

Policies
Bismihi Ta'ala

Assalamualaikum Dear Parents,

In order to provide Tarbiyyah (Islamic upbringing), increase the quality of our Maktab Education, and at the same time, ensure the health and safety of the students, teachers and Masjid staff, the following Guidelines/Policies will be implemented Insha Allah. You are humbly requested to discuss these guidelines with your children, and follow them.

Covid-19 Policy:

- 1) We will continue to monitor the temperature of children upon their arrival at the Madrassah when required. If he/she has a fever, the parent will be told to take them back home for that day. **If your child has symptoms on any given day, please also keep him at home for that day, as a precaution.**
- 2) The children should wear masks at all times, while in the Masjid.
- 3) In the event of a house member or friend being tested positive for Covid-19, and the student was in contact with him/her, **please inform the teacher and keep your child at home for the next 2 weeks. Before returning to the Maktab, please have him/her take a Covid-19 Test and send in the Negative Report to the teacher on his/her first day.**

Attendance Policy:

- 1) The Maktab Time is from 5:00 PM to 7:00 PM. Students should be dropped off and picked up on time. If a child arrives at the Maktab **5 minutes late, he/she will be considered late for that day.** If your child is late for a valid reason, **please send a written note or text** to the teacher. The Masjid will **not be responsible** for students if they are not picked up by **7:05pm.**
- 2) The parents will have to come to the Masjid and meet their child's teacher, if at any given time during the year, the teacher deems it necessary to meet the parents, to discuss their child's Attendance/Lateness issue.
- 3) If your child is absent any day, please send a text informing the teacher immediately. Or you may send a written note on the next day, explaining the reason for absence.
- 4) Multiple lateness will affect the final scores in the report card of the student.
- 5) If the student intends to stay off from the Madrassah for 1 day or more, **the parents should inform the teacher in advance. An absence of 10 days or more without**

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notice, will result in the child's name being removed from the Madrassah. If the parents wish to enroll him/her again, they will have to pay the Re-Admission Fee of \$30 as well as have their child placed on a waiting list.

- 6) If the family plans to go on vacation/overseas, a written request should be submitted to the teacher in advance. Leaving without notice, **will result in the child's name being removed from the Madrassah, with no guarantee of re-admission.**
- 7) Students will be recognized for perfect attendance every month Insha'Allah.

Uniform Policy for Boys:

Boys should wear **white** Kameez Shalwar, Kurta Pajama or a Thowb (Long Jubba) along with a Kufi (Topi).

Uniform Policy for Girls:

Girls should wear Blue loose Abayah and a maroon Hijab.

Tights, Shorts, and non Islamic dresses must be avoided.

Note: Uniforms can be purchased at the Masjid, please speak to the teacher.

Parents are humbly requested to lead by example and dress modestly, especially during drop off and pick up of students.

Electronics policy:

Absolutely no electronics (phones, smart watches, toy watches, players etc.) allowed during class times. Please contact the teacher for any emergency.

JazakAllahuKhair for your understanding & cooperation
MALV Maktab