



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

# **Islamic Foundation Sunday School Program Parent & Student Handbook Program Year 2025 - 2026**

**As-Salaamu Alaikum wa Rahmatullahi wa Barakatuh, 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 for year 2025-2026

1) **THE SUNDAY SCHOOL PROGRAM-** follows a structured and disciplined approach, which may resemble a school system; however, it is important to note that IFSS is not an academic school. The focus of Sunday School is on fostering spiritual growth, deepening the Islamic faith journey, and promoting moral and character development through the teachings of the Quran and Sunnah, rather than formal education. The program details are outlined below, and we appreciate your understanding that this is a faith-based initiative aimed at nurturing your child's spiritual development, not a traditional academic setting.

2) **GRADES OFFERED:** Grades Pre-K to 11th.

3) **SCHOOL YEAR:** 2025

First Term: August 24th, 2025, to December 28, 2025

Second Term: January 04th, 2026, to May 24, 2026

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

**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**;) may be 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/education/ifs-sunday-school>

4) **REQUIRED CONTRIBUTIONS FOR EXPENSES FOR THE YEAR 2025-2026:**

- a) Student expenses are categorized within Muntazim to simplify for parents.
- b) Please pay on time to avoid late fees of \$150 per family
- c) Financial Assistance is also available to Zakat Eligible Families
- d) Subsidized/Discounted Tuition Fee is kept affordable at \$400 for entire year per student.
- e) Additional student-related expenses (Security, Facilities, Social Events, Administration, Technologies) are itemized, please review within Muntazim, or consult our registrations coordinator in person.
- f) Optional language fluency Urdu or Arabic class starts at 9.00AM, Annual Fee, \$200 per student.
- g) **Non-Refundable Fees:** May Allah reward you tremendously for your contributions. We kindly request your understanding that all contributions directly support foundations Sadaqa Jariyah initiatives and help cover essential operational costs, making them non-refundable. These contributions enable us to continue making a positive impact on the community. Therefore, all fees are non-refundable.

- h) **Subsidized Fees:** We genuinely appreciate your support and humbly request that parents refrain from requesting further discounts, as the fees have already been thoughtfully subsidized to ensure that every family can participate and benefit from our programs. Thank you for your generosity and understanding.
- i) Annual expenses (fees) can be paid through Muntazim online portal as a onetime Payment using your credit card, these expenses directly apply towards foundations Sadaqa Jariya efforts and are non-refundable.
- j) Parents are requested to manage installments through credit cards, as Sunday School do not have capabilities to track & process monthly payments.
- k) Please note that notifying us of your child's withdrawal does not entitle you to a refund, as the fees support our Sadaqa Jariyah efforts and other operational expenses.
- l) Auto deduction of fees year over year is setup by Parents under payment profile. Sunday School Administration do not have access to this profile.

## 5) SCHOOL HOURS & DISMISSAL with SALAH:

### School Schedule

- School starts with an Assembly in the old 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 yourself with 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 has organized the 4th period with Sheikh Nassar or a Hafeez 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.

### Professional Gymnasium Access

- The school's new gymnasium will remain open to students from 9:00 AM. **Gym shoes are required** in the gymnasium. **Foods & Drinks are strictly Prohibited inside gymnasium.**
- Absolutely no bullying in the Gym, threatening, pushing fellow students is not allowed.

- If Girls are present in the Gym, they must be given proper respect & space to utilize the Gym.

### Language Classes

- Popular Urdu and Arabic language fluency classes start at 9:00 AM.
  - Typically, Arabic class is for students with an 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 24 <sup>th</sup> , 2025	First day of school (All Grades)
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 located 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 Parent Portal Communication](#)
- Parents are required to regularly check weekly communications from Administration and Teachers
- PTC: Parent Teacher Conference - This engagement earns your child 10% grade.
  - Post midterm exam, please schedule a time with your child's teacher to evaluate their progress and discuss opportunities for improvements.
- Secondary mode of contact - [SundaySchool@ifsvp.org](mailto: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, which is Parents, Guardian, Students, Volunteers and Staff**. We have established a zero-tolerance policy regarding negative or harmful interactions as follows:

1. Harmful or Negative social media interaction (Using social media to target, harass, threaten, or intimidate others or Islamic foundation team and volunteers)
2. Threats of physical harm or violence against individuals or groups.
3. Cyber or Verbal abuse or language intended to insult, degrade, or intimidate.

4. Harassment or repeated unsolicited, aggressive communication.
5. Defamation or false accusations made with the intent of harming the reputation of an individual or the organization.
6. Alcohol or Drug related activity
7. Bringing weapons or sharp objects to school
8. Engaging in verbal or physical aggression (hitting, pushing, or physical confrontation)
9. Assault/battery/brawl/bullying (verbal, social, physical)
10. Theft, Graffiti/Vandalism (act of defacing or damaging school property)
11. Verbal or written threats to Individuals or Property.
12. Disruption of school activities (intentionally causing distractions or disruptions)
13. Intolerance toward diversity (discriminating against others based on race, color, religion, ethnicity or disability)
14. Removing items that belong to Islamic foundation and other schools, from IFSS facility or classrooms.
15. Sexual misconduct or inappropriate relationships, public displays of affection, sexting, harassment. All members must uphold modesty (Haya) and chastity.
16. 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, in person and 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 conduct a thorough investigation and recommend disciplinary action, which may include, but is not limited to, immediate expulsion from Sunday school Program. Vandalism or damage to school property will result in a fine equal to the total cost of repair, in addition to severe disciplinary measures, and may also involve legal action if necessary.

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 morning Assembly
4. Parent-Teacher Conference
5. Pre-arranged meetings with teachers. It is parents' responsibility to set up 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.

Last updated: June 21, 2025

### 13) HEALTH & SAFETY

Sunday School Program 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 manage adverse events.
3. It is the responsibility of parents to ensure that any allergies to their child may have been communicated to all staff members. Parents must also outline necessary actions a staff member 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 always has your most up to date contact information)

### 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 is 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 them with administration. Attendance can be generally up to 10 to 15% of the grade in each subject.

## 17) MUHCEN PROGRAM

The Sunday School operates as an independent program with the support of the Islamic Foundation. Muhsen Program remains separate and is not affiliated with the Sunday School. For further details, instructions, policies, and procedures, kindly consult your Muhsen Program coordinator.

## 18) MUNTAZIM PORTAL

This is Parent, Teacher, Student and Administration collaboration system. All parents are required to use Muntazim to communicate with teachers or administration, track child progress, weekly assignments, projects, grades, and attendance. Expenses (fees) are also paid through Muntazim. Parents are requested to share access with children. Training can be provided by administration if you schedule an appointment with admin staff.

### Important Note to Parents

We would like to take the opportunity to clarify that IFSS program 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!

Parent/Guardian Acknowledgment and Agreement

I, the undersigned, acknowledge that I have received, read, and fully understand the Parents & Student Handbook. By signing this document, I confirm my commitment to supporting the school's mission and policies in creating a positive, safe, and conducive environment for my child's spiritual and personal growth.

I understand and agree with the following:

**1. School Policies & Expectations**

I am aware of and will ensure that my child adheres to the academic, behavioral, and attendance policies outlined in the handbook. I recognize that these policies are in place to foster respect, integrity, and a productive learning environment.

**2. Parental Involvement**

I agree to engage in my child's education and maintain open communication with teachers, school staff, and administration. I recognize the importance of my active involvement in school activities, parent-teacher conferences, and other school-related events to support my child's educational development.

**3. Disciplinary Procedures**

I understand that the school has a set of rules and consequences in place for violations of its policies. I acknowledge that my child's participation in the school is contingent upon following these rules, and I agree to work in collaboration with the school in addressing any behavioral issues that may arise.

**4. Health, Safety, and Emergency Procedures**

I am informed of the school's procedures concerning health, safety, and emergency protocols, and I agree to keep the school informed of any changes in my child's medical or emergency contact information.

**5. Extracurricular Activities & Field Trips**

I give permission for my child to participate in extracurricular activities, field trips, and school events, understanding that these activities are designed to enrich my child's spiritual education and personal growth.

**6. Dispute Resolution**

I agree to follow the school's procedures for addressing any concerns or disputes that may arise, seeking resolution in a respectful and constructive manner.

By signing below, I confirm that I have thoroughly reviewed the Parent-Student Handbook and that I understand my responsibilities, and the school's expectations for both my child and me as a parent/guardian.

<b>Parent/Guardian Name:</b>	<b>Signature of Parent/Guardian:</b>
<b>Grade Level:</b>	<b>Date:</b>
<b>Cell Phone #</b>	<b>Email</b>
<b>Student Name(s)</b>	