

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
*In the Name of Allah the Most Gracious the Most Merciful*

***Islamic Association of Saskatchewan, Regina Inc.***  
*3273 Montague Street, Regina, S4S 1Z8*  
*Email: iaosweekendschool@gmail.com*

## **IAOS Saturday Weekend School**

### **Rules and Regulations**

**School is temporarily online.**

**We will go back to the Masjid, once conditions allow and IAOS approves, in shaa Allah.**

**Academic Year:** From the first week of October to the last week of May

**Registration:** From June 15th to September 25th. No late registration will be accepted.

The application will be accepted on a first-come-first-serve basis until all spots are filled. No application will be accepted without paying registration and all outstanding fees. Monthly fees are not required at the time of registration but should be submitted by October 1st. Please fill out all items in the Online Registration Form at <https://forms.gle/7SmkB8X1grFMnhsN6>. You will be informed by email about the status of your application once the registration is completed.

**Age of Admission:** From 5 to 16 years of age.

**Students Levels:** Please note that the student's level (class) determination is decided by the school and not the personal choice or preference of the student/parents.

**Class System:** The student will progress with the rest of the class. If a student is absent then he/she will join the class from wherever the class has progressed to, and he/she will have to make up the missed lessons on his/her own time. Therefore, it is vital that the attendance is maintained, otherwise the progress of the student will be affected. It is the responsibility of the child and his/her parents to enquire from other students about missed lessons.

**Timing and Days:** School operates from 9:50 AM to 1:40 PM on Saturdays only. *Please ensure that children do not arrive more than 10 minutes before the start of school. Please make sure to provide your kid with a snack and a water bottle.*

**Attendance:** It is essential to attend class punctually. Late attendance of half an hour or more will lead to a mark of absence in the register unless there is a valid signed note or letter from the parents/guardian or a valid reason for being late. If the student fails to attend the classes for three consecutive weeks without prior notice, this will lead to the student's name being omitted from the register. After that, re-admission to the school will be required. Frequent absence without any valid reason will create poor attendance record for the child, which will consequently affect their evaluation and performance. It is mandatory to have an attendance of 75%.

**Late Pickup & Safety:** *Children should be picked up on time. The association cannot take responsibility for the safety of your children after school hours. The school takes utmost care for the protection of your child; however, in an unfortunate event of injury to the child, the association will not be held responsible.*

**Holy Quran and other study books:** Students should possess their own Holy Quran and other applicable books for study *and should be taken home daily after classes. They should not be left at the institute.*

**Dress code:** Children are required to wear an appropriate dress. Girls 11 years and up should wear a hijab.

**Student's behaviour:** The use of abusive language, swearing and fighting are forbidden, and in extreme cases, a child may be expelled from the school. A misbehaving child will be given a verbal warning. If this warning is ignored, the child will be sent to the principal. However, if the behaviour is not rectified, the child will be sent home, and the parents/guardians will be notified. After three notifications, the child will be expelled from the school.

**Use of electronics policy:** Children are not allowed to use phones or any electronics during the school day. *Any phones or electronics used at school will be taken and held by the teacher/principal until the parent/guardian of the child come and pick it up.*

**Registration fees:** One-time non-refundable registration fee of \$75 for each child will be charged. The registration fee should be paid not later than September 25th.

**Monthly fees:** The monthly fee is \$60 for the first child and \$50 for each subsequent child.

**The school is only accepting online payments. Please make sure to email the receipt to the school after payment.** All fees are tax deductible.

**Complaints and suggestions:** Please feel free to contact the school by email to voice your concerns, suggestions and feedback.

**Weekly Report:** Please note that a weekly report is posted stating what your child already took at school, what is the homework and any quizzes or tests that will be conducted during the next class. Please make sure that your child does the homework before the next class.

**Letter/Notices:** Please make sure to take appropriate action when a letter or note is sent home.

**Holidays:** Students will receive a notification in the class for the observance of a holiday. School year calendar will be posted on the school website before the start of the year.

**Note:** Students perform better when parents/guardian are well informed and take an interest in their study programs and activities. So please take responsibility for your child/children and be engaged with them on a daily basis.

*Note: Text in Italic applies when we get back to the classrooms.*

**Jazakum Allah khairan**

*Last updated September 07, 2020*