
Parent Orientation

As Salam alaikum warahmatullah
wabarakatuh



Parent handbook

- Available on the school website
www.alnurschool.com
- Please read and download a copy for your family



Mission Statement

- Al Nur School is committed to:
 - ❑ Effective teaching through experienced and highly qualified teachers
 - ❑ Diligent and responsible learning in a safe environment
 - ❑ Providing a positive and nurturing Islamic environment



Admissions

- ❖ All enrollment fees and documentation must be received prior to admission
- ❖ Your child is considered enrolled in the school after the registration fees and the documentation have been received
- ❖ As a licensed facility, we are required to have completed files for a student before the student begins school.



Hours and days of operations

- First day of school is August 25th 2014
- Last day of school will be May 22nd 2015
- School opens Monday through Friday from 7:45 am to 3:45 pm
- Refer to the school calendar posted on our website for holidays.



Students absences, late arrival, and leaving early



- Attendance is taken @ 7:45 am
- If a student is sick and will be absent from school, parents must notify the school between 7:30am and 8:15am. Advanced notice of 1 day must be given for leaving early.
- Report your child's absence or late arrival by calling the school office @ 281-530-2942
- Homework missed by the child will be ready for pick up at 2:30 pm
- Written documentation is required for the absence to be excused, otherwise it will be counted as unexcused

Late pick up

- Parents are required to pick up their children by 3:45 pm
- If parents are more than 15 minutes late, a fee of \$10.00 will be charged, plus \$1.00 per minute thereafter
- Please call us if there is an emergency. The fee will be waived for a valid excuse



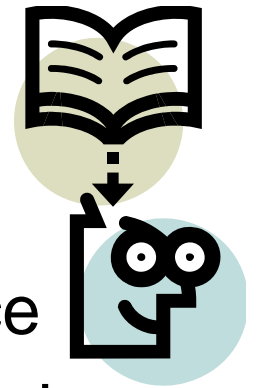
Tuition policy

- ✓ Tuition is due on the first day of each month
- ✓ A child may not attend school if tuition is still outstanding by the 5th of the month
- ✓ The child will be readmitted when all accounts are cleared
- ✓ A \$30.00 fee will be charged for a returned check
- ✓ Remember, tuition is a yearly fee, divided into installments.



Closed Campus Policy

- ❖ Because of our concern for the safety of your children, we operate under a “closed campus” policy
- ✓ Parents must sign students in & out at the office
- ✓ Students are not allowed to leave school grounds during school hours if not accompanied by an adult
- ✓ Visiting parents must remain within the assembly area and are not allowed to enter the classrooms during class.



Non Violence

- Gun play is not allowed in the school
 - Our staff helps define the limits of aggressive fantasy play to ensure that all children are safe
 - We create a healthy play environment that does not encourage aggressive behaviors.
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Discipline 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 threatens the well being and safety of other students and teachers, we reserve the right to permanently dismiss the child from school



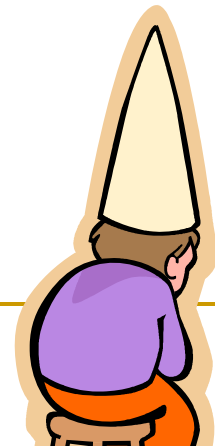
Behaviors requiring disciplinary actions

1. Biting (especially toddler-KG)
2. Disorderly conduct, e.g., tardiness, cheating, lying, abusive language, etc.
3. Disruptive conduct, e.g., use of intoxicant, fighting, vandalism, stealing, threats against others
4. Unauthorized possession of telecommunication devices such as cell phones, iPods



Possible sanctions for disruptive behavior

1. Temporary removal from the class
2. In-school suspension
3. Out-of-school suspension
4. Expulsion for the remainder of the school year



Homework policy

- Al Nur believes that homework is an extension of classroom instructions. It promotes:
 - ✓ Practice
 - ✓ Preparation
 - ✓ Extension
 - ✓ Creativity
 - ✓ Retention
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Guidelines for home study

- Establish a quiet, clean study place
- Have a flat writing surface
- The place should be well lighted
- The place should be free of distractions like T.V, radio or people talking loud
- Establish a consistent time to study
- Provide supervision and guidance
- Monitor T.V viewing and video games
- Monitor extra curricular activities



Uniform/Dress Code

- Khaki or Navy Blue Pants
- White, Pink, Light Blue or Navy Blue Short or Long Sleeved Polo type collared shirt
- Girls must also wear a Khaki or Navy Blue Jumper
- Girls 3rd Grade and up must also wear hijab
- Shoes must be closed-toe shoes (no sandals) and socks are required for hygiene purposes. No images or characters on the shoes are allowed.
- Backpacks and Lunch Boxes must not have images or characters
- Children in PreK and below are not required to wear a jumper, but proper covering is required



Birthdays and Non Islamic Holidays



- Celebrating Birthdays and all other non-Islamic holidays will NOT be allowed during school.
- Parent will not be allowed to pass out invitations or cards that has to do with birthdays or other non-Islamic holidays while on school ground
- This policy will be strictly enforced to align with Islamic teachings



Textbook policy

- Students from KG to 7th grade are to purchase their textbooks by paying the textbook usage fee of \$350. This fee is only charged the first year the child is at the school and not repeated the following years.



Testing

- 1st grade to 7th grade take standardized test on an annual basis
- Classroom assessment is also administered to determine your child's progress



Communication policy



- Parents will receive communication through the school website
www.alnurschool.com
- Parent/teacher conferences
- Written communication
- Progress reports
- Report cards



Volunteers

- We love our volunteers
- Please sign in to be a volunteer for the school for your child's enrichment
- Parents are always welcome to volunteer at the school by appointment.

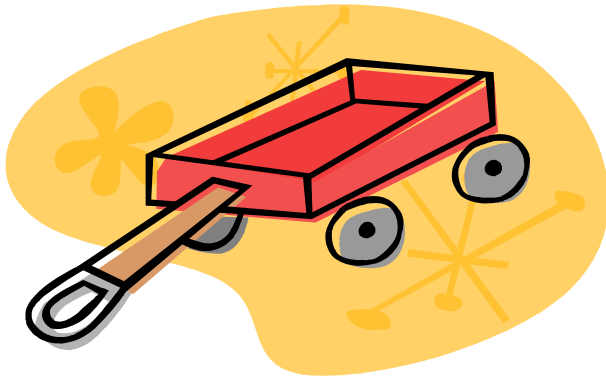


Field Trips



- Field trips will be planned by teachers to complement their curriculum
 - Parents will be notified for the destination, cost, and will need to sign a permission slip.
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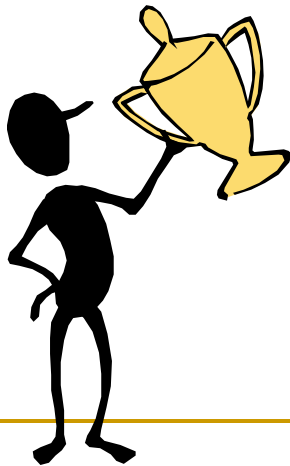
Personal Belongings



- Parents are to label all their child's belongings
 - It is **not** desirable for your child to bring toys from home and may be taken from the child during school hours.
 - The school is not responsible for any item brought from home that is lost
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Photographs and Publicity

- Occasionally the school will photograph students participating in school activities
- These photographs will be used and kept to record events and learning activities
- Parent have to provide a written notification if you do not want pictures of your child taken



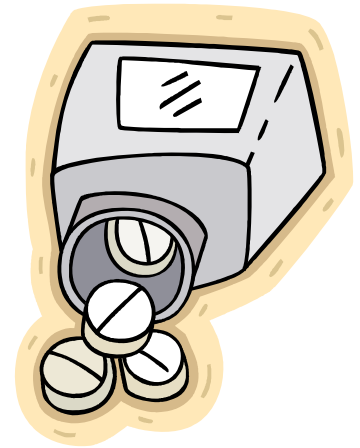
Fire Drills



- Practiced once a month
 - In case of fire, your child will be taken to the safety area practiced in the drill
 - Parents will be notified ASAP from the safe area to pick up their child
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Health Services

- Medications will **not** be given without a doctor's prescription or written authorization
- Parent must sign medication form for the staff to give medication
- Aspirin will **not** be given at any time because of the Reye syndrome danger



Accident or illness



- An accident report form will be filled by the staff working with your child
 - First aid treatment will be administered for small accidental cuts
 - If your child is sick, please do **NOT** send him/her to school
 - If a child gets sick while in school, you will be called to pick up immediately
 - If you cannot be reached, we will call other #s on your contact list
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Emergency Procedures



- In case of serious emergency for illness or injury, 911 may be called to dispatch the child to the nearest hospital
 - Parent will be notified of the situation
 - Please keep all contact #s up to date with the school in case of emergency
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Legal Custody

- Parents are responsible to notify school for all custody matters regarding their child
 - Parents should keep list of authorized persons to pick up and drop off their child accurate
 - If there is someone that you would like to pick up your child that is not on the list, you must give written authorization. Be sure to have anyone that may pick up your child on the list in their file.
 - A child will not be released to any person under the influence of drugs, alcohol, or intoxicated
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Access to child's files and Confidentiality

- A limited number of staff members may have access to your child's file
- Your child's privacy will be protected at all times, except when it is necessary for personnel to work on your child's file for his/her progress



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 state authorities



Food Service



- A hot lunch program is offered this year for a monthly cost that comes out to approximately \$4.00 per day.
- If not participating in the hot lunch program, lunches must be brought from home
- Please send food items that will not require heating as we do NOT heat food up at school.
- Be sure to send enough food so that your child does not go hungry, including 2 snacks.
- Make sure your child eats a good breakfast at home
- Toddlers and children up to 5 years old often choke on hot dogs, nuts, raw carrots, whole grapes and nuts. Please cut these items before sending for lunch. We are also a nut-free school due to nut allergies.
- Staff will **NOT** be permitted to serve candy, junk food, or popcorn to your child
- Chewing gum is strictly prohibited



Food Allergies

- Alnur school is a “peanut free” campus
- It is the responsibility of the parents to notify the school of any food allergies
- If a medical problem requires special dietary arrangements please notify the school through the office



Rest and Nap Time

- Children under the age of 5 will have a regular daily rest or nap time scheduled by the teacher
 - Each child will have their own mat, brought by the parent
 - Parents are to provide blankets and sheets to use for nap times as well
 - The toddler class provides cots for the children. Please bring a blanket for your toddler to cover up with.
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Statement of Non-Discriminatory Policy

- Al Nur school has an equal opportunity admission policy
- We do not discriminate on the basis of race, color, nationality or ethnicity in our educational policies, other school administered programs.

