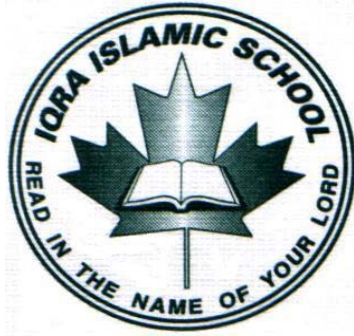


Iqra Islamic School

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SCHOOL POLICIES AND GUIDELINES

In this parent information booklet, you will find answers to the most frequently asked questions regarding the policies of our school.

SCHOOL POLICIES

WELCOME

Asallamalaikum,

We are pleased and wish to extend a friendly welcome to our students and parents to Iqra Islamic School. In order to ensure that both you and your child have a joyful, beneficial and satisfying school year, we have prepared this information booklet which we request you to keep and read carefully.

PHILOSOPY

Iqra Islamic School offers the Montessori program which follows the educational method developed by Dr. Maria Montessori. The Montessori philosophy seeks as its goal, an independent, self directed child. Our program fosters the development of responsibility, collaboration, cooperation, and enjoyment of learning. Specially designed Montessori materials are integrated with other developmentally appropriate activities to provide the child with progressive learning in the areas of Practical Life, Sensorial, Mathematics, Language and Cultural activities.

Our program provides total curriculum, which allows for the optimal growth of children in all areas including social, emotional, physical, and cognitive development. The children are supported in a safe, nurturing and stimulating environment that promotes self-esteem and emphasizes child-selected and child-directed activities.

ATTENDANCE / PUNCTUALITY

In order to minimize classroom disruptions and to give the student a sense of order and punctuality, it is important for all students to arrive on time for the program that begins at 8:45 am. Children arriving on time are more prepared for the day of learning. A late arrival for class is both disruptive and distracting for the ongoing learning presentations. Children also miss out on the introduction of new topics and materials presented by their teachers.

ARRIVAL / DEPARTURE

To ensure your child's safety upon arrival, please accompany your child to the gym, greeting the teacher on duty. It is advisable to inform the staff of any changes on routine or behavior that may affect your child's participation in the program. When picking up your child, please pick them up from the gym. We do not allow children to wait in the hallways.

RELEASING STUDENTS

When anyone other than the parent/guardian, who ordinarily takes the student home, is asked to pick up a student from the school, the following procedure must be followed:

The teacher must be given a signed letter from the parent/guardian stating the full name and identification of the person, who will be picking up the child. Anything short of this information in the letter will not be acceptable, to ensure the security of your child.

If it is not possible to get a written letter to us in time, we need a phone call authorizing us to release the student, and the full name of the person and identification number to whom the student may be released. The authorized full name of the person with identification must be on the release form.

Parents/guardians are to inform the authorized person picking up their child to have some form of identification with them, as they will be required to show it to the teacher. The identification produced will be compared to the release form, with the name given by the parent either verbally or in writing, and only if it is the same name, will the student be released. In case of any doubt, it is our policy not to release the student and parent/guardian will be called.

BEHAVIOUR MANAGEMENT

Children appear to learn best when they are given reasonable limits and freedom to choose. Discipline is planned to assist the child to become self-disciplined through the use of choices and logical consequences. Children are disciplined in a positive manner at a level that is appropriate to their action and their ages. Methods of discipline are discussed at staff meetings and consistent disciplinary measures are agreed upon. Staff and parents/guardians are welcome to exchange ideas during parent teacher interviews when needed.

The school will not permit the following disciplinary methods:

- Corporal punishment
- Derogatory comments
- Confinement in locked form or structured as a form of punishment
- Deprivation of food, clothing or shelter

NUTRITION

A nutritious lunch, morning and afternoon snack are requested. Please try to send fruits and vegetables for snacks. Try to avoid sending junk food such as candies, chocolates, nutella sandwiches, chips and cookies for snack. Also refrain from any products which contain nuts.

HEALTH/MEDICATION

Children showing signs of illness, (e.g. fever, excessively overtired, diarrhea, vomiting, alarming cough etc.) must remain at home for their own well being and for the protection of others. Parents will be called if your child becomes ill at school. Should this occur, please

pick up your child as soon as possible. This is for the benefit of all our children, including your own. Parents must be prepared to make other arrangements for their children when they are ill.

Should a parent feel a child is unable to participate in outdoor activities; the child is not to be in attendance at the school.

Please ensure that all proper medical forms are current and inform the administrator if any changes in vital information occur. This will ensure that our school can take appropriate measures in the event of an emergency.

A designated staff member will administer current prescription medication when a parent provides daily written authorization. In accordance with the Day Nurseries Act it requires that the medication be in the original container, clearly labeled with the child's name, name of the drug, dosage, the date of purchase and instructions for storage and administration of the drug.

EMERGENCY

In the event of an emergency requiring a hospital visit, your child will be immediately taken to the closest hospital where you can meet your child and the supervising staff. In the event that you cannot be reached, your emergency contact person will be notified. Please ensure that this person is aware of this responsibility.

ALLERGIES

As there are several students who are severely allergic to peanuts, our school is a peanut free environment. We ask that parents refrain from sending any food products with peanuts as an ingredient. As a precaution, any food that is sent for school parties must contain a list of ingredients. Children with peanut allergies are required to keep an epinephrine pen on them at school in the case of an emergency. It is imperative that our school supervisor is made aware of any allergy or other medical concerns, which your child may have.

CLOTHING AND POSSESSIONS

Children should be dressed in their uniforms. The uniform must be clean and accompanied by black shoes. A complete change of clothing must be kept at school in case needed. Remember to bring in a set of clean clothes, if previous ones are taken home to be washed. All indoor and outdoor clothing must be clearly labeled with your child's name.

TOYS

Toys must not be brought to school unless with the teacher's permission (show and tell days), to avoid being misused or broken.

CALENDAR

Beginning of each month, a monthly calendar will be issued. We will notify the parents of all events, daily curriculum, trips, or visits planned by the school. Please check the school calendar daily for program information.

NEWS LETTER

A news letter will be sent home to the parent once a term announcing upcoming learning events, curriculum and notification of any changes. Newsletters will serve the purpose of communication, important school and classroom information. This will ensure more effective communication between parents, teacher and administration. Parental feedback is important to our school. Parents are always welcome to meet with the Principal regarding any concerns or inquiries.

REPORTS

Progress reports will be sent home 3 times a year, one each term. Parents will have the opportunity for discussion at parent teacher interviews.

FIELD TRIPS

Throughout the year, the school will arrange field trips to different places of interest. A notice will be sent home with your child in advance informing you of the excursion, destination, time, date and cost. It will also include a permission slip to be signed and returned. Field trips are integral part of curriculum and therefore participation is strongly encouraged. The safety of each child is our main priority on outings and all precautions are taken so that each trip is safe and enjoyable. Parent volunteers are always welcome to join the excursion.

FUND RAISING

Fund raising activities will occur periodically throughout the year in our school. Money raised goes directly towards special purchases and projects to enhance the children's learning environment.

MONEY AND DOCUMENTS

All monies, cheques or documents sent to the school, must be sealed in an envelope. *Please ensure that the student's name, the amount and a brief explanation is written on the outside of the envelope.*

CHANGE IN INFORMATION

Should your telephone number, address at home or your place of business change, please notify the school immediately. Any emergency contacts to be added or changed should also be informed and changed on the student form in the office.

ACCIDENT REPORTS

In the event of an accident occurring on school premises causing bodily harm to a child, a detailed accident report will be written. All accident reports are kept in the child's file for school records only. Iqra Islamic School will not release the original copy or photocopies of these reports.

LATE PICK UP

Parents are reminded to make every effort to pick up their children promptly by 4:15 pm. There is a late fee charge of \$1.00 for each minute after 4:15 pm to be paid to the teacher looking after your child.

EVALUTION

Our school environment should always be a positive one for our students. Therefore, we reserve the right to dismiss any child from Iqra Islamic School who does not seem to be benefiting from the program we offer and encourage.

PARENT INVOLVEMENT

Parent involvement plays an important role at our school. There will be several opportunities for parents to volunteer their time and assist with special events.

SCHOOL CLOSURES

The school may be closed due to severe weather conditions. On days of extremely poor weather conditions, please call the school before coming.

CONCLUSION

We trust by reading this booklet of information you are now familiar with the procedures and guidelines of the school. By following these guidelines you can be confident that your child will have the most enjoyable learning experience at our school. Please contact the Principal at any time with your questions or concerns. Together we can make this an enjoyable and rewarding learning experience for your child.