



Al-Furqan Part-Time School

Parent's Handbook



مدرسة الفرقان لتعليم القرآن
Alfurqan School for Teaching Quran



DESCRIPTION:

At Al-Furqan Part Time Programs we want to ensure that students learn the Quran in a respectful, fun, safe environment and create lasting memories and form unique and special friendships that will follow them for a life- time. Our objective is to build a lasting bond among the Muslim children with the Quran in the hope of building a better community for the future with will of God.

MAC runs Al-Furqan Part Time School during the academic school year to supplement the regular curriculum with the ability to read and recite the Quran in Arabic for children in the ages of 5 to 12 years. Our classes are fun and the Quran is taught with Al-Noorania book with exciting activities. A specific program is designed for each level of skill group.

Prayer time is practiced and valued. MAC Al-Furqan Part Time School is a balanced combination of professional Quranic instruction and with a regular fun recreational break each session.

Mission

Al-Furqan School's mission is based on the belief that Allah has made reciting the Qur'an an act of worship and made those who learn it and teach it the best of all people. It is generally observed, that memorization is most effective when carried out at a young age. At Al-Furqan, it is our mission to teach young children Qur'an memorization, to preserve our Holy Book, and give each student a solid foundation in the rules of recitation. We aim to provide this teaching in a professional, nurturing, caring school environment. Class sizes range from 15 to 25 students (depending on age).

Goals:

With up to 6 levels, highly qualified teachers, and many dedicated volunteers, Al-Furqan School aims at teaching its students the Arabic letters, proper pronunciation, and the vowels (accents) of the Arabic language. Students will memorize several chapters from the holy Quran in order to practice the learned material; and there by become equipped with the tools to enable them to memorize the whole Quran.

Contact

Address: 70 Fieldrow St., Ottawa, ON K2G 2Y7

Telephone: 613-226-1396 x106



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Team:

Principal: Samer Taweel

Director: Houcine Cherif

Hours

After Abraar Program - Monday to Thursday from 3:45PM-5:00PM
West @ 70 Fieldrow Street - Tuesday and Thursday from 6:00PM-8:00PM
East @ 2525 Alta Vista St. Patrick High School - Monday and Wednesday from 6:00PM-8:00PM

Staff:

All staff members are selected based on their Islamic integrity, ability to interact positively with children, and previous skills & experience with children. Our experienced team of teachers will lead students in educational fun Quran learning activities.

Sample Class Schedule

- Quran Recitation
- Salat (10 minutes)
- Fun Snack & Play Time (10 minutes)

Please have your child bring the following items to program everyday, and please label all of your child's items:

1. Snacks that are healthy and all nut-free.
2. The Holy Book "Qur'an" and Al-Nooraniya Book
3. Water bottle.
5. A hijab for prayer time for girls.



6. Indoor Shoes and winter appropriate gear

Lost & Found

All Lost & Found items will be placed in our program's "Lost & Found" box at 70 Fieldrow. There is no lost and found box at the East location. Please do not bring any valuables to school.

Attendance

It is expected that each student attends the program regularly. Please notify the administration coordinator in advance if your child will be absent. In case of sickness or an emergency, please email the program.

Students are to be dropped off and picked up at their designated classrooms. Students are expected to be dropped off and picked up from their classes at the specified times. Please note early birds and students that are not picked up on time will be sent to the After Program to benefit from their waiting time. This program is extra cost of \$5/ 5 minutes after school closes.

Please note that being punctual is especially important each day.

Communication

Any extra communication needed with parents will be done through written letters, emails, or/and telephone. Please take the time to check your child's bag for any notes/letters from the program.

Dress Code

- Program activities will require modest attire respectful of the environment. All dress code should abide by the Islamic guidelines. Please keep in mind that any immodest attire is not acceptable and children may not be allowed to participate in specific activities.
- Please provide your daughters with a hijab for prayer.



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Lunch and Snack

Children are expected to bring their own lunch and snack daily, nut-free policy, enough drinks and juices should be provided.

Discipline

We aim for our programs to be safe, educational and fun for all the people involved including the staff, and volunteers, and students, and keeping this in mind foul language, defiance, and violent behavior will not be tolerated. The discipline procedure we will follow is:

1st step: After 3 warnings by the staff of the group, the student will be spoken to by the Principal.

2nd step: If the behavior continues, the children will sit out of a fun activity with the group.

3rd step: If the behavior persists, the Principal will request a meeting with the parents of the student.

4th step: If the behavior persists, the student will be asked to stay home for one of the outings.

5th step: If after Step 4 the behavior continues, the student will be expelled from the program, and the parents will be refunded for 25% of the remaining days.

Personal Belongings

No high value technology, jewelry and valuables are allowed. All electronics must comply with the program policies. Students are not allowed to take pictures of other students for privacy reasons. Please ensure that your child does not have these items. The program is not liable for children whose parents do not abide by the rules.

Schedule

All possible efforts will be made to follow the programs' activities calendar. The program reserves the right to change, cancel, and/or postponed any program's activity, due to weather or/and unforeseen circumstances.



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Safety

The programs take the safety of the staff and students very seriously. A fire evacuation drill and an emergency evacuation drill of the bus may take place.

Unless you have informed the program coordinator in advance only parents are allowed to pick up their children. The program requires written permission from the parents concerning the information on the caretaker when he/she picks up their child(ren).

Although all efforts are made to include all children in all activities, due to serious health conditions or extreme safety precaution, the program reserves the right to stop a child from continuing in a specific activity.

Fees

Fees are due by the first day of class. Late fees charges may apply if fees are not paid on time.
\$400 for East & West
\$600 for After-Abraar

Program Fees Payment:

Register online and please come to pay in person at 70 Fieldrow or online by September 1st.

Contact Person: Samer Taweel

Payments in full are due at registration.

We accept cheques and cash only

Refund or Cancellation Policy:

Cancellation **before** program starts: \$50 Non- Refundable Administration Fee.

Cancellation in the first 40 **Calendar days** of the program: 50 % Non- Refundable.

Cancellation the first 40 **Calendar days** of the program: 100% Non- Refundable.



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Registration:

Spaces are limited; register early to reserve your spot by going to our website.

Website:

www.alfurqan.ca