



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

Parents Handbook - Registrations, School Year 2024- 2025

Assalamo Alaikum Dear Community members,

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 11th

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/>

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

- Please pay on time to avoid late fees of \$100
- Installments are available, please coordinate with our registration's coordinator in person on Sundays
- Financial Assistance is also available to Zakat Eligible Families
- Student expenses are categorized within Muntazim to simplify for parents
- Subsidized/Discounted Tuition Fee is kept affordable at \$400 for entire year per student
- All other student related expenses (Security, Facilities, Social Events, Administration, Technologies) are itemized, please review within Muntazim, or consult our registrations coordinator in person
- 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 is available only within one (1) week from payment date.
- c. Refund credit or check will be mailed to the address provided in the registration form.
- d. Ideally, Refund processing time is 30 to 60 days, in some cases it may take longer due to incoming volume of new registrations.
- e. All Sunday school expenses go to masjid expenses
- f. Absolutely NO REFUND after the time stated above in section (a) and Payments made after beginning of school year.

5) **SCHOOL HOURS & DISMISSAL with SALAH:**

School Schedule

- School starts with an Assembly in the gymnasium at 9:45 AM, with Quran Recitation, Dua, and important announcements, We encourage parents to lead and join Assembly.

Pickup Procedures

- Parents are required to pick up their children at the double doors of the masjid before salah as they exit from the Sunday school premises. Double doors are accessible from masjid area. Please come early and familiarize your child where you will be picking up from, every Sunday.

Dismissal Time

- 1:20 PM after the bell rings. Students join parents for Dhur prayers in Masjid.

Dhur Prayer with Parents

- Sunday School have organized the 4th period with Sheikh Nassar for the recitation of Tasbeeh and dua for Sunday school children. It is imperative that parents demonstrate the importance of Tasbeeh and participate in dua with children

Parents Supervision in the Masjid

- **During the 4th period, children must be accompanied by a parent in the masjid at all times—before, during, and after prayers**

Masjid Etiquette

- Please ensure that your children respect the masjid's etiquette by not running around or talking loudly. As a parent, we encourage you to model this behavior by demonstrating how the masjid should be respected.

Gymnasium Access

- The school gymnasium will remain open to students from 9:00 AM. Gym shoes are required in the gymnasium. No food or drinks allowed in gymnasium

Language Classes

- Popular Urdu and Arabic language fluency classes start at 9:00 AM.
 - Typically, Arabic class is for students with Arabic background, led by Arabic speaking teacher and Urdu class is for students with Urdu background, led by an Urdu speaking teacher

6) **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 the most updated calendar Sunday School front desk	

7) **TEXTBOOKS**

The prescribed textbooks will be available for purchase at the Islamic Foundation bookstore near door 1, during the first three weeks at the start of the school year. A printout with details of the required books for each grade will be provided in advance, and the location of the book sale will also be communicated ahead of time.

8) **CONTACT INFORMATION:**

- Since we are a Sunday Program, We are available only on Sundays during school hours.
- 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. We check emails once a week on Sundays.

9) ***** ZERO TOLERANCE POLICY *****

Purpose: Islamic foundation Sunday School fosters a respectful and supportive environment for our educational community, we have established a zero-tolerance policy regarding negative or harmful interactions as following:

- Harmful or Negative social media interaction
- Threats of physical harm or violence against individuals or groups.
- Verbal abuse or language intended to insult, degrade, or intimidate.
- Harassment or repeated unsolicited, aggressive communication.
- Defamation or false accusations made with the intent to harm the reputation of an individual or the organization.
- 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 IFS, Local, State or Federal laws

Policy Guidelines:

- **Respectful Communication:** All teachers, parents, and volunteers are expected to communicate positively and constructively on all media platforms.
- **Prohibited Behavior:** Posting negative comments or bashing individuals—whether they be students, staff, or other community members—is strictly prohibited. This includes harassment, bullying, or spreading misinformation.
- **Reporting Violations:** Any violations of this policy should be reported to school administration immediately for review and action.
- **Consequences:** Individuals found in violation of this policy may face disciplinary measures, which could include removal from volunteer positions, suspension, or other actions deemed appropriate by law.
- **Guidance and Support:** Individuals are encouraged to discuss any concerns or seek guidance regarding social media use with school administration.

Conclusion: 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 total cost of repair in addition to disciplinary action.

This policy aims to protect the integrity of our educational environment and ensure a positive experience for all members of our community. Your cooperation is vital in promoting a respectful atmosphere onsite and online.

10) **PARENT COMMUNICATION**

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

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

11) **DRESS CODE**

All students and staff of the Islamic Foundation School System (IFSS) are required to dress modestly and decently during school hours, upholding personal dignity in accordance with the practices of the Islamic faith.

The standard should be similar to the attire worn when attending the Masjid to perform Salah (Islamic prayers)—ensuring that clothing is respectful, covers the body appropriately, and reflects the values of modesty, humility, and professionalism.

12) REVISION OF SCHOOL POLICIES

The Sunday School Administration reserves the right to issue periodic revisions to the school policies as necessary, and such revisions will be communicated to parents in a timely manner. The current policies outlined in this information packet will remain in effect and enforced until any formal revisions are issued.

October 20th, 2024.

13) 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.

14) 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)

15) KINDERGARTEN & PRE-K

To ensure a smooth experience for everyone, we kindly ask that Pre-K and Kindergarten students be potty trained before joining our program. For Pre-K parents, we require you to stay nearby in the cafeteria area, just in case we need to reach you.

Please drop off and pick up your little ones on time. For Pre-K and Kindergarten, parents are welcome to pick up their children directly from the classroom. For security purposes, we kindly request that you sign in at the office.

If babysitting is needed, Sunday School can arrange this service at a rate of \$50 for the first 10 minutes, up to 1 hour. Please let us know in advance if you require this assistance.

16) GRADING & ATTENDANCE

Grading Our grading system is designed to reflect Islamic values of personal growth and excellence, supporting each student's spiritual journey toward their full potential. We provide constructive feedback that encourages self-improvement and perseverance, aligning with the principles of integrity and effort. Grades are based on a blend of assessments, participation, and progress. If you have any questions about your child's progress or need guidance on how they can excel, please feel free to reach out to the teachers or administration. We are here to support and inspire their development every step of the way.

Attendance- Attendance is taken at the beginning of every period. Regular attendance is crucial for student success and learning continuity. We ask that students arrive on time and attend all scheduled classes. If your child will be absent, please inform the teachers in advance or as soon as possible so a

teacher may make the necessary arrangements. If you need assistance with attendance matters or have any concerns, do not hesitate to discuss with administration. Attendance can be generally up to 15% of the grade in each subject.

Important Note to Parents

We would like to take the opportunity to clarify that IFSS is not a daycare center. It is essential for parents of all grades to ensure that their children are comfortable and prepared to participate in class activities while engaging respectfully with both teachers and other students.

To support our community, we encourage parents to remain on campus within the cafeteria area, where complimentary Wi-Fi and tea are available. Should we encounter a situation where a child is disrupting the class, we may request that the parent remain on school grounds to assist in managing the child's behavior.

This request is pertinent for lower grade children particularly in Pre-K and KG, who are strongly encouraged to stay on campus during class hours.

Thank you for your understanding and cooperation