips.

We will take classroom field trips to museums, parks, apple orchards, and other community places every month. You will be notified prior to any trips involving transportation. A permission slip must be signed and returned. Parent volunteers are welcome to assist with field trips (and other special events). There will be a minimum charge for field trip and excursions. A child may be excluded from participation in a field trip.

INTERNET USAGE:

Internet and educational audio/videos and other technologies will be used wherever necessary. However, it will be always monitored.

PHOTOGRAPHY/ VIDEOGRAPHY:

We will take photographs/videotape of your children to use them in classroom displays, classroom, bulletin board or monthly newsletters. We will make sure not

to use your child's photo on any website or formal promotional materials (i.e. flyers, brochures) without your separate written consent.

Video surveillance cameras are installed in each classroom to enhance the safety and security of both students and teachers by providing continuous monitoring that can help quickly address emergencies, and ensure accountability. These cameras support a safe learning environment by enabling school administrators to respond swiftly to incidents, verify events objectively, and maintain a secure space conducive to education. Historical recordings are maintained for 30 days and access is restricted to key school administrative and IT personnel.

WARAS/BIRTHDAY CELEBRATIONS:

Waras/birthdays will be celebrated in class, and you are always welcome to come in and celebrate with us. Children are welcome to bring in a treat to share with their classmates on their birthday/waras celebrations or other special occasions. Please inform us in advance about what kind of treat you plan on sending for the safety of all children.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations personally. If the entire class is invited, you may distribute the invitations in our classroom cubbies. Our center will not distribute mailing lists or phone numbers.

PARENT ENGAGEMENT & INVOLVEMENT:

We will have many opportunities for volunteering and family gatherings. Your involvement is essential and encouraged for the growth of our kids.

COMMUNICATION:

Every attempt will be made to keep parents up to date on happenings here at the school. Together, we will be able to provide your child with a fun and safe learning environment.

Whatsapp group between teachers and parents will be created so that the teachers can disseminate information regarding school activities on a weekly basis, to notify about any upcoming events and other information.

Parents will need to contact the admin and teachers involved for any queries and to inform child's absenteeism. For any concerns regarding school matters, a meeting including the Section Head & Head Moallim/Masool will be set up to discuss the issue.

PARENT/ GUARDIAN CONTRACT

I, _____ the parent/guardian of _____
Parent/ Guardian name **Full name of Child**

have read the Rawdat al Quran Academy Handbook and fully understand all policies and procedures.

- ☐ I agree to comply with all policies and procedures hereby stated in this handbook.
 - ☐ I understand that the policies in this handbook are subject to change and will be given an opportunity to review and consent to any changes.
 - ☐ I have the Rawdat al Quran Academy Handbook and agree to comply with all policies and procedures except as noted below:
-
-

MULTIPLE PERMISSION FORM

ACTIVITIES

I give permission for my child to use all play equipment and participate in all activities at Rawdat al Quran

Parent/Guardian Signature

Date

ANTISEPTIC

I give permission for first aid certified staff members to use antiseptic as part of the first aid process if necessary (will not be used for minor injuries).

Parent/Guardian Signature

Date

FIELD TRIPS/ NATURE WALKS TO MASJID

I give permission to Rawdat al Quran Academy staff to accompany my child on supervised walking trips. When the center plans to take my child on a field trip to a specific location outside the center, I will be notified and asked to sign a permission slip.

Parent/Guardian Signature

Date

PHOTOGRAPHY/ VIDEOGRAPHY

I give permission to Rawdat al Quran to take photographs/videotape of my child and to use them in classroom displays, classroom or center portfolios. I understand my child's photo will not be placed on the website or used in formal promotional materials (i.e., flyers, brochures) without my separate written consent. I consent to the use of video surveillance in classrooms for the purpose of ensuring the safety and security of students and staff.

Parent/Guardian Signature

Date

ISTINJAA PERMISSION FORM

Children will be encouraged to use the toilet, supervised yet, independently. However, we will assist them during the istinjaa process (holding the bidet, washing, praying the dua) when and where needed based on their independence/comfort.

We will take appropriate hygienic measures, such as using gloves and making sure to wash ours and children's hands after every change/ visit to the bathroom.

I, _____, give Rawdat al Quran Academy Staff permission to do istinjaa while changing/ assisting my child in the bathroom. I have supplied the appropriate resources for my child (diapers/ pull ups, wipes, additional clothes and undergarments).

MEDICAL EMERGENCY AUTHORIZATION AND CONSENT FORM

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child,_____,
However, if I cannot be reached, I hereby authorize the Rawdat al Quran to secure

emergency transportation for my child to the nearest hospital and to secure the necessary medical treatment. I understand the teachers are trained in the basics of First Aid and selected staff are CPR certified. I authorize them to give my child first aid when appropriate. I also understand that any expenses incurred will be borne by me.

Date

Parent Signature

Insurance information can be found on Emergency Card and Medical Records Review Form

PARENT DECLARATION

I acknowledge that I have received, read, and understood the Rawdat ul Quran Academy Parent Handbook. I understand that the policies, procedures, and expectations outlined in this handbook have been established to provide a safe, nurturing, respectful, and academically enriching environment for every child.

Parent/Guardian Name: _____

Signature: _____

Date: _____

