

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 School Rules and Regulations

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

Registration: From June 15th to August 15th. **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 registration 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>. Registration fees should be dropped off at the Masjid by the registration deadline. 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. Please do not submit a form for a child below the age of 5 or over the age of 16. It will not be accepted.

Group System: Administration of the institute has introduced a group system, which means that the student will progress with the rest of the group. If a student is absent then he or she will join the group from wherever the group has progressed to, and he or she will have to make up the missed lessons on his or her own time; therefore it is vital that the attendance is maintained otherwise the progress of the student will suffer. It is the responsibility of the child and his/her parents to enquire from other students from the group about missed lessons.

Assignment of Teachers: Please note that the assignment of the teachers will be rendered according to the class and not the personal choice or preference of the student.

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. Association cannot take responsibility for the safety of your children after school hours. IAOS 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 to keep the sanctity of the Masjid. 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 to cover the cost of textbooks and materials. The registration fee should be paid not later than August 15th. Cheques can be dropped off in the designated box at the Masjid. Please make cheques payable to *Islamic Association of Saskatchewan, Regina*

Monthly fees: Postdated cheques for months from October to May will be required. Failure to pay the fees will result in the expulsion of the child from the school. The monthly fee is \$60 for the first child and \$50 for each subsequent child. Fees are tax deductible.

Complaints and suggestions: Please feel free to contact IAOS by email or by phone to voice your concerns, suggestions and feedback.

Weekly Report: Please note that a weekly report is posted on the school website:

<http://www.iaosregina.com/iaosweekendschool/> stating what your child already took at school, what is the homework and any quizzes or tests will be conducted during the next class. Please make sure that your child does the homework before sending him/her to school.

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:

<http://www.iaosregina.com/iaosweekendschool/>

General Rules:

- Maintain punctuality in attendance
- Revision and preparation of lesson at home assigned by the teacher
- Follow the basic etiquettes of the school and the classroom
- Be respectful to the teachers and adults
- Be appreciative by saying “Jazak Allah khairan” and “Please”
- Support and encourage your peers
- Transition quietly and orderly in and out of the classroom and school
- Always tell the truth

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.

Jazakum Allah khairan

Last updated July 07, 2019