



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 scan the QR code above

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 1<sup>st</sup> grade

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

4) **EXPENSES FOR THE YEAR 2024-2025:**

- Installments are available, please coordinate with Sr. Tasneem at [sundayschool@ifsvp.org](mailto: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 kept affordable at \$400 for entire year per student
- 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
- Annual expenses (fees) can be paid through Muntazim online portal 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 payment.
- c. Refund credit or check will be mailed to the address provided in the registration form.
- d. Generally, refund processing time is 30 to 60 days.
- e. All Sunday school expenses go to masjid

**5) SCHOOL HOURS and TIMINGS**

- School gymnasium will remain open to students from 9.00AM
- Urdu or Arabic language fluency classes start at 9:00AM
- School starts with Assembly gymnasium by 9.45 AM
- School Ends after 4<sup>th</sup> Period, which is Tasbeeh, Duwa and Dhur Salah, around 1.45PM
- Parents are required to manage children in the masjid by receiving them before salah at masjid double doors as they exit from school premises

**6) SCHOOL CALENDAR AND HOLIDAY SCHEDULE:**

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

**7) CONTACT INFORMATION:**

- Since we are a Sunday Program, We available only on Sundays
- 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@ifsvp.org](mailto:SundaySchool@ifsvp.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

**8) 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.

#### 9) 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

#### 10) 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.

#### 11) 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. Sunday school program volunteers are not trained to handle adverse events
3. 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 a staff may take in the event of an adverse reaction that requires immediate parental presence at the school.
4. In the event of an emergency, emergency services (911) will be contacted.

#### 12) 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 fastest available medium, email, voicemail or text message.

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