



300 W. Highridge Road. Villa Park, Illinois – 60181
Phone: 630-941-8800 ext.: 1015

Registration, School Year 2024- 2025

Assalamo Alaikum Dear Brothers and Sisters of the IFSS family

For New Families our online Registration is available through Muntazim. Please register as soon as possible.

For Continuing Students, please refer to Registrations email you received or simply login to [Parent Portal](#) and pay your fees through Fee Management.

1) **GRADES OFFERED:** Grades Pre-K to 11

2) **SCHOOL YEAR:**

First Term: August 25th, 2024, to December 29, 2024

Second Term: January 05th, 2025, to May 25, 2025

Kindly note that dates may be subject to change due to unforeseen circumstances; parents will receive communication accordingly.

3) **REGISTRATION:**

1. Minimum age requirements:

a. **Preschool:** at least 4 years of age as of September 1, 2025.

b. **KG:** at least 5 years of age as of September 1, 2025.

c. **Grade 1:** at least 6 years of age as of September 1, 2025.

Please note that proof of age (**copy of birth certificate or passport**.) maybe required for admission in Pre-K, KG, and 1st grade

2. All registration will be on-line, please visit <https://www.islamicfoundation.org/sundayschool/>

3. Student Expenses For The Year 2024-2025:

- Installments are available, please coordinate with Sr. Tasneem at sundayschool@ifsvp.org
- Financial Assistance is also Available to Zakat Eligible Families
- Student expenses are categorized to simplify for parents
- Subsidized/Discounted Tuition Fee is lowed from to \$400 only from \$500
- All other student related expenses are itemized, please consult Sr. Tasneem
- Optional language fluency Urdu or Arabic class starts at 9.00AM, Annual Fee, \$200 per Student
- All Fees can be paid through Muntazim Online as a Onetime Payment

Student Withdrawal and Tuition Refund

In case of student withdrawals, the tuition paid will be refunded, subject to following terms:

- a. A formal withdrawal form must be submitted for processing refunds, see Sr. Tasneem.
- b. Full refund within 1 week from school start date.
- c. No refunds beyond 1 week.
- d. Refund credit or check will be mailed to the address provided in the registration form.
- e. Refund processing time generally takes from 60 – 90 days.
- f. All Sunday school expenses go to masjid

4. SCHOOL HOURS and TIMINGS

- School Gymnasium will remain open to students from 9.00AM
- Urdu or Arabic Classes start at 9:00AM
- School starts with Assembly Gymnasium by 9.45 AM
- School Ends after 4th Period, which is Tasbeeh, Duwa and Dhur Salah, around 1.45PM
- Parents are required to join students at the beginning of 4th period at 1.10PM in masjid

5. SCHOOL CALENDAR AND HOLIDAY SCHEDULE:

August 25 th , 2024	6 th to 11 th Grade First day,
September 4 th 2024	Labor Day Break
September 8 th 2024	PreK to 5 th Grade First day
Pick up updated Calendar from front desk	

6. CONTACT INFORMATION:

- Primary mode of contact with Teachers, Administration – Muntazim Communication
- Parents are required to check weekly communications from Administration and Teachers
- Secondary mode of contact - SundaySchool@ifsyp.org
- Office Staff
 - a) Administration Sr. Tasneem
 - b) Administration Sr. Munazia
 - c) Administration Sr. Zaineb
 - d) Manager Sr. Hafsa
 - e) Advisor/Dean Dr. Mohi
 - f) Vice-Principal Sr. Asra
 - g) Principal Br. Razi

7. ZERO TOLERANCE POLICY

The Islamic Foundation has ZERO TOLERANCE for the following infractions.

- Alcohol or Drug related activity
- Bringing weapons to school
- Engaging in physical or verbal abuse
- Assault/battery/brawl/bullying
- Graffiti/Vandalism
- Verbal or written threats to life or property
- Any other activity that is deemed as un-Islamic or illegal as per Local, State or Federal laws

In any of the above cases, the Administration will investigate the matter and recommend disciplinary action that can include but not limited to expulsion from Sunday school. Vandalism or damage to the school property could result in imposing a fine equivalent to the cost of repair in addition to disciplinary action.

8. PARENT COMMUNICATION

The following communication avenues are used to share information with parents:

1. Weekly Emails from Administrations and Teachers.
2. Announcements during the Assembly
3. Parent-Teacher Conference
4. Pre-arranged meetings with teachers. It is parents' responsibility to setup those meetings.
5. Administration - Parent meetings

9. REVISION OF SCHOOL POLICIES

When necessary, Sunday School Administration will issue periodic bulletins to announce revisions in the school policies. The current policy on the topics discussed in this information packet will continue to be enforced.

10. HEALTH and SAFETY

Sunday School does not employ a Nurse.

1. Should a student fall ill during school hours, the parents or guardians listed in our records will be contacted using the emergency phone number provided during registration. It is the responsibility of the parent or guardian to promptly attend to the child upon receiving the call.
2. It is the responsibility of parents to ensure that any allergies their child may have been communicated to all staff members. Parents must also outline necessary actions staff should take in the event of an adverse reaction that requires immediate parental presence at the school.
3. In the event of an emergency, emergency services (911) will be contacted.

11. SCHOOL CLOSURES (WEATHER)

In case of the forecast of inclement/severe weather conditions, the IFSS administration team will make announcements regarding closure of Sunday school via telephone and e-mail.

(Please ensure that IFSS administration has your most up to date contact information at all times)