

AL-IMAN ACADEMY HANDBOOK

Updated: 2018

Pre-School Objective

Al-Iman Academy Pre-school is designed to meet the needs of a growing number of parents in the Richmond West End Community who need quality child-care at an affordable price. The program provides structured, well-planned and fun activities in a safe and caring environment. It is available for children between the ages of three and pre-KG who are bathroom trained and can verbally express themselves.

Sunday-School Objective

The objective of the Al-Iman Academy Sunday School is to provide basic Islamic education to young children that is necessary for every Muslim man and woman. The program is governed by a structured curriculum based on various levels of Islamic education, and it is designed to cover children of age 5 to 12 year old. The curriculum is broken into 3 levels or grades of classes with focus on Arabic language, Quran memorization and Islamic studies.

Staffing

Program teachers and other staff members are selected on the basis of the experience and merits, and with the needs of the safety of the children in mind.

Enrollment

Before your child's entrance to the school, the Registration Forms must be completed, signed and submitted to school. **INCOMPLETE REGISTRATION FORMS WILL NOT BE PROCESSED.**

Fee Schedule

Pre-School
\$270 PER MONTH for 9 months OR
Two payments of \$1150 (5% discount)

Sunday-School
\$50 PER MONTH

A registration fee of \$35 will be charged the first time a child enrolls into Al-Iman Academy.

Late Fees

A late payment fee of \$30 will be charged if the payment is not received by the 7th of month it's due.
A late pick-up fee of \$10 will be charged for every 10 minute delay in picking up the child.

Parents are requested to pick up their child/ren by the dismissal time. In an exception scenario that pick-up should be delayed, a late fee will be imposed for each time the parent is late and the instructor is detained. Late payment is due on the day the lateness occurs.

Closure and Absences

The school will be closed during summer break, winter break and spring break. Other than these times, the school will only be closed in observance of Islamic and national holidays or inclement weather.

The school staff should be notified of any absences in advance. Please email or call the office.

IN THE EVENT THAT YOUR CHILD IS ABSENT OR OUT OF TOWN, YOUR MONTHLY FEE IS STILL DUE AT ITS FIXED TIME.

Snacks/ Meals

We ask that the parents/guardians provide a water

bottle, a snack for the morning and an afternoon lunch for their child/ren. No peanut products please because of allergies.

Health Policies

Parents will be contacted to pick their children if any of the following health problems occur: high temperature, diarrhea, vomiting and symptoms of acute illness, uncontrollable or persistent cough, compliant of severe pain. The staff will provide some emergency health care for minor injuries, which includes the administering of first aid in the case of injury, the obtaining of emergency health care and arranging for the transportation for children in need with immediate notification of the custodial parent/guardian.

The program's staff will provide a child who has or develops symptoms of illness a place to rest quietly that is in view of and under the supervision of the Principal and/or staff. In the event that a child has or develops symptoms of illness, the custodial parent/guardian will be notified immediately. The home/work telephone numbers of parents and individuals designated as emergency contacts must be provided with registration materials. Be sure to add/correct information as needed.

The school should be notified if a child has a communicable disease. Children with infections or communicable diseases may return to the program only with written order of a Physician. Children will not be given any medication, nor can special medication procedures be carried out, except upon written order of physician and under written instructions from a parent/guardian. Medication in its original container must be carefully labelled with the child's name. It will be kept beyond the reach of children and will be used as needed. **It is required that the Al-Iman Academy has a copy of each child's immunization record file.**

Behavior Expectations

To maintain a constructive atmosphere, the Pre-School must establish rules of behavior. Using positive, non-threatening techniques, staff members will guide children to become responsible for their own actions and to respect the rights and feelings of others. Children will be encouraged to resolve conflicts through effective communication. Consistent behavior problems will result in a conference with the Principal, parent/guardian and child to review the Pre-School rules and to discuss possible solutions. In extreme circumstances, including serious discipline problems, which interfere with the program operation, a child might be asked to leave the school. After a conference with the parents and the child, the child would then be withdrawn from the program, without a refund of tuition.

Inclement Weather

If the local Henrico public schools are closed due to inclement weather Al-Iman Academy will not be in operation. Should inclement weather begin during school hours, parents are expected to pick up their child at the earliest time possible.

Parental Involvement

According to Islamic Traditions, the family is the nucleus of every child's early development. Therefore, it would only be expected that parents be involved in their child's school experience. Your input and observations would only enhance the program. There will be parent/teacher conferences held to review your child(ren)'s progress.

Pick-Up Policy

Only people who are 18 years of age or older listed on the "Pick-Up Authorization" selection of the registration form may sign a child out of pre-school. Parents are responsible to inform each person listed in the Pick-Up Authorization section that they will be required to present proper identification. Any changes to the list will be made in advance by written notification to the school.

Miscellaneous

- ☺ Al-Iman Academy Pre-School cannot assume responsibility for lost or stolen items. Please label personal belongings with your child's name. Items of value should not be brought to school
- ☺ Photographs of students may be used for public relation purposes, i.e. ICR newsletter, etc.
- ☺ It is suggested that you dress your child in appropriate moderate dress. Please also leave an extra set of clothes for your child/ren in case of an emergency.

For additional information regarding registration, activities, and policies please contact the School Board or send an email to info@alimanacademy.org



AL-IMAN ACADEMY

Islamic Center of Richmond

8527 Mayland Dr, Ste # 108
Henrico, VA -23294

Email: info@alimanacademy.org

www.alimanacademy.org

facebook.com/alimanacademyva