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# SABEEL Weekend School's Handbook for Parents and Students

## Mission and Vision:

The Weekend School at Sabeel Muslim Youth and Community Center (SMYCC) was founded to fulfill the masjid's mission, represented in two major parts:

- 1- Strengthen the bond of our children to the masjid and to the Muslim community and immerse them in an Islamic environment.
- 2- Teach our children Quran and essential Islamic knowledge.

With these two goals in mind, we designed a curriculum and a set of daily activities that ensure the mission accomplishment.

The school day lasts for three hours, in which children learn Quran, take a break that includes a variety of fun activities, and learn Islamic knowledge.

Our curriculum is designed in a way that children stay connected to the Masjid, socialize with Muslim friends, have fun and learn Quran. We recognize that it's a weekend and its not easy for children to wake up early and come to school, so we keep it fun but still making sure our students are learning Quran and our hardworking teachers are working on their character building.

Please note that by registering your child in the Weekend School at SMYCC, you agree to the policies and rules mentioned in this guide.

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## Eligible Age groups:

Registration is allowed for kids 3.5 yrs - 13 yrs (Boys & Girls)

3.5 yrs children must be toilet trained.

## School Fees:

- Registration Fees are \$25/child.
- The monthly fees for the school are:
  - Saturday only: \$50
  - Sunday only: \$50
  - Saturday & Sunday: \$100
- Sibling Discount: If you have three or more children enrolled:
  - first Child: \$50
  - 2<sup>nd</sup> Child: \$40
  - 3<sup>rd</sup> Child: \$40
- Once registered, your child(ren) will be enrolled into the entire school year (September 2023 to June 2024). The school year is divided into two semesters; first semester is from September until 20th Ramadan; the second semester starts after Ramadan until end of June. If for any reason, you need to pull your kids out of the school, you can only do so between semesters, and you'll need to submit an official request (one month in advance) to [weekendschool@sabeelcenter.ca](mailto:weekendschool@sabeelcenter.ca)
- Upon registration, you will be enrolled into our automatic payment system. This will ensure that fees are paid on time. Your card will be charged every month from September 2023 until May 2024 (since we'll be taking time off in Ramadan, the fees for the month of March will account against the month of June).

## Supplies and Snacks:

- Please send a small dry peanut free snack with your child to eat during the break.
- In order to avoid transmission of disease and preserve the time of the class children must bring their own bottle full of water. They will not be allowed to get out of the class for drinking nor will they be given cups.

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- Children must bring their own Musshaf.

### Attendance Policy:

- Classes start at 10:00 AM PM and end at 1:00 PM.
- Students more than 15 minutes late will not be allowed to enter the classroom.
- Students are required to attend all scheduled school days and remain present for the entire duration of each day. Any unforeseen circumstances leading to absences will be evaluated on an individual basis and exceptions may be considered.
- In the event of a student's absence for three consecutive weeks within a one-month period, the school management will conduct a discussion with the student's parents to assess their ongoing ability to attend the school.
- In the event of class cancellation due to inclement weather or snow, the school will promptly notify parents via a designated WhatsApp group on the day of cancellation prior to the regular school hours.
- In adherence to our attendance policy, the payment of monthly fees will be required for any month in which one or more days of attendance are recorded.

### Drop-off, Pick-up, and Car Parking Policy:

- Students should be dropped off at the school premises between 9:55AM and 10:00 AM; and picked up between 1:00 Am and 1:10PM.
- A late pick-up fee of \$15 will be applicable for each student picked up after 1:00 PM.
- Please note that there will be no teacher supervision available before 9:55 AM.
- For the safety of children under 8 years old, they must be accompanied to and from their classrooms. Additionally, children under 12 years old should not walk unaccompanied in the parking lot to mitigate the risk of potential accidents with vehicles.

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- Parents are requested to park their vehicles in the designated parking lot when dropping off or picking up their children. The loading zone in front of the entrance should only be used for a brief time and if the parent does not intend to leave their vehicle.
- It is strictly prohibited to leave unattended vehicles in the loading zone or engage in double-parking.
- Students will only be released to individuals named in their registration form, which includes the legal guardian or one of the parents listed. If parents authorize someone else to pick up their child, written notification to the staff is required (via email or text message).

### Dress Code:

- Clothes with inappropriate themes, drawings, or writings are not allowed for any student of any age.
- Tight or skinny clothes are not allowed for all students 8+ years old.
- Male students 8+ years old are not allowed to wear shorts, sleeveless tops, or necklaces.
- Female students 7-11 years old are not allowed to wear short skirts, shorts, or sleeveless tops.
- Female students 11+ years old must wear a hijab, this includes one of the following:
  - o Jilbab (Abaya)
  - o Long-sleeve, knee length, wide-fit top with long skirt, or a wide-fit pants.
- School staff can reject students if they violate the dress code.
- Shoes should be taken off and stored properly in the shoe rack.

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### Behavior Policy:

- Students are expected to adhere to the policies and regulations outlined in this guide and treat both staff and fellow colleagues with respect.
- To promote a safe and healthy environment, a strict no-touch policy shall be enforced at all times within the school premises, aiming to reduce instances of physical bullying and the potential spread of diseases.
- Cell phones are not permitted during school operations. Students' cell phones will be collected at 10 AM and returned at 1 PM. Exceptions may be made for urgent circumstances, but only with the teacher's permission.
- The school maintains a zero-tolerance policy towards bullying, the use of offensive language, mocking, physical or verbal harm to other students, or disobedience towards staff instructions. Should repeated behavioral incidents occur with the same student, the management will notify the student's parents and engage in a discussion with them. Additionally, the school management will determine any necessary additional actions to be taken.
- In cases where a student repeatedly violates the school's policies and compromises its Islamic environment, leading to harm to other students; the school reserves the right to take disciplinary measures. The student **will receive a warning. If the action is repeated, a second warning will be issued and shared with the parents. The student will be suspended from school for 3 weeks upon receiving the third warning.**
- Students' progress will be regularly assessed, considering aspects of academic achievement, involvement in school activities, and behavior.

WE WISH ALL OUR KIDS A PROSPEROUS AND FRUITFUL SCHOOL  
YEAR