

# Al Nur School

Lighting the Way for our Children

School Hours: M-F 7:45 am-3:45 pm



## Parent/ Student Handbook

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## ***Welcome Note***

Assalamu Alaikum wa Rahmatu Allah wa Barakatu,

Dear Parents,

Welcome to Al Nur School! We are so excited to be able to work with you and your child(ren). InshaAllah, we will follow a curriculum which exceeds the minimum state standards (Texas Essential Knowledge and Skills (TEKS)). If you have any questions about the minimum standards for the state of Texas curriculum you can obtain information from [www.tea.state.tx.us](http://www.tea.state.tx.us).

Please be sure your child is at school everyday unless he/she is sick. School is a continuous experience with each day's learning built on the day before, and haphazard attendance will not benefit your child's learning experiences. If your child must be absent, please be sure that you inform the teacher.

Your Check List:

- \_\_\_\_\_ 1. Your child's snack/lunch should be in a sturdy container with your child's name on the outside. A light snack such as piece of fruit or half of a sandwich is suggested. Please do not send candy or gum.
- \_\_\_\_\_ 2. Check your child on the correct use of the toilet. Your child should be able to use bathroom without the teacher's help.
- \_\_\_\_\_ 3. Mark all your child's possessions with his/her full name.
- \_\_\_\_\_ 4. Keep the school informed of a current telephone numbers and address in case of an emergency.

School timings are Monday through Friday, 8:00 a.m. to 3:30 p.m. Please be sure your child arrives at school on time. Help your child get to the classroom and reassure him/her you will arrive to pick him/her up on time. Please be on time to pick up your child. Your child needs to realize that it is his/her job to go to school everyday. We ask parents to refrain from staying in the classrooms while classes are in session.

Jazakum Allahu Khayran,

***Howaida Ahmed***

***Director of Al Nur School***



***All of the policies and rules adopted by the school are based upon safety, compliance with state and federal laws, and the fulfillment of our goals and responsibilities in educating your children. Therefore, we ask that parents and students familiarize themselves with, and abide by, campus policies so that we may all be successful in our efforts to maintain a safe, healthy and productive educational environment.***

## ***Mission Statement***

Al Nur School is committed to providing effective teaching and diligent and responsible learning in a safe, positive, and nurturing Islamic environment. Through the educational process, all students can master essential skills, achieve proficiency in various programs of study, demonstrate respect for self and others and show responsibility in personal decisions and diverse social interaction.

## ***Philosophy and Goals***

Al Nur School aims to prepare its students to excel as young leaders, professionals, and scholars of tomorrow by combining an advanced academic curriculum tailored to each student's capabilities with an enhanced, first class Islamic and Arabic program. Our sole focus is on educating our students in Islamic and academic studies with the highest of standards, this includes our commitment to maintaining low student to teacher ratios in each classroom. We strive to provide excellent opportunities and experiences that let our students discover and develop their highest intellectual ability, their creative talents, and their connection to the world around them. Children learn in a variety of different ways, and each child must be given the opportunity to learn with the methods that best suit them and achieves the best results. To achieve this we use a mix of center-based and traditional methods in order to meet the needs of each of our students. We provide each child with a complete moral and spiritual educational base, thereby developing competent human beings with abilities to solve life's problems. We aim to instill within each child a love and respect for Allah (God) and His Creation, His Laws, and Commandments. Our learning environment aims to enrich our children with a positive outlook that will foster their social, physical, emotional, cognitive, and spiritual well being. Our program encourages participation from all ethnic and cultural communities. We are pleased that you have chosen to include us in the growth and development of your children.

## **PROGRAM AND CURRICULUM GOALS**

The goal of the Al Nur School is to provide a high quality, developmentally appropriate program and high quality care for all children enrolled in our School. Therefore, we shall endeavor:

- To provide a healthy, safe, nurturing Islamic environment;
- To provide an environment which encourages emotional, social, physical, and intellectual development;



- To encourage in each child the development of a positive self image and pride in being Muslim;
- To provide learning experiences through discovery, exploration, and hands-on activities;
- To make learning fun so that children develop a love of books and a desire to be lifelong learners;
- To encourage language development, creativity, and an appreciation of fine arts;
- To provide opportunities so children can appreciate the beauty and nature of the world in which they live, and can learn how to practice wise conservation of natural resources;
- To encourage children in learning how to interact successfully with other children and adults, and how to live together in a cooperative environment which promotes decision-making, peaceful resolution of conflicts, and respect for and care of others;
- To form a cooperative partnership with parents so that we can work together to meet the needs of each child.

We believe that each child is a special and unique individual. Our School has areas designed to meet the specific requirements of a variety of different developmental age levels. Our School is staffed by trained, educated, and certified teachers and care givers who love and respect children and provide the best environment and activities to meet our goals.

## ***About Us***

Al Nur School is a non-profit organization 501(3) C organization, federal tax ID #: 76-0481264. We currently plan to offer grades Toddler through 5th grade with 10 instructors teaching our students.

## ***Admissions***

Testing and an interview with each parent and child are required prior to enrollment. Each child needs approval for enrollment and must furnish the following forms to the Admissions Office prior to admission:

*An Enrollment Application, Current Immunization Record and Statement of Health from student's doctor, Student's Birth Certificate, Copy of Social Security Card, Test Scores and Transcript from previous school (if applicable), a Fee Contract, an Authorization form, and a Parent Handbook Agreement Form.*

*The following fees are required to be paid at the time of enrollment: Tuition, registration fee, testing fee, book/activity fee, and a supply fee.*



A child is considered to be enrolled in the school only after the registration fee has been received, the administrator confirms availability of space, and the required paperwork is received.

All children 3 years of age and older must be potty trained prior to attending the school. If a child is prone to “accidents”, then please provide an extra change of clothing properly labeled.

### ***Hours and Days of Operation***

The first day of school will begin in August and the last day of school will end in May of the following year. The school will close to observe the two Islamic holidays each year, teacher/staff planning meetings, and one week for Spring Break (see School Calendar for more details). Full tuition is due for the months in which these fall, as the staff are given these days as paid holidays.

Hours of operation are Monday through Friday from 7:45 a.m. to 3:45 p.m. Parents are required to pick-up their children by 3:45 pm otherwise if parents are more than 15 minutes late, a fee of \$10 will be charged plus \$1 per minute thereafter will be charged unless the parent has a valid excuse or emergency.

### ***Tuition/Fee and Payment Policies***

- Tuition is due on the first of each month. We request during enrollment that the school be given ten post-dated checks to be deposited by the school on a monthly basis. Tuition IS DUE at the beginning of each month regardless of vacations, illness, holidays, inclement weather, or closures due to temporary emergency conditions. If you have any questions, concerns, or special circumstances, please feel free to contact us. Refunds only allowed on tuition if another child comes in the students place to take over payments.
- A child may not attend school if tuition is still outstanding by the 5th day of the month. The child will be readmitted when all accounts are cleared.
- Registration and Testing fees are due at the time of enrollment. These fees are non-refundable and are required in order to hold your child’s spot for the school year.
- Book/Activity fees and a Supply fee are due at the time of Enrollment or prior to the first day of classes.
- Book fees are due before the book order is placed. Book and Supply fees are non-refundable once orders are placed.
- A \$30.00 fee for returned checks will be charged.
- Prorated tuition is not available during the school year August – June.
- Enrollment for the following school year begins in February of each year.



## ***Family Tuition Assistance***

A tuition assistance program is available for **qualified** family applicants to assist with tuition costs. The number and amount of tuition assistance funds awarded are dependent upon the sponsorship funds available for this purpose. Applications are available and can be obtained by contacting the Director. All application information is confidential.

## ***Closed Campus Policy***

We at Al Nur School are concerned about the safety of your child. We operate under a "closed campus" policy. This policy requires the parents sign students in or out in the office for any of the following:

Parents taking children out of school

Students leaving the building or grounds

Students are not allowed to leave school grounds during school hours if not accompanied by an adult.

For obvious safety reasons the office cannot be responsible for sending a child home upon request.

Parents and visitors must sign-in at the office when you come into school and wear a visitor badge or name tag.

## ***Non-Violence***

We do not allow gun play at the Center. Recognizing that gun play can be an important way for children to feel powerful, we provide many alternative opportunities for children to play out the important theme of powerful decision-maker --- without weapons. Our staff help define the limits of aggressive fantasy play to ensure that all children feel safe and comfortable. We create a play environment in which children have many real choices and can therefore exert control throughout their day.

## ***Discipline and Guidance Policies***

Any discipline problems will be dealt with at the discretion of the teacher after having informed the parents. If the behavior becomes such that it threatens the well being of the child, other students, or teacher, we reserve the right to permanently dismiss the child from the school.

### **Discipline must be:**

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

**A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:**

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;



- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

**There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### ***Biting***

Children often bite out of frustration. Biting is a very common problem with younger children. Although biting is a natural behavior for young children, we do everything possible to prevent it.

When a biting incident occurs, we calm the child who has been bitten, clean the area thoroughly with soap and water and apply ice to the area. The parents of the bitten child are informed of the bite via the Accident Report form.

We talk to the child who did the biting and calmly but firmly explain that biting hurts and that biting is not allowed. We then explain that when we touch someone it must be a gentle touch. The child's parents are informed of the incident. If the incident happens again, we ask for a parent conference to work as a team to help the toddler stop biting.

### ***Behavior Code and Disciplinary Action Plan***

The behavior code is effective during the following times and in the following places.

- on the school grounds at any time
- off the school grounds at a school activity, function or event





- off the school grounds when such conduct has a direct, detrimental effect on the general welfare of students or the orderly operation of school.

### **Behaviors requiring disciplinary action**

#### ***Disorderly conduct***

*Disorderly conduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness which disturbs a classroom or school.*

*Acts of disorderly conduct may include, but are not limited to, the following: classroom tardiness, cheating on examination or classroom assignment, lying, acting in a manner so as to interfere with the instructional process, abusive language between or among students, failure to complete assignments or carry out directions, use of forged notes or excuses, cutting class, school tardiness, and truancy.*

Students who commit acts of disorderly conduct should be referred to the school administration for appropriate disciplinary action. A complete record of the actions taken will be maintained.

*Possible sanctions to be applied in cases of disorderly conduct may include, but are not limited to, the following:*

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension
- out-of-school suspension
- expulsion for the remainder of the school year

#### ***Disruptive conduct***

*Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying other administrative sanctions and court proceedings.*

*Acts of disruptive conduct may include, but are not limited to, the following: use of an intoxicant, fighting, vandalism (minor), stealing, threats against others, including, but not limited to, display or use of facsimile, toy or look alike weapons; possession of a facsimile, toy or look alike weapon, trespassing, abusive language to staff, refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students, first offense possession or use of unauthorized substances, as defined by law or local school board policy, illegally occupying or blocking in any way school property with the intent to deprive others of its use, unlawful assembly, disrupting lawful assembly, inappropriate verbal or physical conduct of a*



sexual nature, unauthorized possession of a telecommunication device, including pagers, cellular phones, etc., and any repeat offenses of conduct classified as disorderly conduct under this policy.

Students who commit acts of disruptive conduct will be referred to the school administration for appropriate disciplinary action. A complete record of the actions taken will be maintained.

*Possible sanctions to be applied in cases of disruptive conduct may include, but are not limited to, the following.*

- temporary removal from class
- in-school suspension
- out-of-school suspension
- transfer to alternative education program
- referral to outside agency
- expulsion for the remainder of the school year
- restitution

### ***Student Absences and Late Arrival***

Attendance is taken every morning at 7:45 a.m. If a student is sick and will be absent from school, the parent/guardian **MUST** notify the school between 7:30 a.m. and 8:15 a.m. Please report a child's absence or late arrival by calling the school at (281-530-2942).

At this time, please notify the school of any homework that the absent child may need. The homework will be ready for pick up at 2:30 p.m. Parents are required to send written documentation concerning the student's absence on the day the student returns to school including date(s) of absence, reason for absence, parent/guardian signature, and telephone number to call in case of questions. This should be brought to the attendance office within three (3) days of the absence(s) otherwise the absence(s) will be considered unexcused. A record of attendance/tardiness is kept and recorded on report cards and permanent records.

Parents/guardians are expected to honor the school calendar when scheduling medical appointments and planning family vacation trips. If a child is absent for any reason other than illness, the parent is expected to make sure the child learns and makes up the class work after the child returns to school. No schoolwork will be given ahead of time. Homework or class work will not be faxed.

Children who arrive late must report to the office for a "Late Arrival Slip." Attendance records are kept in the office and your child will be considered absent for the whole day if they do not get their "Late Arrival Slip" before going to class. Students are to be in their seats and ready to learn by 7:45 am. Students who come late to school miss out on important directions and instruction given at the beginning of the day. Parents are asked to help students learn to value education and understand the importance of attending and arriving to school on time and ready to



learn. The habits developed by children during their elementary years will last a lifetime. For that reason, unexcused absences and tardiness to class is not acceptable. Persistent occasions of these will result in the student having to "make up" the missed work for homework or the student shall receive a grade of zero for any assignments not completed. Students who have unexcused absences will be subject to disciplinary action (detention after school) once 3 unexcused tardy slips have been issued. Expulsion from the program will result if the child has excessive absences (more than 10 unexcused absences).

### ***Early Dismissals***

We discourage early dismissals from school and request that doctor or dental appointments be made before or after school. If any early dismissal is necessary, we request that a written excuse be sent to the teacher that morning. Parents MUST SIGN THE STUDENT OUT at the front office.

### ***Staff/Child Ratios and Maximum Group Sizes***

Al Nur School will not exceed the following state required ratios:

Age of Children	Child: Staff Ratio/ Maximum Group Size
Infants – 9 months	4:1 10
18 months	9:1 18
27 months	11:1 22
3 years	15:1 30
4 years	18:1 35
5 years	22:1 35
6 years and older	26:1 35

We desire to provide a higher level of quality care and education and will make every effort to maintain a 1:3 ratio in the infant room, a 1:9 ratio in the toddler room, and a 1:10 or 1:12 ratio for all other age groups depending on the grade. Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunchtime, outdoor play, or special activities.

## ***Responsibilities of Students, Parents, Teachers, and Administrators***

### **A. STUDENTS HAVE THE RESPONSIBILITY TO:**

1. Attend school daily, except when ill, or otherwise lawfully excused, and to be on time to all classes.
2. Be aware of all rules and regulations for student behavior and conduct himself or herself in accordance with them.
3. Pursue and attempt to master the essential knowledge and skills of the curriculum of study prescribed by the District and the State.
4. Express opinions and ideas in a respectful manner so as not to slander others.
5. Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in a disruptive conduct, or cheating.
6. Exhibit an attitude of respect towards individuals and property and conduct himself/herself in a responsible manner.
7. Dress and appear in accordance with the district's standards of propriety, safety, health, and good grooming.
8. Assist the school staff in operating a safe school by cooperating with the staff in the investigation of disciplinary cases and volunteering information related to an offense.
9. Be prepared for each class with appropriate materials and assignments.
10. Seek changes in school policies and regulations in an orderly and responsible manner through approved channels.

### **B. PARENTS HAVE THE RESPONSIBILITY TO:**

1. Ensure their child's compliance with state school attendance requirements and promptly report and explain absences and tardiness to the school.
2. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
3. Make every effort to provide for the physical needs of the child so that each is properly fed, rested, and appropriately dressed.
4. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
5. Control their child. A student's parent is liable for property damage caused by the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty. (Tex. Fam. Code 33.01)
6. Encourage and lead their child to develop proper study habits at home, discuss report cards and assignments with their child, and ensure their child's attendance at tutoring as the need arises.
7. Participate in parent-teacher conferences when the need arises. (Tex. Educ. Code 21.702)

8. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
9. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
10. Participate in parent-school organizations, and planned school events such as Art Auctions, Book Drives, and Bake Sales. Forms of participation include helping organize, donations, attendance, and supporting children.
11. Keep informed of school policies, administrative decisions and academic requirements of any school program as stated in the parent-student handbook.
12. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives. (Tex. Educ. Code 21.702)
13. Return a signed statement that they understand and consent to the responsibilities outlined in this section. (Tex. Educ. code 21.702)

**C. TEACHERS HAVE THE RESPONSIBILITY TO:**

1. Ensure good student discipline by being in regular attendance and on time and being prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
2. Strive to perfect discipline management techniques developed in the district's discipline management plan.
3. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
4. Comply with district and school policies, rules, regulations, and directives.
5. Establish rapport and an effective working relationship with parents, students, and other staff members, and be open to their suggestions.
6. Respect other individuals and their property and conduct themselves in a responsible manner.
7. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.
8. Maintain an orderly classroom atmosphere that is conducive to a positive learning environment.
9. Teach students to strive toward self-discipline.

**D. ADMINISTRATORS HAVE THE RESPONSIBILITY TO:**

1. Assume responsibility and instructional leadership for discipline and evaluation.
2. Serve as appropriate role models for the students in accordance with the standards of the profession.
3. Implement a flexible curriculum to meet the needs of all students.
4. Provide appropriate support for teachers in dealing with student discipline problems referred to the office.
5. Promote effective training and discipline based upon fair and impartial treatment of all students.
6. Develop a cooperative working relationship among staff and students.
7. Encourage parents to keep in regular communication with the school and encourage parental participation in



required parent-teacher conferences.

8. Ensure students' safety through proper supervision of students and maintenance of the school grounds.

9. Assist students by providing appropriate assistance in learning mature self-discipline.

## ***Homework Policy***

Al Nur School believes that homework is an important extension of classroom instruction. It provides the following opportunities within a learning experience:

### **Practice:**

This is the most common type of homework and the most simple. It is given to help students practice specific skills so that mastery is attained. Material is presented by the teacher in class and a homework assignment promotes practice by the student, either at school or home. This also includes students reading silently or aloud and/or parents reading to children.

### **Preparation:**

The intent of the second category is to prepare students for the next class meeting. Students may be asked to read ahead in a text, to make notes or answer questions, to study material, to complete assignments not finished in class.

### **Extension:**

Extension assignments ask the student to go beyond simple recall of knowledge. Concepts or skills are applied instead of new situations.

### **Creativity:**

These are usually long-range assignments requiring several days to weeks to complete. Students are required to integrate many skills in the process of completing the final product.

The amount of homework varies from grade level to grade level and from day to day. It also increases as students advance to higher grades.

## ***General Guidelines for Home Study***

- Establish a quiet study place. Have a flat writing surface where materials are easily accessible. The place should be well lighted and free from distractions such as T.V., radio, or people talking.
- Establish a consistent time to study, preferable not too late in the evening. Make this a habit in your home.



- Provide supervision and guidance. Check to see that your child understands directions, and then have him/her do one or two examples while you watch. If you're unable to be nearby during this time, check assignments later. Your interest demonstrates to your child the value and importance you place on the work.
- Monitor television viewing and video games. Less is best.
- Monitor extracurricular activities. When homework consistently competes with too many outside commitments, the quality significantly decreases.
- Parents model reading. Read orally to your child and encourage him/her to read for leisure.
- Value education and regard effort. The goal of homework is for practice of skills, the development of good work habits, and the opportunity for parents to share and expand upon their child's learning.
- Check with individual teachers regarding their homework make-up policy.

### ***Uniform/Dress Code***

The following is a summary of the dress code that must be followed daily by our students.

- Solid colored NAVY BLUE OR KHAKI COLORED uniform pants or dress slacks of the appropriate size for the male students.
- Solid colored NAVY BLUE OR KHAKI COLORED uniform **pants** and **jumper** of the appropriate size for the female students. (It is mandatory for girls in third grade and up to wear proper hijab)
- PINK, LIGHT BLUE, NAVY, or WHITE solid color shirt with collar, turtleneck, or golf shirts may be worn. Short or long sleeved shirts are acceptable. No Tank Tops or Cut offs.

Cold Weather Attire: A solid colored PINK, NAVY, LIGHT BLUE, OR WHITE pullover, vest or cardigan sweater may also be worn. A shirt must be worn underneath all sweaters.

Foot Apparel for Girls & Boys: Closed toe shoes or sneakers (any color) are permitted. **No images, characters, or figures are permitted.** All shoes must be fastened securely. Socks must be worn with shoes at all times.

DO NOT WEAR (the following is a list of violations of the dress code):

- No baggy or cargo-type pants or shorts or shirts are permitted.
- No jeans may be worn, except on Friday. They may not be worn under skirts. No logos or designs may be on shirts.
- No sweatshirts, no fleeces, and no hoodies.
- No sandals or open toed shoes are permitted.
- No loop earrings. Only stud earring are permitted for girls.



- Students must wear shoes. No wheeled shoes or heelies are allowed.
- Bare mid-ribs or other revealing clothing may not be worn.
- Any extremely tight, unclean, torn, tattered or revealing clothing is not acceptable.
- Hair must be clean, well-groomed and free of unnatural colors.
- Sunglasses are not to be worn to school unless prescribed by a doctor.

Any clothing deemed inappropriate and not conducive to learning by the school administration will result in not allowing them to attend school until they are properly dressed in uniform. Please follow the rules so we do not have to send your child back home with you in the morning.

***It is recommended that parents mark all items of clothing with the student's name for identification.***

### ***Birthdays and Non-Muslim Holidays***

Celebrating Birthdays and other non-Muslim holidays in any way, shape, or form will not be tolerated during school. This policy will be strictly enforced. You may not bring or pass out anything to other students having to do with birthdays or any other non-Muslim holidays. You may not invite others to a birthday party or a party for non-Muslim holidays/event while on school grounds.

### ***Gum Chewing***

Students are not permitted to chew gum on any part of the school campus.

### ***Textbooks***

Parents are required to purchase textbooks and workbooks for their children starting from Kindergarten. For the younger grades, a materials/activity fee will be charged instead. A book list will be provided for each grade. The parents must pay the book fee up front so we may order the books for the students in a timely fashion at the beginning of the school year. Payment for books must be received by the 5<sup>th</sup> day of school as we will be placing the order by the 6<sup>th</sup> day. Your timely cooperation would be most appreciated.

### ***Testing***

#### ***Standardized Testing***

Standardized achievement tests are given starting from grade 1 on an annual basis. Information will be given to parents at least one month in advance, including forms and testing fees. The test is usually given near the end of the spring semester.

#### ***Classroom Assessment***

Teachers use various forms of assessments to determine student progress. In addition to the traditional tools,





such as quizzes and tests, teachers use a wide variety of newer techniques that involve student participation. These include portfolios, rubrics and student checklists. Teachers encourage and guide students with self-assessment and goal setting thus allowing the student to be an active participant in the educational process.

### ***Test Preparation***

Every student is required to be well informed of the kinds of items that are presented on standardized tests well in advance of the testing dates. Ample practice opportunities are scheduled by the teachers.

### ***Book Bags and other Belongings***

Students will be allowed to carry items they will need for school in a book bag. Book bags and personal items should be placed in an appropriate location. Book bags should be checked daily for communication and work.

The students belongings (backpacks, lunch boxes, folders, etc) brought to school must not have any pictures of faces or characters on them such as but not limited to Barbie, Cinderella, Tinkerbell, Hello Kitty, other Disney characters, etc as these characters do not represent good role models for our children and go against the Islamic values we are trying to instill. Many of these characters are inappropriately dressed and introduce vanity, and other unIslamic morals and qualities.

## ***Communication***

### **Conferences**

Teachers welcome communication with you. Communication should be done by contacting your child's teacher only through our school phone system or e-mail to set up an appointment. Teachers check their messages each day. Call, send a note, or e-mail, and teachers will be glad to get in touch with you! Please be sensitive to teachers and their time with the students – do not interrupt class or take “just a minute” when a teacher is starting or ending the school day.

If you have concerns regarding your child's education or anything that affects your child at school, please discuss the concerns with your child's teacher. If there is additional information that you need or you have concerns that are not addressed to your satisfaction in your conference with your child's teacher, please contact the Principal.

### **Written Communication**

Occasionally, notices are sent home with students for parents to read. Some information may not be available any other way; therefore we ask that these be read and kept for reference. It is the parents' responsibility to sign and return necessary forms to the school. Please check your child's clothing and book bag regularly.

### **Report Cards**

Report cards will be issued at the end of each nine weeks marking period for each student starting from Kindergarten. Progress Reports will be given for Pre-School and Pre-Kindergarten in place of Report Cards.



## **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled at the end of the first marking period so that teachers and parents can review student work and discuss your child's progress in achieving the Essential Knowledge in each subject. During the conference, you will have an opportunity to examine actual samples of work and be informed of your child's strengths and needs. In addition, you are encouraged to provide input and ask questions concerning your child's program. Additional parent-teacher conferences may be held at the request of either parent or the teacher at any time to freely discuss any problems or concerns that directly affect your child's school performance. Please contact your child's teacher to arrange such a conference. **Remember, if you are involved with the school in a positive manner, you can help your child succeed in school.**

## ***Visitors***

All visitors, including parents to the school must have a scheduled appointment and sign in through the school office and wear a visitor's badge while on campus. Parents are invited to visit the school to confer with teachers and principal relative to the instruction of their children. Except for emergencies, parents are expected to arrange conferences by appointment only.

## ***Volunteers***

Al Nur School loves its volunteers! You are always welcome to help at school. Volunteers are not permitted to bring preschoolers or younger children while volunteering. Contact your child's teacher or the office if you are interested in volunteering. All families are encouraged to volunteer at least five hours per school year.

## ***Field Trips***

Parents who drive on field trips must leave a copy of their driver's license and insurance in the office. Drivers must sign a waiver each time he or she transports children in their own vehicles. These are available from the secretary. Chaperones need to leave younger siblings at home. Teachers will plan field trips during the school year to complement their curriculum. You will be notified of the field trip destinations, asked to sign a permission slip, and informed of any costs prior to any trips being taken.

## ***Personal Belongings***

**ALL** clothing and personal items belonging to your child must be clearly labeled with your child's name. Our Center is well supplied with a wide variety of toys and equipment. It is NOT necessary or desirable for toys to be brought from home. If a special cuddle toy or animal is needed by a child at rest time, this can be kept in the cubby with the child's blanket and used at rest time. Special days will be planned when children can enjoy Show-and-Tell events. For these occasions, it may be appropriate for your child to bring a toy to share.

- At NO time should your child bring a toy weapon or toy gun to the School.
- Children are NOT to bring money, jewelry, candy, balloons, gum, or any food other than their own lunch to the School.



- You are responsible for supplying all diapers and ointments for your young child. At least two changes of clothing must be at the School for children in the Toddlers and 2's/3's classes.
- Preschool children must have at least one change of clothing at the Center. An extra hat, mittens, and sweater should be kept at the School for use during outdoor activities during cold weather.

### ***Photographs and Publicity***

Occasionally the School will photograph your child participating in School activities. These photographs will be used and kept at the School to record events and learning activities. Photographs of individual children and a group picture of each class may be taken each year. Upon enrollment, you may provide a written letter that will be kept in your child's file if you do not want pictures of your child to be taken. You will be notified of special events and media coverage before any such events. Should you wish your child not to be included in still or video coverage, a written letter to the Director must be on file the day before the event.

### ***Fires and Fire Drills***

Fire drills are practiced once a month. In the event of a real fire, students would be evacuated as if in a fire drill and then taken to a safe area. Parents would be notified as soon as possible from the safe location.

### ***Health Services***

#### **Medicine**

No medication will be given without a doctor's prescription or written authorization from the doctor for non-prescription medication. For any medication to be given, the School must have Consent for Medication Form signed by the parent.

- Aspirin will not be given at any time because of the danger of Reyes's syndrome.
- Acetaminophen will only be given for symptoms resulting from inoculations, and only with a signed Consent for Medication form, from both the physician and the parent.
- Any prescription given must be written for the child. No prescriptions written for parents or siblings will be given.
- The Consent for Medication form is available in the classroom and in the front office.

#### **Prescription Medication:**

- The Consent for Medication Form must be completed and signed by the parent.
- Medication must be in original prescription bottle with the pharmacist's label and be prescribed for the child.
- When medication is administered by staff or parent, there must be another staff person present as witness who will record the time medication is given, amount given, sign his name, and initial the form.



#### Non-Prescription Medication:

- Consent for Medication Form must be completed and signed by the child's physician in the section marked "Non-Prescription Medication."
- The Consent for Medication Form must also be signed by the parent.
- Non-prescription medication must be in the original bottle.
- When medication is administered by staff or parent, there must be another staff person present as witness who will record the time medication is given, amount given, sign his name, and initial the form.

Medications will be kept at the temperature recommended for that type of medication. All medications must be brought to the School by the parents and given directly to the child's teacher. All medication containers must be labeled with the name of the drug, dosage, time to be given, child's name, doctor's name and date prescribed. Medication is then to be immediately placed in the proper safe medicine box in the Director's office. Refrigerated medication is placed in a sturdy, locked child-resistant, closed container in the refrigerator. Medications not requiring refrigeration will be placed in a locked medicine box where it is inaccessible to children.

#### **Physicals**

Your child must have a physical examination by a licensed physician prior to your child's first day of attendance at the School. The completed health report is part of the pre-enrollment package and must be submitted to the School. You will need to submit updated physical inoculation and examination forms signed by a licensed physician on an annual basis, or every six months for children under three years of age.

**Immunizations** - All students must have complete immunizations including a hearing and vision screening before entering school as well as a Statement of Health from your child's doctor. Please inform the office if you think your child has any of the communicable diseases such as mumps, measles or chicken pox.

#### ***Accident or Illness***

If your child is sick, please call the school office as soon as you can in the morning or leave a message on the school phone. If your child becomes ill during the day, we will contact you. If we cannot contact you, we will contact your emergency person. If a student becomes ill or is seriously injured at school, first aid will be administered and the parents or name listed on the emergency card will be called immediately. It is important that sick or injured students are picked up as soon as possible. For more serious head injuries, a parent is always called and a form letter is sent home.

#### ***Incident-Injury Report***

Should your child sustain an injury while at Al Nur School, an accident report will be filled out and signed by the staff person and Director. Parents are asked to read and sign the report. Three copies of the report are provided; one for the parents, one for the child's file, and one for the accident log book.

## ***Illness***

We understand that children occasionally get sick and that your child's illness is understandably a matter of great concern. However, if your child exhibits symptoms of short-term, contagious diseases which can be transmitted through casual contact (fever, vomiting, diarrhea, sore throat, frequent cough, heavy running nose, frequent sneezing, etc.) during a 24-hour period prior to scheduled attendance at the Center, your child should be kept at home until the symptoms of illness have been absent for 24 hours or a note from the physician accompanies the child stating that your child does not have a contagious condition and is able to participate fully in all activities at the School. Children with vomiting, diarrhea, or a temperature of 100°F oral or above are considered too ill to attend. If you have been contacted to pick up your child due to one or more symptoms of illness, your child may not return before 24 hours without written notification from the child's licensed health practitioner. Additionally, your child should exhibit a fever of less than 100°F oral for at least 24 hours, without medication taken to reduce fever, before returning to School. When taking an auxiliary temperature (under the arm), as we do at the School, an additional degree must be added to equal an oral temperature.

Parents or guardians of a child who has a medical diagnosis by a physician as having a life-threatening disease are expected to notify the Director that such a condition exists. The Director or designee will consult with the individual's family primary care physician, and the Texas Public Health Department to determine whether this child is well enough to be in child care and poses no significant risk to others and that Al Nur School can meet the needs of the child. A child's right to privacy will be respected and personnel will be advised of the child's condition on a need-to-know basis.

Should your child develop or display obvious symptoms of illness or display what would be considered abnormal behavior (such as refusal to eat, unusual fatigue, excessive irritability) while at the School, a decision will be made by the Director or designee, that he or she may not be permitted to remain at the School for the duration of the day. In such an instance, "early pick-up" is required to take place as soon as possible and no later than one hour from the time that the staff person calls you to advise you of the need for early pick-up. Failure to pick up your child within one hour of notification will result in a doubled late fee. Staff will make repeated efforts to contact you, or your child's designated alternative emergency contact, in order to assure that notice of the need for pick-up is received. You can facilitate this effort by taking steps to assure that you can be reached in the event of an emergency. Please be prepared to follow the Director's decision regarding early pick-up. The Director and staff realize that keeping your child at home may be inconvenient; however, when every parent cooperates, the spread of illness is kept to a minimum.

It should be noted that any child with an undiagnosed or contagious skin or eye condition cannot attend the School. You must notify the School in the event that your child is diagnosed as having any communicable disease/infection (e.g. strep throat, scarlet fever, head lice, chicken pox, measles). A notice will be posted informing parents of any communicable disease to which their children may have been exposed which will describe the disease, infection period, and when an infected child will be allowed to return to the School.

In order to return to the School after an illness, your child must be well enough to eat meals and snacks, go outdoors, and are fully able to participate in all activities in the School.



Our staff will call you when it seems that your child is developing a health problem. We hope that such early communication can facilitate the resolution of health problems as they occur and thereby prevent the spread of illness.

**THE ABOVE-DESCRIBED ILLNESS POLICIES WILL BE FIRMLY ENFORCED.**

### ***Emergency Contact Information***

If we need to contact you during the day because your child is sick or there is an emergency, and we cannot get a hold of you, we will contact the emergency person listed on your child's enrollment forms. PLEASE notify us if you change your home phone number, your work number, or your emergency contact person. Although we make every effort to keep your child safe, children are most likely to accumulate some bumps, bruises, and scratches during the early years.

### ***Emergency Procedures***

If in the opinion of the staff on site at the time, your child's injury/serious illness may warrant emergency treatment, 911 will be called and they will dispatch an ambulance. Your child will be taken to nearest Hospital. You will be notified after the rescue squad has been called. The Emergency Medical Treatment Form allows the School to have your child transported to the hospital emergency room and treated there. If an ambulance is called, you will be responsible for the cost of the ambulance.

For less serious injuries, at the discretion of the staff, you will be notified by phone or by note at the end of the day, depending upon the degree of injury.

The Emergency Medical Treatment Form must be filled out and kept up to date.

### ***Recess (Physical Activity) and Cold Weather***

We believe that recess has a value for all of our children. It gives them an opportunity to burn off energy, to socialize, and to stimulate their systems through exercise. It is medically sound, and KIDS LOVE IT! For these reasons, children will go outside for recess every day for 30 minutes (9:30-10:30 am) with obvious exceptions for rain and extreme wind chill conditions. What may vary is the amount of time that students will stay outside. You can assist us by ensuring that children come to school with appropriate clothing. We also give opportunities throughout the day for physical activity including gross motor activities that are incorporated through the day based on our curriculum.

### ***Safety Days***

During the first two weeks of school, all students and staff will review and practice the following safety drills: Fire Drill, Tornado Drill, Lock Down, and Shelter in Place. These drills will also be practiced regularly throughout the school year.

### ***Authorization for Pick up***

Your child will only be released to authorized individuals. Initial authorization must be made on the enrollment authorization form. In order to authorize any additional person, other than those listed on the original enrollment form, you must submit authorization in writing and provide information requested on the enrollment form. When



the newly authorized person arrives at the School for pick-up, their photo ID will be checked and the child's file rechecked to verify information. The forms for alternative pick-up are at the front desk. In cases where a parent is using an alternative pick-up, the staff must be notified in advance of the pickup. Telephone authorization for pick-up will not be accepted.

All persons authorized to pick up your child must be at least 18 years of age. If an unauthorized person should arrive at the School to pick up a child, the parent(s) will be called immediately, and the child will not be released except to an authorized individual. There will be cones lined up in front of the front door for which parents should line up parallel to the cones and form a line and take turns dropping off and picking up with the staff's aid.

If an authorized person arrives to pick up a child and appears in the judgment of staff, in any way, to be intoxicated or under the influence of drugs, SECURITY WILL BE CALLED IMMEDIATELY. A child will not be released to any person under the influence of alcohol or drugs.

### ***Legal Custody***

If you are experiencing custody difficulties, we strongly urge you to keep the School Director and staff fully advised of circumstances which might affect the School and your child.

It is the responsibility of the parent to keep the authorized list of people allowed to pick up a child current and accurate. Unless legal documentation is submitted to the contrary, parents share equal rights to drop off or pick up a child.

If there is a change in legal custody and one parent is granted sole custody of your child, and the other parent is no longer authorized to have contact with your child, you must inform the School of this fact and provide the School Director with a copy of the court order confirming the custody. The copy will be placed in the child's file at the School.

### ***Access to Child Files and Confidentiality***

A limited number of individuals have immediate access to children's files. These individuals include the child's parents or legal guardian, School administrators, teaching staff who are directly responsible for the care of that child (unless otherwise indicated in the file), and regulatory authorities, on request. The Department of Health assigns a licensing specialist to the center that will annually verify compliance in regards to child files, and therefore will have access to child files. Otherwise, child files, and the information therein, are strictly confidential, and are stored in a secure location.

Staff is trained in confidentiality of child and family information and as members of the Department of Human Resources sign a confidentiality agreement.

### ***Child Abuse and Neglect***

Employees of our School are mandated by law to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report abuse may be subject to fine or prosecution by the authorities.





## ***Food Service***

Mealtime and snacks are an important part of our daily curriculum. We believe these times should be enjoyable and educational experiences for each child. Food is served family style; the staff sits and eats with the children for lunch and snacks.

Our School will provide two snacks per day that meets the nutritional standards of the U.S. Department of Agriculture. Lunches must be brought from home. All food components should be cut and ready to serve. We will not be heating food this year, so please send items that do not require heating. Milk, 100% juice, or water will be served with snack unless staff is notified by a parent to make an exception.

**Items that toddlers and preschoolers (especially under the age of 4) most often choke on are hot dogs, nuts, raw carrots, whole grapes. You are required to cut these items before packing them with the lunch. Staff will not be permitted to serve candy, junk food, or popcorn to your child.**

It is the responsibility of the parents to notify the School of any food allergies. If a medical problem requires special dietary arrangements, the Director and staff are to be notified. Snack foods may be brought from home for special diets, religious or medical reasons. We strongly discourage non-nutritious and "junk" foods such as candy, chocolate, chips, etc.

All non-breakable bottles and food containers brought from home are to be clearly marked with your child's full name. Please do not send drinks to the center in glass bottles. Please make sure containers are leak proof.

## ***Rest and Nap Time***

Children under the age of 5 will have a regular daily rest or nap time, scheduled by the classroom staff. Children will have their own mat. You are to provide a mat, small blanket and sheet for your child to use during rest time. These items can be taken home to be washed as often as necessary for cleanliness, but will be sent home every Friday.

## ***Statement of Non Discriminatory Policy***

Al Nur School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, and other school-administered programs.

## ***Inclement Weather Policy***

During times of Inclement weather, It is the policy of Al Nur School to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen emergencies the company reserves the right to close the facility. Parents are encouraged to listen to radio broadcasts during periods of adverse weather Al Nur School will also post any closures on the homepage of our website ([alnurschool.com](http://alnurschool.com)). Al Nur School usually makes a decision by 6:30 a.m. during periods of such inclement weather and communicates through email and the homepage of our website. Same will occur if early closures must occur due to inclement weather while the children are in our care.





#### **SUSPECTED CHILD ABUSE/NEGLECT POLICY**

*State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect. Staff members who suspect any case of child abuse or neglect must immediately report it to directly to Childcare Licensing and also to our Director. Once the case has been reported, Department of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.*

#### **Procedures:**

##### **Director**

- 1. The Director must report all suspected child abuse cases to the Child Abuse Hotline. A person may not make the independent determination of whether a report is necessary or not.*
- 2. The Director must send a written report of suspected child abuse to the Department of Family and Protective Services (DFPS) of the alleged abuse within 48 hours.*
- 3. The Director must immediately report all suspected cases to the Owner.*

##### **Employees**

- 1. You must immediately report a suspected case of child abuse to the Child Abuse Hotline and to the Director.*
- 2. When reporting suspected cases of child abuse, you must include the following information:*
  - a. Name of child*
  - b. Age of child*
  - c. Child's present location*
  - d. Type and extent of abuse*
  - e. Name of individual making the report*
  - f. Individual's title*
- 3. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.*

*Preventing and responding to abuse and neglect of children requires:*

#### **STAFF TRAINING**

*Al Nur School will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 7 days of their hire date. Any new staff hired during the school year and will document such orientation in the employee's file. All employees must complete at least one clock hour of annual training from the Department of Family and Protective Services Website: <http://www.dfps.state.tx.us/Training/Reporting> or other source including but not limited to face to face and / online training.*

#### **PARENT EDUCATION**

*The Child Abuse and Neglect Policy will be given to all parents at Parent Orientation in the operational policies handbook. The policy will be discussed with parents at the time they receive it. Parents will be offered training on the prevention of abuse and neglect and will be informed of available community resources from the National Association for the Education of Young Children and the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).*

*The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These includes the Help for Parents, Hope for Kids campaign, which reaches out to parents with advertising and inspirational testimonials, and gives them a website: <http://www.helpandhope.org> (to connect them with prevention and support services statewide.*



**HOW DO I KNOW IF IT'S ABUSE OR NEGLECT? HOW DO I KNOW IF IT'S ABUSE OR NEGLECT?**

*DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC):*

*<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>*

*DFPS defines abuse and neglect as the following acts or omissions by a person:*

*Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given.*

*This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm.*

*Sexual conduct harmful to a child's mental emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.*

*Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.*

*Neglect includes the following acts or omissions by a person:*

*Placing a child in or failing to remove a child from a situation in which a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child.*

*Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.*

*The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.*

*What if I'm not sure it's if it's neglect?*

*While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone or Internet report to the Texas Abuse Hotline.*

## **Breastfeeding Children**

*Al Nur School has a breastfeeding nook located in the infant room that enables a mother to breastfeed her child while in our care. In addition, parents have the right to provide breast milk for their children. For the safety of the other children in our care, the nursing parent may be required to complete a background check with our center.*

## **Emergency Preparedness Plan**

Evacuation routes and relocation plans are posted in every room. The designated relocation area if we need to relocate inside the operation is the Toddler room, as this space has no windows, is an interior room and is easily accessible. If we need to relocate outside the operation, we will follow our emergency evacuation plans and relocate to Masjid Hamza. Routine drills will be conducted according to licensing requirements.

## **Statement about Vaccine Preventable Diseases**

We do not require our staff to take Vaccines for Preventable Diseases.



### ***Withdrawal from Facility Procedure***

Tuition is a yearly tuition. Parents must be committed to pay for the entire school year regardless of whether they want to withdraw their child or not during the school year. The only time a refund will be permitted is if another child enrolls in their place to take over their payments for the remainder of the school year. Parents are required to give advanced notice to the school administration of at least 2 days before withdrawing a child. If the school must expel a child from the program, Al Nur School reserves the right to give advance notice depending on the case by case situation, but will try to give at least one week notice as a courtesy to the family to find other alternative care.

### ***Screen Time Policy***

Screen Time is limited through out the school day and is mainly only used to support the curriculum and provide educational content. The Kindergarten-2nd Grade age group are taught computer skills for 1 hour per week, otherwise we do not use computers or screen during mealtimes, rest times, or snack times. Advertisements and inappropriate content such as violence are filtered and is limited to websites needed for curriculum instruction or homework use for school age children. The children are restricted use of technology to under 1 hour per day and content used must be age appropriate.

### ***Update Contact Information***

Parents should update any changes to their contact information by either calling the front office and giving them the information, or refilling the enrollment form page with that information and turning into the front office or by emailing the updates to [info@alnurschool.com](mailto:info@alnurschool.com).

### ***Updates/Review of Handbook***

This parent handbook will be reviewed yearly before the beginning of the new school year and updated as needed.

### ***Addressing Challenging Behaviors***

There are cases in which children with challenging behaviors may arise not limited to learning disabilities, ADD, behavioral challenges, etc. When these behaviors arise, it is our responsibility to inform parents as needed of such behaviors and implement strategies to help improve these behaviors. If these behaviors are not improving then we may require the parents to seek out side help such as Educational testing, or psychological or medical services in order to hopefully help the child to improve. If the behaviors are extreme and disrupt the quality for other students in the class and do not improve, then we reserve the right to dismiss the child from our program and we will inform the parents as soon as possible.



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### ***Accommodating Families and Children***

Children and Families of different home languages, abilities, and or cultural backgrounds are accommodated by using questionnaires and home language surveys as needed, and our curriculum is tailored to include culturally diverse topics, books and pictures. Our teacher's are bilingual in most cases or we ask parents for key words or cultural practices that the child uses to help us to accommodate children that speak different languages or have different customs or practices.

### ***Parent Feedback/ Family Activity /Family Involvement***

Parents are given opportunities to give us feedback through email at any time throughout the school year or by written notes to the teachers or administration anytime as needed through out the school year. We also have scheduled conferences 2 times throughout the school year usually in November and February and Parents are informed either by email announcements or it is listed on our school calendar which can be found on our school website homepage ([www.alnurschool.com](http://www.alnurschool.com)). Family Activities such as Juz Parties, Eid Parties, Art Auctions, etc. usually occur two to three times per school year and Parents are informed of the dates and times via email in advance of the scheduled events.

### ***Oral Health Policies and Resources***

In our curriculum for the younger ages toddler, Preschool, and PreKindergarten, we introduce proper oral hygiene practices to the students and sometime handout material to to students such as tooth brushes and pamphlets to parents informing them of good oral hygiene practices to implement at home.

### ***Curriculum***

Our Curriculum is developmentally age appropriate and may be found on our website at <http://alnurschool.com/curriculum.htm>. For our daycare age groups we use our own custom curriculum utilizing an array of developmentally appropriate resources and hands on materials suited to each particular age group. For our School Age Curriculum, we use a custom curriculum utilizing nationally and texas aligned curriculum resources including but not limited to K-12, Houghton Mifflin Harcourt and Texas Go Math Curriculums.