

*"My Lord,
increase me in
knowledge."
20 114*



Iqra Darul Ehsan Academy of Islamic Studies

Address: 6 Suffern Place, Suffern, NY 10901
Phone: **845-231-4000** (TEXT ONLY)
Email: admin@idarulehsan.org

Student Admission Package



6 Suffern Place, Suffern NY 10901 Phone: 845-231-4000 Email: admin@idarulehsan.org

السلام عليكم ورحمة الله وبركاته

Dear Parents/Guardians

Alhumdulillah, we welcome our NEW PRE-K students for an Islamic Pre-K Program.
Insha'Allah, NEW enrollees' parents kindly review and fill out all required documents below:

- School starts: 9:00 AM SHARP.
- Class Ends: 12:00 PM
- Smiles greet the students, and they settle in for an exciting day ahead.
- 9:00 - Circle Time
- Discussion of date, weather, and Dua.
- 9:15 - English and Arabic Alphabet
- Flash Cards and Work Sheets
- 9:30 – Manners/Etiquette Games
- Problem-solving skills, Teamwork and Respect are developed during this time.
- 9:45 - English Language Arts
- Strengthening literacy through engaging stories and activities.
- 10:00 – Free Choice
- Painting, Block Building, Arts & Crafts
- 10:15 – Snack Time
- 10:30 - Mathematics
- Fun, manipulative activities that build foundational math concepts.
- 10:15 – Play Time
- Free Play time
- 11:00 – Islamic Teachings
- Arabic and Quran learning focused on using stories, words, and prophets.
- 11:30 – Coloring and Fun Clean up Time
- Works fine motor skills
- 12:00 – Insha'Allah Dismissal

IMPORTANT REMINDERS

- Once a month during a weekend there may be an educational Bayan that all students must attend. This is MANDATORY, Insha'Allah parents will be given prior notice.
- Please make sure that you're in front of the Masjid for a timely pickup of your kids. In case you're going to be late, you MUST contact us via text.
- Please send Lunch (if required), a snack and drink for each child daily.
- Please send a change of clothes for each child in case of an emergency.
- All fees are due at the beginning of month NO LATER than the 7th.
- Full time yearly Tuition is \$1,800 per child (\$150 per month) and must be PAID in FULL within the School Year.
- For new admissions, the non-refundable Admission is Fee is \$50 plus the tuition fee of \$150 for the first month for Fulltime students.
- All checks are payable to Iqra Darul Ehsan Inc., but we recommend that you make payments online at www.idarulehsan.org. If your payments are late regularly you will ONLY be able to make payments online. Lateness in fees may result your child not receiving new Lessons.
- All communication can be done via text to # 845-231-4000 or via email: admin@idarulehsan.org with yours and the student's Full Name.

ALL PRE-K STUDENTS MUST BE FULLY POTTY TRAINED.

Hours: 8:30 AM – 12:30 PM Monday through Thursday.

ALL students MUST follow the School Calendar, any additional time request must be made in an email to admin@idarulehsan.org or via text to school text service at: 845-231-4000, NO EXCEPTIONS.

**All students should bring a HALAL snack and a drink daily.
Students should also bring BPA-Free water bottles with them.
Parents must check their kids' backpack daily and provide
a Change of clothes in case of an emergency.**

Jazak'Allah Khair.

Iqra Darul Ehsan

PRE-K Student Admission Form

ALL HIGHLIGHTED INFORMATION MUST BE PROVIDED.

First Name: _____ Middle Name: _____ Last Name: _____

Age: _____ Date of Birth: ____/____/____ Social Security: ____/____/____ Gender: Male () Female ()

Home address: _____ Home phone: ____/____/____

Grade: _____ Previous School Name: _____ School Phone: ____/____/____

School Address: _____ School Fax: ____/____/____

Doctor's Name: _____ Phone: ____/____/____ Blood Type: _____

Health issues: _____

Medications: _____

Allergies (Food/Meds): _____

Special Needs/Instructions: _____

Parents'/Guardian's Information*(MUST FILL ALL FIELDS)

Father's Name: _____ Mother's Name: _____

Father's Phone: ____/____/____ Father's Email: _____

Emergency Contact Name: _____ Emergency Phone: _____

Secondary pick-up Person (besides Parents): _____ Phone: ____/____/____

Guardian's Name: _____ Phone: ____/____/____

Home address: _____ Email: _____

Official Use Only

Admission Date: ____/____/____

Student ID#: _____

Class Level: _____ Grade Level: _____ Annual Fee: _____

Rules and Regulations

- All students must follow all the laws of Islamic Shariah and Sunnah and pray all the salaats with Jamaat.
- All students must come to class on time. Coming late to class will result in disciplinary actions.
- All students must abide by the dress code. The dress code requires for all students to wear Islamic clothes:
*Boys must wear white clothes (thobe/Kurta and shalwar) and must have a white Topi (Islamic Cap), a proper #3 haircut twice a month is required for all IDE students, NO EXCEPTIONS.
*Girls must wear an abaya (Burqa) and a Hijab (head scarf)
- Students are not allowed to wear inappropriate clothing; jeans, trousers, PJs, shorts, T-Shirts, or any clothing that depicts living things for ex. Images of human, animals, dragons etc.
- All students must have their lessons learnt properly. They will not be given a new lesson unless they efficiently finish the previous one.
- Any student using vulgar language, disrespects, fights, conducts themselves in any inappropriate manner to teachers, staff members or other students will result in disciplinary actions and will not be tolerated.
- Students are not allowed to have any Electronics devices (phones, laptops, watches, pens, etc.) with them. Any devices found with the students will be taken away and kept with faculty until the parents retrieve it.
- **Fulltime Students are only allowed to watch educational TV programs on a very limited basis. Effective immediately they are NOT ALLOWED to play any video games online or on ANY device. We do allow them some limited access under supervision to play games in our computer room which is the ONLY time they are allowed.**
- Parents are strongly urged to keep their kids away from ALL forms of media (Social or otherwise) that is contrary to Islamic education.
- Parents or Guardians assume all financial and legal responsibility for any damage their student willfully causes to school property or any harm they cause to another person while on or around school grounds. The parents or guardians also agree to hold Iqra Darul Ehsan, Inc. harmless and indemnify them of any and all liability, including but not limited to financial costs and legal fees, resulting from the student's actions.
- The Parents or Guardians hereby acknowledge that they assume the financial responsibility of the annual fee as decided on the admission form. And they also are responsible for returning all School property borrowed or taken by the student from the school.
- If a student is withdrawn from the school with or without Notice to the Administration, the Parents or Guardians are to pay all the dues (Annual Tuition Fee) within 30 Days of leaving.
- All Students (Parents/Guardians) are to give 30 Day WRITTEN NOTICE to the School Administration when they decide to leave the school.
- The Parents or Guardians must provide an updated Physician's report (no more than six months from admission date) and declare any allergies or dietary constraints and medications including Psychological/ Developmental history if any with the Admission Form.

PLEDGE: I, (student's name) parent must assist the student _____, as a student of Iqra Darul Ehsan, solemnly promise to obey all the rules mentioned above. I will obey any changes made by the administration at any time. I agree that if I violate any of these rules, I will accept the decision of the administration, whether I am informed of the reason of the decision or not.

(Student's Signature)

(Parent/Guardian's Signature)

(Date)

IF APPLICABLE PRE-K TRANSFER AUTHORIZATION*

I _____ parent of _____

D.O.B. / ____ / _____, residing at: _____

authorize Iqra Darul Ehsan (IDE) located at:

6 Suffern place, Suffern NY 10901 to receive all records of my child from
their present school at:

_____.

The administration of IDE can be contacted via email at:

admin@idarulehsan.org

Phone: 845-231-4000 **(TEXT ONLY)**

SIGNED: _____

Date: ____ / ____ / _____

*Only for fulltime students.