

Ummah Masjid Qur'an School

Guidelines & Policy Document

1. Mission and Vision

Mission:

To provide students with a strong foundation in Qur'anic recitation, memorization, understanding, and Islamic character (akhlaag) in a safe, nurturing, and spiritually uplifting environment.

Vision:

To nurture a generation that loves the Qur'an, practices the teachings of Islam, and serves their community with excellence, compassion, and integrity.

2. School Values

- **Respect** – For teachers, peers, the masjid space, and the Qur'an.
 - **Discipline** – Commitment to regular attendance, punctuality, and effort.
 - **Sincerity (Ikhlaas)** – Learning the Qur'an for the sake of Allah.
 - **Good Character** – Demonstrating Islamic manners at all times.
 - **Community** – Working together for the spiritual well-being of all students.
-

3. Admission & Registration

- Enrollment is open to children from 5 years and above. All children must be washroom trained.
 - Registration forms must be completed with accurate medical and emergency information.
 - Parents must inform the school of any special learning needs or concerns.
 - Fees are collected in advance at the start of each month, with a prorated option available.
 - All tuition and registration fees are announced in a timely manner.
-

4. Attendance & Punctuality

- Students must arrive on time and be picked up promptly.
- Frequent late arrivals or early leave disrupt learning and may require follow-up with parents.

- Absences should be reported to the administration in advance when possible.
 - Excessive unreported absences may result in removal from the program. Monthly fees will still be collected regardless of a student's absence, as long as the child remains registered. Our system operates on a month-to-month basis.
-

5. Classroom Expectations

Student Conduct

- Show respect to teachers and classmates at all times.
- Come prepared with Qur'an, notebook, and necessary supplies.
- Speak politely and refrain from disruptive behavior.
- No electronic devices unless approved by teachers.

Learning Expectations

- Students are expected to practice their lessons at home daily.
 - Memorization students must revise previous surahs regularly.
 - Students will be assessed periodically on tajwīd, memorization, and progress.
-

6. Islamic Etiquette

- Proper Islamic manners must be observed inside the masjid.
 - Students should dress modestly in accordance with Islamic guidelines.
 - Running, shouting, or playing inside the prayer hall is not permitted.
 - Food and drink are not allowed inside the masjid except in designated areas.
-

7. Safety & Supervision

- Students must remain inside the masjid property until picked up.
 - Younger children must be brought in and picked up by a parent/guardian.
 - The school is not responsible for students before drop-off or after dismissal.
 - Emergency procedures (fire, evacuation, etc.) will be practiced as needed.
-

8. Parent/Guardian Responsibilities

- Ensure consistent attendance and punctuality.
 - Monitor and support daily Qur'an practice at home.
 - Communicate with teachers regarding concerns or progress.
 - Respect the masjid environment and follow drop-off/pick-up guidelines.
 - Attend scheduled parent meetings or progress discussions.
-

9. Teacher Responsibilities

- Teach Qur'an with accuracy, patience, and professionalism.
 - Provide a safe, supportive learning environment.
 - Give regular feedback on student progress.
 - Maintain confidentiality and treat all students fairly.
 - Communicate with parents when needed.
-

10. Discipline Policy

- Most issues will be handled with gentle reminders and Islamic guidance.
 - Repeated misbehavior may result in:
 1. Warning to the student.
 2. Notification to parents.
 3. Temporary suspension.
 4. Removal from the program if behavior does not improve.
-

11. Dress Code

- **Boys:** Clean, modest clothing; kufi encouraged.
 - **Girls:** Hijab (age appropriate); loose, modest clothing.
 - No inappropriate logos, tight clothing, or non-Islamic messaging.
-

12. Exams & Progress Reports

- Regular assessments will be conducted for:
 - Qur'an reading accuracy
 - Tajwīd rules
 - Memorization (Hifz)
 - Islamic Studies content (if applicable)
- Progress reports will be shared with parents periodically.

13. Communication

- WhatsApp, email, or school notices will be used for important announcements.
- Parents should check messages regularly.
- Teachers are available to discuss student progress by appointment.

14. Fees & Financial Policy

- Tuition must be paid by the deadlines provided (1st week of every month).
- Refunds for withdrawal are subject to administrative approval.
- Financial assistance programs may be available for families in need.
- Ummah Masjid Quran School uses an Autodeposit system for tuition payments. Parents are required to provide their bank information to the school, and tuition fees will be automatically processed according to the approved payment schedule.

15. Respect for Masjid Property

- Students must keep classrooms and prayer spaces clean.
- Any damage to property must be reported immediately.
- Misuse or intentional damage may result in disciplinary action or charges.

16. Media & Photography Policy

- It is the parent's responsibility to let the administration know if they don't want their children to be in photo.
- Media will be used only for school documentation or promotional purposes.

17. Amendments

Ummah Masjid Qur'an School reserves the right to update guidelines and policies as needed. Updates will be shared with parents promptly.
