

*"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](mailto:admin@idarulehsan.org)

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## Student Admission Package



6 Suffern Place, Suffern NY 10901 Phone: 845-231-4000 Email: [admin@idarulehsan.org](mailto:admin@idarulehsan.org)

السلام عليكم ورحمة الله وبركاته

Dear Parents/Guardians

Alhumdulillah, we welcome our NEW students for Hifz/Aalim and Maktab Programs. Insha'Allah, NEW enrollees kindly review and fill out all required documents below:

- School starts: 8:30AM SHARP.
- Class Ends: 4:30PM
- **Maktab** (after school) Tuesday through Thursday (5PM-7PM) and Sundays 12PM-2PM.
- The school runs Monday-Friday. 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 at least one-week 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 \$3,600 per child (\$300 per month) and must be PAID in FULL within the School Year.
- For new admissions, the non-refundable Admission Fee is \$500 plus the tuition fee of \$300 for the first month for Fulltime students.
- Maktab –fee of \$50 a month per child, NO Admission FEE, (no fee for full-time students).
- \$100 per month is extra for transportation and will be added to the monthly fee (subject to presently available routes).
- All checks are payable to Iqra Darul Ehsan Inc., but we recommend that you make payments online at [www.idarulehsan.org](http://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](mailto:admin@idarulehsan.org) with yours and the student's Full Name.

**Jazak'Allah Khair.**

# Iqra Darul Ehsan

## Student Admission Form

Student's Information SELECT \*Fulltime ( ) Maktab ( ) \*(MUST FILL ALL FIELDS)

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: \_\_\_\_\_

## **Program Tarteeb**

- 8:30AM - 9:00AM Sabaq
  - 9:00AM - 10:30AM \*Sabaq Para
  - 10:30AM - 10:45AM (Snack/Break for kids up to 10 years age).
    - 10:45AM - 12:45PM \*Manzil
    - 12:45PM - 1:15PM (Lunch)
      - 1:30PM Dhuhr
  - 1:45PM - 2:15PM Tajweed and Tahseel
    - 2:15PM - 2:30PM (Snack/Break)
  - 2:30PM - 4:30PM Academics
- \*Only if required
- 4:30PM End of School Day except Fridays, school ends 2:15 PM.

The school is Mon-Fri., ALL students MUST follow the School Calendar, any additional time request must be made in an email to [admin@idarulehsan.org](mailto:admin@idarulehsan.org) or via text to school text service at: 845-231-4000, NO EXCEPTIONS. There is one **MANDATORY** weekend day in a month where all students will receive an educational Bayan, Insha'Allah parents will be notified one-week prior notice. ALL Students MUST finish their assigned homework; missing assignments will result in disciplinary action.

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.

# 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 month 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) \_\_\_\_\_, 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)

# **Supply List for Academics\***

*(Must have access to laptop/tablet/Chromebook if the student does not have access school must be notified upon admission)*

## **1. Four Folders:**

Folder #1 will be used as a homework folder where the students will place their completed assignments.

This folder is to stay in the classroom.

Folder #2, 3, and 4 will be used by the student to hold handouts and study materials.

## **2. 6 Blue or Black ink Pens**

## **3. 6 #2 Pencils and erasers**

## **4. One 5-subject spiral notebook (College ruled preferred)**

Spiral notebook is recommended, however, a 3-ring binder with loose-leaf, and dividers can be substituted.

## **5. Calculator:**

a) Students from 4th to 7th grade will need one Texas Instruments TI-30X IIS Scientific Calculator.

b) Students from grades 8<sup>th</sup> and onward will need a Texas Instruments TI-84 Plus Graphing Calculator.

## **6. Homework Planner:**

Homework planner is recommended however any small spiral notebook/booklet can be substituted.

## **7. Oxford English Dictionary/Thesaurus.**

\*Only for fulltime students.

## SCHOOL 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](mailto:admin@idarulehsan.org)

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

SIGNED: \_\_\_\_\_

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

\*Only for fulltime students.