

*In the name of Allah, The Beneficent, The Merciful*

# *Al-Huda*

# *Pre-School*

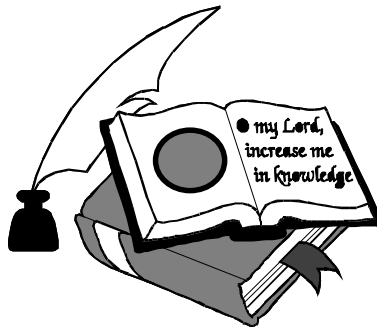
*Including:*

*Toddlers*

*Preschoolers*

*Parent Handbook*

*2011-2012*



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# 1. INTRODUCTION

## 1.1 LETTER TO THE PARENTS

Assalamu Alaikum wa Rahmatullahi wa Barakatuhu.

All Praise and Thanks belongs to Allah, the High Exalted, the Beneficent, and the Merciful. May the Peace and Blessings of Allah be upon His Messenger and Servant, Muhammad (saw).

Welcome to Al-Huda Pre-School. It is our hope, that you and your child will find a loving, nurturing, satisfying, and rewarding learning experience in the Islamic Environment of our pre-school.

We strongly encourage you as parents to work closely with our pre-school. Take the time to get acquainted with the director and your child's teacher. Communication and cooperation between home and school is essential for your child's success.

An Islamic educational program can only be successful when it is reinforced in all areas of the child's life. Learning starts at an early age. However, it does not begin and end with the school day. It requires continuous reinforcement at home. Learning begins in the home environment and with the example set by the parents. We encourage parents to strive to be role model's of an Islamic lifestyle for their children. Children learn first by the example of their parents. Together, as a team, Insha Allah, we can raise righteous Muslim children who will grow to be leaders and examples for the entire community.

This handbook contains basic information about the pre-school, including your rights and responsibilities as a parent, our duties as a pre-school, a school calendar, financial agreement contract, and other useful information. Please keep this handbook for reference throughout the school year.

For assistance, with any questions or concerns, please contact the pre-school director at 301-982-7135

JazakAllahu Khairun.

Al-Huda Pre-School Administrative Staff

## 1.2 PHILOSOPHY OF ISLAMIC EDUCATION AT AL-HUDA PRE-SCHOOL

Islamic Education entails teaching children the basic concepts, values, and ethics of Islam, which serve as the foundation for all other human knowledge and sciences. The goal is to develop an Islamic personality at an early age so that these children will choose to live their lives in this world according to the guidance revealed in the Qur'an and exemplified in the life of the Prophet Muhammad (saw).

Our Islamic pre-school strives to prepare the children for Al-Huda Elementary School by instilling in them an awareness, understanding, and love for Allah swt. The entire curriculum is presented to the children from an Islamic perspective. The most distinguishing characteristic of Al-Huda Pre-school is that it provides an environment that encourages the development and flourishing of an Islamic personality at an early age.

The main goals of Al-Huda Pre-School are to provide a loving environment, quality education, to instill a love of learning in the students and to prepare them morally, socially, physically, and academically for Al-Huda Elementary School. The pre-school is the first step in the foundation upon which we hope to build a living Islamic community that adheres to the Qur'an and Sunnah in all aspects of our life, and will thereby serve as a role model for Muslims and non-Muslims the world over.

## 1.3 ROLE OF AL-HUDA PRE-SCHOOL

We believe that the role of the pre-school is to help raise a child who can confidently and independently fulfill his/her role in life, and translate that same message to others. We hold an extremely responsible role in the upbringing of the tiny souls bestowed under our care; we must foster their becoming the loving, respectful, and morally conscientious Muslims, able to cope with the challenges that they will encounter.

We believe that a child's learning is dependent upon his/her natural development and his/her interaction with that environment. Thus, we must provide the children with a warm, loving environment conducive to their learning, one that fosters the solid development of their Islamic character, intellect, self confidence, safety, nutrition, comfort, health needs, and their ability to relate effectively with others.

We believe that through strengthening social and intellectual capabilities, children will adjust quicker and be better prepared for elementary school. The children will be introduced to the basic reading, math and social skills. They are also

taught how to compare, infer, judge, re-organize and make decisions – abilities that make a child safer in today’s world.

We believe a pre-school should provide children with a warm home-like environment. Our teachers possess a genuine love of children, which is shown through their continuous displays of warmth, affection, and understanding.

## 2. ADMISSIONS

### 2.1 ADMISSIONS FORMS CHECKLIST

We will need the following forms in order for your child to be admitted to Al-Huda Pre-School. All the items must be completed in their entirety.

- ❑ **Application Form** – This form provides general information about you and your child. Applications must be filled out completely and mailed or returned to the pre-school office along with the \$35.00 application fee. Applications are accepted on a rolling basis dependent upon space availability. **Please be sure to include at least one valid email address.**

Once space availability is determined a student’s registration will require that the forms listed below be completed in their entirety.

- ❑ **Health Inventory** – Part I must be completed by the parent(s). Part II must be completed and signed by your child’s physician. Form also includes space for the child’s immunizations.
- ❑ **Emergency Information Card** – Along with contact telephone numbers for yourself, you must indicate the names and numbers of at least 3 other people who can be contacted in case of an emergency. Also, indicate any cell phone or pager numbers.
- ❑ **“Parent’s Guide to Childcare”** – Parents should read this brochure and sign the form located in the back of the brochure. It is a parent’s guide to regulated child care.
- ❑ **Financial Agreement Contract** – the parent must sign this form. Parents may keep a copy for their records; the Pre-School retains the original copy.
- ❑ **Field Trip Permission Form** – This form gives Al-Huda Pre-School the permission to take your child on daily, local field trips. This includes going to the school’s playground, going on nature walks, and walking to the local park (College Park park) located behind the school.
- ❑ **Manual Agreement Form** – This form must be signed each year by all parents to ensure that you have read, understand, and agree to comply by all information and policies set forth in this handbook.

## 2.2 SCHEDULE OF FEES

### Al-Huda Pre-School 2011-2012 Fee Schedule

<b>Application Fee</b> (new students only)	\$35 (non-refundable)
<b>Activity Fee</b> (due by August 1st 2011)	\$150 (toddlers & pre-school)

A Yearly fee is charged in order to purchase ample art supplies, playground equipment, learning materials, and toys for the year. This fee is due at the time of enrollment and yearly thereafter.

#### **Tuition**

<b>Toddlers (under 2 yrs)</b> .....	<b>\$263 per week</b>
<b>Two year olds</b> .....	<b>\$198 per week</b>
<b>Three – Five year olds</b> .....	<b>\$187 per week</b>
<b>Part-time Program</b> .....	<b>\$138 per week</b>

*(rates valid August 2011 – August 2012)*

*Priority is given to full-time children.* If other applicants request full-time enrollment, parents of part-time children will be given the option to either switch to full-time enrollment or withdraw their child. Part-time children can be enrolled either Mon. through Fri. from 7 a.m. – 12:30 p.m. OR 3 days a week.

#### **Payment Policy**

Payment must be made bi-weekly, every other Monday, for the coming two weeks. This payment amount needs to be for two weeks. If payment is not received by the next day (Tuesday) your child will not be able to return to school. Payment options are as follows: post dated checks, credit card, and automatic direct withdraw. These payment plan options can be discussed with the director when completing your tuition agreement form.

#### **Returned Check Fee**

A fee of \$20.00 will be charged for any checks returned from the bank. If a check bounces more than three times, then checks will no longer be an acceptable form of payment. Parents will be required to pay by cash, money order, or credit card thereafter.

\*\*\* We accept POC vouchers; however the parent/guardian is responsible for any tuition not paid by the state for any reason.

\*\*\*Any parent who refers another family, who enrolls their child at Al-Huda Pre-School for at least 4 weeks, will receive one week of free tuition. Referral must be submitted at the time of new application.

### **3. ATTENDANCE**

#### **3.1 EXTENDED ABSENCES**

In order to hold a space for your child during his / her extended absence from the preschool you must comply with the following:

1. Please inform the director. Full payment or payment plan (credit card, ACH, checks) must be given to the director two week prior to your leave (if not already on file).
2. Parents are responsible to pay the full tuition for extended absences. Failure to do so will result in the child's space being given away.

#### **3.2 WITHDRAWAL**

1. Any parent wishing to permanently withdraw their child from Al-Huda Pre-School requires a two-week written notification. If written notification is not given, parents will be required to make a two week payment for their child.
2. Failure to provide a two-week notification of withdrawal due to an extended absence will result in a two weeks additional payment by parents. Please note full payment must be paid during your child's absence

#### **3.3 DAILY ROUTINES**

Consistent daily routines are important in the lives of children because they help develop a child's trust and confidence with the knowledge of what is happening next during their day. Sample daily schedules for each age group can be found in Appendix A.

#### **3.4 DROP-OFF AND PICK-UP POLICY**

We believe that your child's classroom is his/her or her home here at Al-Huda Preschool. To efficiently staff the eleven hours we are open, we do have the different age groups within the classrooms combined during the morning drop-off and evening pick-up times. The center is open from 7:00 am to 6:00 pm, Monday - Friday. After dropping off your child's belongings in his/her room, please bring your child directly to his/her morning teacher so he/she can be checked in. We recommend that children be dropped off by 8:30 am so they can begin their day with the rest of their friends. Early risers are welcome to join our "Breakfast Club" which ends promptly at 8:30 am.

Saying "good-bye" can be hard on children and parents. We recommend spending a few minutes getting your child situated and involved in an activity. It is our philosophy to be honest with him, tell him you are leaving and reassure him that you will return after work. After giving hugs and kisses, we recommend at that time that you formally leave him with a teacher. When tears occur, be sure not to linger as it often prolongs his sadness. We understand that the child feels this

sadness authentically; after all, he loves you more than he loves us, of course! We validate his sadness and comfort him. He may not like that you are leaving; however, you are building his trust in establishing a predictable routine. Know that this transition lasts for only a short time. Remember that you are welcome to call when you get to work to find out how your child is doing. If a child's difficult transition ever exceeds our normal expectation, we will notify the parents so together we can develop a plan to help him become more comfortable.

Please formally notify your child's teacher when picking up your child. Typically, only those individuals indicated on your child's Emergency Card will be permitted to pick-up your child. If someone other than those listed will be picking up your child on a particular day, please leave written notice in the office and notify your child's teachers.

When individual, other than parents or grandparents, arrive to pick-up, they must show photo ID.

### **3.5 LATE PICK UP**

We request a phone call from parents when they are going to be late in picking up their child at the end of the day. This is courtesy to staff member that will be detained as well as to your child .

The schedule of late pick-up fees is as follows:

\$1.00 Per minute will be charged for any child picked-up after closing.

For example:

6:07 = \$ 7.00 late fee **OR** 6:20 = \$20.00 late fee

### **PARKING LOT ETIQUETTE**

We have a large school and drop-off and pick-up times are very busy. For the safety of all our children, please follow these simple parking lot procedures:

1. Do not leave children under 8 YEARS OF AGE alone, in parked cars. IT IS AGAINST THE LAW!
2. Make a habit of getting to and walking on the sidewalk as soon as you leave your car. DO NOT WALK BEHIND PARKED CARS TO OR FROM THE SCHOOL. It is not safe.
3. Please drive gently. Young children are often not predictable.

## **4. AL-HUDA PRESCHOOL TEACHERS**

We believe that the heart of a quality program begins with the people who care

for your children. Our commitment is to ensure a safe, nurturing and stimulating environment. Special attention during our interview process allows us to screen for caring, competent staff that have a sincere commitment to children. Federal background checks and references, and health physicals are an integral part of the process. All teachers are required to attend a Teacher Orientation, complete our training program, create a professional development plan, hold current certification in Infant/Child First Aid and CPR, and meet or exceed Child Care Licensing certification requirements.

Our teacher-to-child childcare ratios are:

- Infants ..... 1:3
- Toddlers ..... 1:3
- 2 year olds..... 1:6
- 3 year olds..... 1:10
- 4 year olds..... 1:10

Continued training is required of all our teachers each year. It is important to us that they maintain the highest professional level of skill and motivation for their very challenging work. Teachers are evaluated annually by the director and assistant director to assess job performance and professionalism.

### 5. INCLEMENT WEATHER POLICY

Al-Huda Preschool has a strong commitment to remain open during inclement weather conditions, taking all safety issues into consideration. In the case of inclement weather, the following policies are followed:

1. Al-Huda preschool does not follow our county public school’s inclement weather plan. Al-Huda Preschool administration makes its own decision. Closing and late opening information is available on the main phone line after 6:00 am. Parents should call to listen to the updated message, as it will specify whether the school is **OPENING LATE, ON TIME, OR CLOSED FOR THE DAY** (phone message is the best source for detailed specifics about delay or closing information).
2. If the school is closing early, a decision is made by 12:00 pm. Al Huda Preschool will **email** and **phone** parents in an early closing situation. Please make sure all your contact information is updated with the Preschool office so we can reach you in a timely manner. Based on previous years’ experience, weather conditions often change after children arrive. Decisions on early closings are not made until late morning and therefore it is not

possible to answer questions regarding an early closing before 12 Pm. Parents may call the school at 12:00 pm for an updated message regarding an early closing (even if there is no obvious precipitation before 12 noon, decisions are based on local forecasts as well as local area school closing decisions. Late fees are assessed at the determined closing time.

3. The following indicators determine the decision to open late, close early, dose entirely and should trigger parents to call the school:
  - Weather forecast indicating upcoming inclement weather for the afternoon or evening hours (*even if not snowing, before 12:00 pm*).
  - Visual (obvious precipitation occurring where Al-Huda Preschool School is located).
  - Area public and private schools are closed, opening late or closing early.
  - Key contacts in surrounding areas report hazardous road conditions.
4. Please note that tuition credits will not be made for inclement weather/emergency closings.

## 5.1 WEATHER POLICIES

Al-Huda Preschool follows the “real feel temperature” to determine the lengths of the children’s outdoor time. We use the site [www.accuweather.com](http://www.accuweather.com), which defines the real feel as “a unique composite of the effects of temperature, wind, humidity, sunshine intensity, cloudiness, precipitation and elevation on the human body.”

### COLD WEATHER

The children stay inside the building when the real feel temperature is below 32 degrees Fahrenheit. For temperature between 32 and 40 degrees, teachers will limit the outdoor time accordingly in 10 - 15 minute increments. Above 40 degrees, the children will follow their normal outdoor schedule

With the colder months comes the need for warmer clothing. Hypothermia is a threat for young children who are not dressed warmly in temperatures under 60 degrees Fahrenheit. ***It is Al-Huda Preschool’s policy that on mornings where the temperature is 60 degrees or below real feel, children MUST be dropped off with a warm coat, hat and gloves (mandatory for Winter months, October through March) or a sweater or sweatshirt (for Spring and Fall months) that covers their arms and upper body. It is advisable to always keep a long sleeve sweater or sweatshirt in your child’s change of clothes bag.***

## HOT WEATHER

As parents and administrators, we share everyone's concern about children's health, with regards to being outside during the hot summer months. Often you hear on the radio or television that it is a Code Red or an Orange Zone day. This is a combination of UV index, air quality, and heat index. The UV index is a measure of ultraviolet rays. Air quality measures the amount of carbon monoxide, smog, and air toxins in the environment. The heat index (Accuweather.com's Real Feel®) is an accurate measure of how hot it really feels when the relative humidity *is* added to the actual air temperature.

- Each morning, **parents are required** to apply long-lasting, waterproof sun block to their children. Parents bring a bottle in for school and we will repeat this each afternoon for all children. UV issues are addressed through sun block, shady areas, and a program that balances indoor and outdoor activities.
- If the Real Feel temperature is:
  - **90 - 100 degrees**, the following accommodations are made: the children go outside for no more than 15 minutes at a time, followed by a 15-minute break indoors that includes a water break during the hours of 11:30 - 6:00 p.m.
  - **100 degrees or above**, the children do not go outside during the hours of 11:30 - 6:00 p.m. (Exceptions: Water Play times)
- If there is an **Orange Zone Day**, the children go outside for no more than 15 minutes at a time, followed by a 15-minute break indoors that includes a water break.
- If there is a **Red Zone Day**, children do not go outside during **RED ZONE** times. (Exceptions: Water Play times. These **Red Zone** times may vary throughout the day and can often peak in the late afternoon.

We research these weather factors each morning, and will continue to do so throughout the day. If you have any questions and/or need clarification of these guidelines, please feel free to stop by the Preschool office and we will be happy to assist you. Have a safe and *COOL* summer!

When checking the weather, we use the following websites:

<http://www.nbc4.com/weather/index.html>

<http://www.accuweather.com>

<http://www.mde.state.md.es/Air/AirForecast.asp>

## 6. SUPPLIES AND FOOD

**Clothing:** Please provide at least TWO extra complete sets of seasonally appropriate clothing. This must include a shirt, pants, underwear and socks. Please make sure that all clothing is labeled. If your child is potty learning, three additional changes of clothing are required. Soiled clothing will be put in a plastic bag. This will signal you to launder and replenish your child's supply of extra clothing. If your child runs out of clean clothing, we will inform you in writing or we will call you to bring some extra clothes. Health Department regulations prohibit sharing of children's clothing.

**Bedding:** Parents of children in our Preschool Rooms must provide regulation nap mats for their children during naptime. Each nap mat should be taken home on Friday afternoons to be cleaned and returned Monday morning.

- **Breakfast:** Al-Huda Preschool provides breakfast. Early risers are welcome to our join our Breakfast Club which is available between 8:00-8:30 am.
- **Lunch:** Parents are required to provide a complete nutritious lunch daily. We talk to the children about eating their "healthy foods" first before snack items. Parents are responsible for labeling all food needing refrigeration. Warm lunches will be heated in the microwave oven. It is a Health Department Regulation that all perishable items are to be refrigerated upon arrival to the pre-school. Items that need refrigeration will be removed from your child's lunch box by a teacher and placed in the refrigerator until lunch. We encourage you to provide healthy lunches for your child. Please send at least one fruit or vegetable to school with your child's lunch each day. **Candy, soda and gum are not allowed.**
- **Snack:** Al-Huda Preschool provides a morning and afternoon snack. Snack is planned in accordance with nutritional guidelines and will consist of two of the four food groups. Milk or water is served with the snack. A monthly snack menu is posted on the parent wall within each classroom Allergies and restrictions are adhered to closely and noted foods are eliminated from the servings for individual children.

**Al-Huda Preschool is a nut-free environment. No foods containing nuts will be allowed in the Preschool.**

## 7. POLICIES

### 7.1 POTTY LEARNING

It is Al Huda Preschool's belief that potty learning should be a positive, comfortable time for all children. Successful potty learning in our environment is viewed as a pro--active partnership between home and school.

***BEFORE starting a child in underwear at Al-Huda Preschool it is our policy for parents to set up a formal meeting with their child's teacher.*** At this time, an evaluative discussion will occur about the child's habits at school and at home. Potty learning requires a great deal of consistency and effort on the part of both parents and teachers. During this meeting it is either agreed upon to begin the process or to re-assess in the near future. In our environment where licensing and health issues are taken seriously, it is only acceptable to begin potty learning after a consensus is made at this meeting.

Please note: If a child comes to school in underpants and a potty learning meeting has not occurred, the child is placed back into diapers in our environment until a meeting is scheduled. Our goal is to guarantee success in this transition and we will not compromise the efforts of the child by not providing consistent environments at home and at school.

Potty learning is as individual as learning to walk. There is no right age by which all children should be using the toilet independently. Careful observation by teacher and parents together will tell when the child is ready for a successful transition to underwear at home and at school. We look forward to making this transition a positive one for your child!

### 7.2 TOYS FROM HOME

Al-Huda Preschool has a **"No toys from home"** policy in order to avoid lost or broken toys, and possible choking. This policy is to proactively try to limit the tears that surely follow when a toy is lost or broken. Children are only permitted to bring a cuddly naptime friend and a book to share during story time. If your child brings a toy (other than naptime friend) to school it will be kept safe in the front office for parents to pick it up at the end of the day. *We appreciate support from home in this matter as it is very hard to manage when working with a large number of children.*

### 7.3 FIELD TRIPS

Al-Huda Preschool enjoys enriching the children's experience with both in-house presentations and off campus trips. Our curriculum fosters experiential learning. Upon enrolling your child, you are acknowledging your understanding of The Al-Huda Preschool philosophy that children learn from first hand experiences best; therefore, field trips are an essential part of our curriculum. You are asked to sign

a Field Trip Permission Form indicating consent for your child to participate in all events for the upcoming year.

As our field trips are used as an educational tool, all teachers *are* required to participate. If you choose to keep your child back from a trip, you must make other care arrangements for your child during the hours of the trip. Once our teachers and children return from the trip, the school will have the appropriate number of teachers to maintain the state-required teacher: child ratios and your child can join his class.

Parents are encouraged to chaperone our trips. We have strict chaperone per child ratios for all off-campus trips. Once the sign-up sheet is posted, sign up quickly *as* chaperone spaces are often limited and are assigned on a first come. Some vendors may limit our tickets and numbers of people allowed. This procedure enables us to accurately monitor the number of children and chaperones in an organized fashion.

Part-time children are welcome to participate in all off Preschool events.

If your child is ill the morning of the trip, kindly call the school so that we may subtract him/her from our list and not hold the bus anticipating your arrival. Your help in keeping our attendance records accurate is greatly appreciated.

On the day of the trip, if you have signed up to chaperone, please report to your child's Teacher to obtain your chaperone field trip information. This information will contain your assigned field trip buddy, the children assigned to you, bus assignments and all pertinent times and locations about the trip to ensure a successful day!

## **7.4 HEALTH & SAFETY**

### MEDICAL PAPER WORK

The Maryland State department of Education, Child Care Administration, requires that updated records of each child's immunization program be kept on file in the administrative offices. Your child's physician **MUST** complete a State Immunization Form and State Health Inventory Form. These medical forms will be given to parents upon registration in our program and **MUST** be submitted to the office prior to your child's first day. This will ensure that the child's file is set up accurately and all teachers are updated accordingly.

### EMERGENCY CARD

The Child Care Administration requires that an emergency card be filled out completely and kept on file in the administrative offices for each child this is given to parents by the school upon registration in our program and **MUST** be submitted to the office by your child's first day. These Emergency Cards are updated each year. It is extremely important to have the **MOST CURRENT** and

ACCURATE emergency contact information on file with the office so that we can reach a parent/guardian when necessary in the most expeditious manner.

In the event where the preschool must contact a parent, we will try all available numbers for the parents. If the parent is unavailable, we will leave messages stating the reason for our call on all available answering services. If we have not received a return call within 30 minutes of leaving a message, we will then begin to call the numbers listed under emergency contact.

### ILLNESS POLICY

**Eye Mucus (with no associated fever):** If a child has mucus coming from their eye(s), the Director is notified and will give the child's family a "courtesy call" notifying them of the situation. If the mucus returns after the eye has been wiped, the Director is notified and calls the family to have the child picked up. The child may return to school with an appropriate doctor's note and must be symptom free (no mucus coming from eyes).

**Rash:** If a child is observed to have a rash, the parent is notified. If the rash appears to be spreading or if there is a concern that the rash may be contagious, - the parent must pick up the child. *The child can return once the rash is gone or with a note from the doctor stating that the rash is not contagious.*

**Fever:** A temperature of 100.5 or above is a fever in our school. If a fever is suspected, the teacher takes the child's temperature (axillary, under the arm) with a digital thermometer and adds one degree. If the digital thermometer reads 99.5 or above (100.5 with degree added), the teacher notifies the office and the temperature is verified by the office using another thermometer. If the glass thermometer also reads 99.5 (100.5 with degree added) or above, the preschool office will call the family to have the child picked up from school.

**Vomiting, diarrhea (with no associated fever):** Same policy as eye mucus. The first episode of either, the office is notified and gives the family a courtesy call. After the second episode, the office is notified and calls the family to have the child picked up from school.

Please NOTE: If a child is sent home 2 days in a row with SIMILAR symptoms (fever, mucus, vomiting, diarrhea, or any combination), the child must either

- a) Stay out for 24 hours and return symptom free, or
- b) Return the next day with an appropriate doctor's note AND be symptom free.

**Extended Illness:** Per the office of child care, a child who has been absent from school for three consecutive days due to illness may not return without a written statement from the parent/legal guardian or physician that the child may return a regular schedule.

It is Al-Huda Preschool School's policy that when a child must be sent home because of an illness, he/she must be picked up within ONE HOUR of the first parent notification. It is also Al-Huda Preschool's policy that at least one parent must be always readily available by phone in case of emergencies. If a child's parents cannot be reached within one-half hour, the school administrators will call the emergency contacts on your child's emergency card.

In the event of epidemic illness in the school, **Al-Huda Preschool** reserves the right to change the above illness policies on a temporary basis in order to contain the illness and provide the healthiest environment possible for our well children.

### MEDICATION POLICY & PROCEDURES

All medications, whether prescription or over the counter are subject to Al Huda Preschool medication policies and procedures as regulated by the Child Care Administration. ALL MEDICATIONS MUST BE DROPPED OFF WITH THE CORRECT PAPERWORK IN THE PRESCHOOL OFFICE. Teachers are not allowed to accept any medications or paperwork from parents and will direct parents to the front office. In our environment, any product that we apply to your child's skin or administer orally is considered a medication and paperwork granting us permission to administer or apply is required by the Child Care Administration. Medication forms must be supplied for (but not limited to) Tylenol, Motrin, Advil, cold medicines and any prescription medication. The following items, whether oral or topical, must accompany all medications:

1. If a prescription medication, it **MUST** be in its **ORIGINAL** container, labeled specifically for your child (sibling or parent medication will not be accepted), with current dates and accompanied by a completed medication form with a parent signature.
2. If over the counter medication is to be administered on an "as needed" basis, the medication must be in its original container marked with the child's full (first and last) name. A medication form with a parent signature must accompany the medication. The completely filled out form with a parent signature **MUST** accompany the medication.
3. If the medication supplied is not supported with the appropriate paperwork and signatures, we will be unable to forward the medication to your child's room until the paperwork is correct.

## **7.5 ALLERGY POLICY**

We are committed to children's safety and take allergy issues very seriously. The following procedures must be followed if your child has an allergy to any food item:

1. The Allergy Alert Form detailing specific allergy, reactions and precautions must be turned in to the front office.

2. The Child Care Administration Health Inventory form, completed at enrollment by the pediatrician, must indicate a documented allergy.
3. All medications (Benadryl, Epi-Pens, etc.) must be on the school premises with a completed Medication Order Form.
4. Parents must supply the Preschool with individual servings of substitute food items when necessary.
5. No food can be stored at ***Al-Huda Preschool***.

## 7.6 ACCIDENT / OOPS REPORTS

In the event of any injury, Al-Huda Preschool staff will fill out an "Accident/OOPS! Report" for the injured child. Each injury is shown to a director, and a phone call will be made if the injury is to the head or the face of the child. If any injury appears severe or may need to be seen by a doctor, the director will ask the child's parent(s) to come to the school to see the injury. The Accident/OOPS! Report is signed by both the witnessing teacher, as well as the director. The report will be presented to the parent at the end of the day to be read and signed. A copy of the report may be given to the parent.

For serious issues, such as biting or aggressive behavior that is being closely monitored, an Accident/OOPS! Report may be written for the aggressor to keep the parents informed of the frequency and circumstances of the event.

## 7.7 FIRE DRILL PROCEDURES

The Child Care Administration and the Fire Marshall require schools to practice monthly fire drills. This allows Al Huda Preschool staff to role model for the children the importance of fire safety. All children, teachers, and parents must exit the building and may not re-enter until an administrator in the Front Office -has given an "all clear".

## 7.8 COMMUNICATION

Al-Huda Preschool believes it is every parent's right to visit with their children! **We require all visitors other than parents to formally check in with the administrators in the PRESCHOOL Office upon entering the Preschool.**

**Upon leaving the school with your child, please inform the teacher.**

### PARENT WALLS

Each preschool class and the Infant Care Program have a "Parent Wall" located in a central area of the class or outside the classroom. Posted on these walls are general information about activities, reminders, and updates. Please check the

Parent Wall daily for important information.

### PARENT COMMUNICATION

**Infant Care** -Each infant in our schools *has a* folder, which holds his Daily sheets any medication form and special notes.

**Preschool** - Each child has a Mail Box for parent communication labeled with his name located at his/her classroom. The teacher's, directors, and administration will send important notices home in these folders. The children also have access to this Mailbox to send home their artwork and other materials they have used at school. Please check that mail box daily for important information and beautiful art work.

### MONDAY MEMOS

Our informative Monday Memos, sent from your child's teacher each week, are sent home weekly to inform parents of reminders, upcoming events, and activities in your child's classroom. These are an EXCELLENT way of staying informed about your child's activities. The Monday Memos are available to be sent via email or as a hardcopy placed in your child's Parent Communication Folder. To receive the weekly updates by email, please submit your name and email address to your child's teachers.

### INDIVIDUAL DAILY REPORTS

Daily Sheets, for infant care, and Twos News provide specific daily information detailing diapering, feeding, sleeping, and observations about your child's day. These reports are written for children in our Infant Room and Toddler rooms.

### PARENT/TEACHER CONFERENCES

Part of maintaining positive relationships between parents and teachers is regular communication. In addition to the many ways our staff communicates in writing, the preschool will have parent/teacher conferences twice during the school year. These conferences will be organized during lunch breaks and parents will be notified ahead of time. These conferences serve as a means of showcasing each child's progress during the year. The school calendar will note which date will be for these conferences.

### CHILD PORTFOLIOS

Al-Huda Preschool School is implementing the Maryland Model for School Readiness portfolio to document each child's development, interests, and progress throughout this year. This portfolio model is promoted by the Maryland State department of Education and is one of the assessment tools recommended for accredited schools in Maryland.

## 7.9 CELEBRATIONS

### HOLIDAYS

Please join us for our many classroom parties and celebrations. Check your child's parent wall for sign-up sheets indicating the need for supplies/food and each party's schedule date and time. The Preschool has a tradition of celebrating the following occasions: Welcoming Ramadan Party, Eid ul Fitr Party, Eid ul Adha Party, Quran Party and End of the Year/Graduation Party.

We use these times to encourage the holidays we are permitted to celebrate and encourage the children to partake in celebrations that acknowledge their achievements in their Islamic learning. We also value the sharing of our community's diversity, and ask that you please share family customs and traditions during our parties. At Al Huda Preschool we love and encourage (and also need) Parental involvement during these special times in the Preschool.

One of our goals at Al Huda Preschool is to ensure that every child, whatever his/her heritage, be comfortable at our school and feel like an important part of the Preschool family. We believe that acknowledging and sharing our diverse heritages with each other makes life richer here!

## 7.10 PARENT INVOLVEMENT

At Al Huda Preschool, raising our children is a community effort. We highly recommend parental involvement in all our activities, including Eid Parties, Field Trips, Sports Days, and other special events. The happiness and pride each child feels in sharing their school experience with their parents is immense. Establishing a strong relationship with your child's school at a young age gives the child a sense of stability and creates a feeling that the school is an extension of the child's home. Being involved in your child's education at the Preschool level will also establish a pattern of continued involvement throughout your child's years of schooling and will allow all parents to contribute to the welfare of all our children. We ask that each parent participate in at least two field trips or special events at the Preschool throughout the year.

## 7.11 MEDIA RELEASE

There are times when children may be photographed for various purposes during the many activities that occur at Al Huda Preschool. If you **DO NOT** want your child's photograph used in brochures or for Al Huda Preschool promotions, please notify the school office in writing by the second week of the academic year.

## 7.12 VOLUNTEERS

Volunteers are greatly valued and appreciated at Al-Huda Pre-School. Community members and parents who would like to share their expertise with

the school are encouraged to do so. In order for the school to fully benefit from your help we must ask you to follow these guidelines when volunteering.

- Volunteers must arrive promptly on their assigned days.
- Volunteers must notify the director in advance if they cannot arrive at the appointed time.
- Volunteers must sign in upon arrival and sign out upon leaving, in the pre-school office.
- Volunteers should not bring other children or adults with them.
- The director will assign volunteers duties as deemed necessary.

The director will try to assign responsibilities in areas of interest to the volunteer. However, volunteers should be prepared to be assigned to any variety of tasks that comes up in the day-to-day operation of the pre-school. May Allah swt reward you for all your efforts.

Volunteers are also needed to assist the school in making educational materials, phone calls, typing, etc. This work can be done from home at the volunteer's convenience. If you would like to volunteer in any capacity, please leave your name and phone number in the pre-school office – please specify how you would like to contribute to the pre-school.

### **7.13 GRIEVANCE POLICY**

*All grievances should be handled within three days. Generally, if you should have any questions concerning the pre-school or about how your child is performing and/or progressing then you should first try to communicate with your child's teacher. If your concerns are not properly met then you should next turn to the director of the pre-school. If you still are not able to resolve our concerns then you should request that the director contact the Shura for a meeting.*

### **7.14 GUIDANCE AND DISCIPLINE**

Al Huda Preschool believes that a positive approach to behavior is the healthiest and most productive. Reinforcing good behavior is the basis of our classroom management. Should inappropriate behaviors begin to occur often, the teachers or director observe the child carefully and try to redirect the child to a constructive activity before the pattern of inappropriate behavior occurs.

If a serious and continuous pattern develops, a parent/teacher/director meeting may be scheduled to develop strategies that will be implemented both at home and at school. After all avenues of the Al Huda Preschool Guidance Policy have been implemented and success has not been attained to the level that the director feels safe and appropriate, we reserve the right to require the child be evaluated by both his/her Medical doctor and an educational specialist. We acknowledge that each child learns differently and may need a different learning environment

to suite these needs. In order to work in a manner that is better for both the child and the school, we encourage evaluations for children in all age groups. It is important to us at Al Huda Preschool that the environment is healthy to ALL children in our school.

Al Huda Preschool uses the redirection method of discipline in addressing small problems as they arise. We will try to redirect a child's inappropriate behavior to a more positive behavior and/or activity. We teach the children conflict resolution skills by role modeling appropriate behaviors and problem solving techniques. The children are encouraged to talk out and resolve their problems and to take a break out of the classroom if necessary. If there is a frequent pattern of a child being unwilling to talk out the problem or if the same behavior continues' to occur, the parents will be contacted for a meeting to discuss the behavioral issue. This will be determined at the discretion of the administration.

### **7.15 GOALS FOR THE CHILDREN**

- A love for and an accountability to Allah (SWT)
- Positive self-image and high self-esteem
- Respect for parents, teachers, and other adults
- Knowledge of appropriate behaviors and the ability to behave accordingly
- A sincere, loving and caring attitude towards their peers
- Proper treatment of the environment and the things that surround them

### **7.16 PARENT RESPONSIBILITIES**

- Parents have the responsibility of providing an Islamic environment in their homes and setting an example by constantly modeling appropriate Islamic behavior themselves.
- Young children need 10 –12 hours of sleep each night. Parents have the responsibility to ensure their children are well rested before coming to school.
- Parents are responsible for providing their children with a nutritious lunch.
- Parents have the responsibility to bring their children to school on time and pick them up on time.
- Parents are highly encouraged to show support for Al-Huda Pre-School by participating in pre-school functions and communicating with their child's teacher and the director.
- Parents must set the example by showing respect for pre-school personnel.
- Parents should express their concerns to the teacher, director or director assistant only..

## 7.17 ASSERTIVE / AGGRESSIVE BEHAVIOR

Biting, hitting, scratching, etc. are all normal and age-appropriate reactive behaviors. However, we do not believe that these are acceptable behaviors. In the event of a bite, we will write an “OOPS! / Accident Form” for the child that has bitten and the child that has been bitten, this keeps both families aware of the serious incident. Teachers are not permitted to disclose the name of the biter to the parents of the child that has been bitten. Our policy on biting and other assertive/aggressive behaviors is as follows:

1. Watch for a pattern of the behavior and observe the environment for times of the day or situations where biting (scratching, hitting, etc.) occurs.
2. If a true pattern exists, schedule a meeting with the parents to discuss possible interventions.
3. “Shadow” the aggressor by having one staff member near the child at all times. The staff member will offer the child the language needed to communicate his/her feelings instead of the aggression.
4. Complete a log of the behavior, writing down the time of day the behavior occurs, the situation, and the outcome. This will give us information as to what may be causing the situations.
5. Follow-up meeting with the child’s parents.
6. Continue shadowing, promoting language to be used instead of biting.

In situations of conflict between children, Al Huda Preschool also incorporates the Thinking Spot and the Peace Table. These are located in the classroom but away from the center of activity. The Thinking Spot offers a frustrated or angry child a chance to have a break from the particular situation or environment. The Thinking Spot gives the child a chance to reflect on the situation for an age-appropriate amount of time, and then discuss with the teacher how he will respond to the situation in the future. In the case of a conflict, all children involved will be brought to the Peace Table. A teacher will guide them through negotiations, encouraging them to share their authentic feelings with each other. She will role model appropriate words and behaviors which young children might find challenging at times.

Our goal is to provide the best possible care for all of the children. We truly believe that these behaviors are developmentally and age appropriate. Children can go through one of these phases very quickly while others take a little more time. We feel that by offering the verbal language, not giving attention to the negative behavior, and role modeling appropriate behaviors, we are helping the child get through the phase as successfully as possible.

## 7.18 CHILDREN WITH SPECIAL NEEDS:

There are special instances when Al Huda Preschool Staff and the Administration feel that students need to be evaluated for learning disabilities, behavioral problems, speech delays, and developmental delays both physically and/or mentally. In this case, Al Huda Preschool reserves the right to have its own Physician and Specialized Evaluator conduct the evaluation. The process will be conducted in the following manner:

1. The teacher must notify the Al Huda Preschool Administration. This notification will be done in a confidential manner and the concerns will be documented. No other staff member in the Preschool will be notified nor will the issue be discussed.
2. The parents of the child will be notified by the Director or the Assistant Director regarding the concern.
3. Once the parents are notified, an appointment will be set up with either the School Physician or the Evaluator (depending upon the nature of the concern) and will be conducted in the Preschool.
4. The parents can opt to take the child to a Physician of their own, for a second opinion but are required to bring in proper documentation of the evaluation within 4 days.
5. If the child is found to have special needs that Al Huda Preschool is not equipped to handle, the child must be removed from the Preschool by the end of the week. There will not be a two-week notification period and the payments will stop at the end of the following pay period.

It is to be noted that Al Huda Preschool Staff is not trained to deal with certain developmental delays and issues such as ADHD, autism, or mental and physical handicaps. We pray that insha Allah in the future we may be able to provide these services, to our children. Most importantly, it is not fair to the child who needs specialized care to be in a facility that can not provide the essential care for their growth and development.

## **8. ACADEMICS**

### **8.1 AL-HUDA PRE-SCHOOL GOALS/CHILD DEVELOPMENT AREAS**

#### **Physical Development Goals**

1. To participate in a range of outdoor & indoor physical activities for fine & gross motor dev.
2. To utilize manipulative toys for nesting, stacking, insertion, matching, sorting, and grouping.
3. To develop skills for personal hygiene (hand washing, tooth brushing, astinga, etc.) and care (dressing self, fastening clothes, etc.)
4. To develop confidence in a regular program of physical exercise (crawling, walking, climbing, riding, swinging, jumping, running, etc.)
5. To be gentle, organized and effective in material handling (clay, finger-paints, sand, crayons, water, etc.)

#### **Social Development Goals:**

1. To be able to accomplish tasks alone.
2. To engage in both parallel and cooperative play with others.
3. To ask for assistance when experiencing difficulty with tasks or relationships.
4. To develop caring relationships with peers and adults outside of family, treating the property and affairs of others even better than one's own.
5. To respect individual strengths, weakness, and differences.

#### **Emotional Development Goals:**

1. To develop a positive self-image and self-reliance that will yield to confidence.
2. To express both positive and negative feelings in an appropriate manner
3. To recognize and respect the feelings and needs of others in a loving and sincere manner.
4. To develop positive attitudes in all endeavors, and minimize the negative ones.
5. To develop an internal control over behavior.

#### **Cognitive Development Goals:**

1. To be able to follow simple directions and ask appropriate questions.
2. To develop age appropriate skills in shape, color, alphabet, number, pattern, space, and time recognition, etc.
3. To develop problem solving skills, and predict the outcome of events and experiments (to develop reasoning skills, and exploring the world of fantasy and reality).
4. To be able to point and identify familiar objects and body parts.
5. To be able to classify objects and concepts according to common attributes.

**Ethical Development Goals:**

1. To possess a love of, and accountability to Allah, from which all ethically, and morally sound concepts will flower.
2. To share, cooperate, be respectful, kind, loving, and caring to others (peers and adults).
3. To give others wholeheartedly from oneself, not only what one does not want anymore, but from what one likes the most (to be able to do for others more than what one would do for oneself).
4. To recognize and avoid the evil acts of lying, backbiting, cheating, hurting others, etc.
5. To ultimately be a righteous human being who can confidently fulfill his/her role in life that Allah SWT has described.

**8.2 CURRICULUM SUMMARY**

Our curriculum is designed to prepare children for Al-Huda Elementary School. Al-Huda Pre-School places a strong emphasis on Islamic education, Arabic and Quran in addition to the traditional pre-school activities. One teacher in each pre-school classroom speaks Fus'ha (classical Arabic) to the children. Our goal is to have the children learn as much Arabic and Quran in the pre-school years as possible.

This year the curriculum in the four year old class (PK2) will place a much heavier emphasis on reading and math skills. Learning is done both through structured activities and "learn through play" games. One of the main goals is to build the children's attention span throughout the year to prepare them for kindergarten.

\*\*\*This year the pre-school will be following the recently developed Montgomery County Pre-School Curriculum.

**Daily Activities**  
**(for all pre-schoolers)**

Islamic Education  
(Awareness of Allah, manners, morals, duas)

Qur'an  
(Memorization of Surahs with Proper Tajweed)

Arabic Language Development Activities  
(Spoken and Written Activities, Letter & Number Recognition, Vocabulary Building)

Reading/Writing

(Letter Recognition, Phonics, Reading & Writing Skills)

Circle Time

(Nasheeds, Weather, Calendar, Learning Games)

Science

(Comparing, Discovering, Experiments)

Math Activities

(Size, Shape, Matching, Sorting, and Number Concept Games)

Problem Solving

Arts and Crafts

Large and Small Muscle Activities

Story Telling

Outdoor Play

Nap Time

We ask that pre-school children arrive to school by 8:30 a.m. daily. The teachers have a large amount of material to present to the children. The above list is a sample of what is taught throughout each week. Your child will benefit fully from the program if he/ she arrives on time at the beginning of the days lesson. If your child will be absent or late please call us by 8:30 a.m. to let us know.

## 9. DAILY SCHEDULE

### Toddlers

7:30 - 8:00	Greet the children and parents
8:00 - 8:30	Breakfast
8:30 - 9:00	Potty / Diaper Change
9:00 - 9:30	Circle Time
9:30 - 10:00	Snack and Free Play
10:00 - 10:15	Art Activity
10:15-11:15	Outside Activity
11:30 - 12:00	Lunch
12:00 - 12:30	Clean up / Diaper Change / Potty
12:30 - 3:00	Nap Time
3:00 - 3:30	Snack
3:30 - 4:00	Diaper Change
4:00 - 5:00	Free Play / Outside / Story Time
5:00 - 5:30	Afternoon Snack
5:30 - 6:00	Diaper Change / Dismissal

## TWOS

7:00-9:00	Greet the children and parents, Breakfast, Diaper changing, small group activities, Clean-up
9:00-9:30	Circle Time: Songs, Fingerplay, Sharing
9:30-10:00	Potty / Diaper Change
10:00-10:30	Free Play/Work Time
10:30-10:45	Clean up
10:45-11:30	Outside Activities
11:30-11:40	Diaper Changing/Bathroom Time
11:40 - 12:15	Lunch
12:15 - 12:30	Clean up / Diaper Change / Potty
12:30 - 3:00	Nap Time
3:00 - 3:30	Snack
3:30 - 4:00	Diaper Change
4:00 - 5:00	Free Play / Outside / Story Time
5:00 - 5:30	Afternoon Snack
5:30 - 6:00	Diaper Change / Dismissal

**Daily Schedule**  
**Pre-K 1**  
**(3-Year-Olds)**

7:00 - 8:00	Arrival & Free Play
8:00 - 8:30	Breakfast
8:45 - 9:30	Circle Time
9:30 - 10:30	Outside Time
10:30 - 12:15	Table Activities & Centers
12:15 - 1:00	Lunch
1:00 - 3:00	Nap Time
3:15 - 3:30	Snack
3:30 - 4:30	Table Activity/Story
4:30 - 6:00	Free Play

**Daily Schedule**  
**Pre-K 2**  
**(4-Year-Olds)**

7:00 - 8:00	Arrival and Toy Table
8:00 - 8:30	Breakfast & Bathroom
8:45 - 9:45	Circle Time
9:45 - 10:15	Get ready for outside time
10:15 - 11:00	Outside Time
11:00 - 12:15	Table Activities & Centers
12:15 - 1:00	Lunch
1:00 - 3:00	Nap Time
3:15 - 3:30	Snack
3:30 - 4:30	Table Activity/Story
4:30 - 6:00	Free Play
5:30 - 6:00	Free Play & Dismissal

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## PARENT HANDBOOK AGREEMENT FORM 2011- 2012

I have read and understand the policies and procedures that have been defined in this handbook. I understand and agree upon the expectations of the Al-Huda Pre-School Administration as outlined in this manual. I will, to the best of my ability, abide by and follow what is described in this manual. Failure to abide by the conditions set forth may result in cancellation of my child's enrollment.

Name of Child(ren): \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

This agreement form will confirm that I have received a copy of the Al-Huda Pre-School Parent Handbook and agree to abide by, comply with, or otherwise fulfill its provisions.