

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 (2018-19)

Academic Year: From Saturday, September 8, 2018 to Saturday, May 25, 2019.

Registration: From Saturday, June 16, 2018 to August 15, 2018. No late registration or midterm registration will be accepted.

The application will be accepted on **first come first serve basis**. No application will be accepted without registration fees. Monthly fees are not required at the time of registration but should be submitted by September 1st. Please fill out all items in the Registration Form and email to iaosweekendschool@gmail.com. Registration fees can be dropped off by the registration deadline in the special box provided in the main prayer hall of the Masjid. 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 form for 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 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 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 1:20 PM on Saturdays only. Please ensure that children do not arrive more than 10 minutes prior to start of school. Please make sure to provide your kid with a snack and water bottle.

Attendance: It is essential to attend the 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 3 continuous weeks without prior notice, this will lead to the student's name being omitted from the register. Thereafter, 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 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. Islamic Association takes utmost care for the safety of your child, however in an unfortunate event of injury to the child the association will not be held responsible.

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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.

Restriction in the school: 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 made to stand, thereafter if the behavior still continues the child will be sent to the principal. However if the behavior is not rectified the child will be sent home and/or the parents/guardians will be notified. After 3 notifications the child will be expelled from the school. Children are required to wear appropriate dress to keep the sanctity of the Masjid. Children are not allowed to bring toys, video games, phones and MP3 players.

Fees: Postdated cheques for months from October 2017 to May 2018 will be required. Failure to pay the fees will result in expulsion of the child from the school. The monthly fee this year is \$60.00 for the first child and \$50.00 for each subsequent child. One time nonrefundable Registration fee of \$75 for each child will be charged to cover the cost of textbooks and materials. The registration fee is payable during the registration period (July 2nd – September 1st).

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

Weekly Report: Please note that a weekly report posted on the school website: <http://www.iaosregina.com/iaosweekendschool/> stating what your child already took at school, what he should do during the week (Home work) and any quizzes or tests will be conducted during the next class. Please make sure that your child does the homework before sending him to school.

Letter/Notices: Please make sure that appropriate action is taken when a letter or note is given to a student.

Holidays: Students will receive a notification in the class and through an email for an 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” and “Please”
- Support and encourage your peers
- Transition quietly and orderly in and out of the classroom and school
- Always tell the truth

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

Jazakumullaho Khair