

# ICNEV Learning Center

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## Parent Agreement and Communication Guidelines

(Effective July 11, 2025)

### Parent Agreement

- Attendance & Punctuality
  - I will ensure my child arrives on time for all classes and events.
  - I will notify the school in advance if my child will be absent.
- Pick-Up and Drop-Off
  - I will drop off and pick up my child promptly according to the schedule.
  - I understand that repeated late pickups may result in a fine or disciplinary action.
- Code of Conduct
  - I will review the student code of conduct with my child and ensure they adhere to it.
  - I understand that behavioral issues may lead to disciplinary action, including suspension or dismissal.
- Academic Support
  - I will support my child's learning by reviewing assignments, checking homework, and communicating with teachers.
  - I will ensure my child brings all required materials to class.
- Respect & Safety
  - I will treat all staff, teachers, volunteers, and other families with respect.
  - I will support the school's safety procedures and policies.
- Financial Responsibility
  - I agree to pay all tuition and fees on time.
  - I understand that non-payment may result in the suspension of services.

### Parent Communication Guidelines

- Primary Communication Channels
  - All official communication will be sent through:
    - Email (school-wide and class-specific)
    - WhatsApp groups (announcements only)
    - Parent portal/Google Classroom (for academic updates and progress reports)
- Teacher Communication
  - For non-urgent concerns, please contact teachers via email. Allow 48 hours for a response.
  - For urgent matters, contact the Learning Center administration directly at [learningcenter@islamcenter.com](mailto:learningcenter@islamcenter.com)
  - **Avoid discussing issues with teachers during class times or in hallways.**

- Meetings
  - Parent-teacher conferences will be scheduled at least twice per academic year.
  - Additional meetings can be requested via the Learning Center email address.
- Conflict Resolution
  - Concerns should first be addressed with the relevant teacher.
  - If unresolved, escalate to the admin, then to the director.
  - All concerns will be handled respectfully, confidentially, and professionally.
- Feedback and Involvement
  - We encourage parental feedback through surveys and open forums.
  - Parents are welcome and encouraged to volunteer and participate in events with prior coordination.

## Signature

I have read, understood, and agree to comply with the above Parent Agreement and Communication Guidelines.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_