

Quran Blossoms



At Mecca Center



Student Handbook

2023-2024 School Year

MISSION

The mission of the Quran Blossoms at Mecca Center is to help our students to properly understand, recite, and memorize the Quran. Conveying Islam with utmost clarity is a fundamental component of our mission. As such, understanding the meaning of the Quran, which conveys Islam's teachings, is essential.

The importance of ensuring that future generations of American Muslims can understand and recite the Quran correctly cannot be overemphasized. Having the ability to read and understand the Quran in its purest form in the Arabic language empowers young Muslims and provides them with the tools needed to connect to the Holy Book and find answers to life's everyday questions.

In order to fulfill this mission, the Quran Blossoms Program is led by experienced teachers who utilize a variety of techniques to engage the students in an effective and friendly manner, bringing them closer to the Quran and helping them to establish a relationship with God through His words.

MISSION STATEMENT

A reader of today is the reformer and leader of tomorrow

قارئ اليوم مصلح و قائد الغد

Quran Blossoms at Mecca Center

- **M**ission development through knowledge and practice
- **Q**uality teaching begins on the inside...and works its way out
- **B**elieving our blossoms today will bloom out to be our future leaders

QURAN BLOSSOM'S PHILOSOPHY

It is the goal of the Quran Blossom Program to promote in each child their ability to be curious, creative, and courteous Muslims. As a provider, it is our goal to provide a safe, stable, and caring Islamic learning environment for our Blossoms. It is our responsibility to provide a developmentally age-appropriate curriculum and activities that are both creative and interesting. In order to provide a full range of developmental areas, the Quran Blossoms staff is constantly updated on the new educational techniques available through professional training and continuing education. It is also our practice to understand that each child is an individual and needs to be respected for their personal objective. We believe that with Allah's blessing, the dedication of our teachers, and the provision of a safe, stable, and loving Islamic environment we can achieve our vision where the: **A reader of today is the leader and reformer of tomorrow.**

PROGRAM OBJECTIVES

- ✓ To memorize the 30th chapter of the Holy Quran in two years.
- ✓ To recognize and be acquainted with the Arabic alphabet.
- ✓ To identify and use familiar Arabic vocabulary

- ✓ To begin blending letters with short and long vowels
- ✓ To comprehend and speak proper Arabic Language
- ✓ To begin the reading process from the Quran text
- ✓ To memorize selected names of Allah (swt).
- ✓ To become familiar with some of the stories of the Quran from the 30th chapter.
- ✓ To become familiar with some parts of the life of the Prophet Muhammad (pbuh)
- ✓ To memorize selected Islamic songs.
- ✓ To understand, memorize, and embody select dua and Islamic manners.
- ✓ To develop social and academic skills appropriate to the child's age and level.

Registration Policies and Guidelines

Please make sure to take your time to **complete, sign, and date** all the registration pages. Registration packets will only be taken if completely filled out and with all of the necessary documents listed.

Necessary Documents and Submissions

Please make sure to submit each of the following with the registration forms:

- ✓ a copy of the child's **birth certificate**
- ✓ a copy of the child's **health record**, signed and dated from the child's doctor
- ✓ Emergency records: **Please keep the emergency contact information up-to-date** with the teachers and the office staff. If for any reason you or your emergency contacts are unable to pick up your child, please let the teacher and the office staff know the name of the person who is picking up your child in writing.
- ✓ **BLOSSOMS staff must see the emergency person's ID and make a copy of it.**
- ✓ Special medical documents: Health information is a very important fact for us to deal with your child, please be sure to inform us of any specific health need for your child and provide a copy of relevant medical papers to keep in the child's folder.
- ✓ **Food Allergies** are a common health problem among children. If your child has any kind of allergy, please be sure to inform us **in writing** of all your child's allergies. **BLOSSOMS staff are not responsible for any medical problem they are not informed about.**

Enrollment Procedures

- **New students must be screened before they will be admitted to the Blossoms Program.** Parents will be informed with the date and the time of the screening. If you have to reschedule the date or time of the screening, you must to inform the office a day before the scheduled day.
- Parents will be informed if the child is admitted to the Blossoms Program based on his/her Blossoms' screening result. Once the school year starts, every new student is placed under a six-week probationary period. The students will be evaluated periodically; **parents will be informed of official acceptance after the six-week probationary period.**
- Transferring a student to a different location due to any reason is the parent's responsibility to check availability, complete withdrawing from previous location, registering in new location and paying the registration fees **to the new location.**

Miscellaneous Rules

Tuition Policies and Guidelines

Fees		
Description of Fee	Registration (Paid Annually)	Tuition (Paid Monthly)
Half Day	\$450	520
Full Day	\$550	870
Registration Fee Rules		
<ul style="list-style-type: none"> • Last month tuition of <u>\$520 or \$870 must be paid at the time of registration.</u> • Fees are payable at the time of registration. • Fees are <u>not refundable, and not transferable.</u> 		
Tuition Fee Rules		
<ul style="list-style-type: none"> • Tuition is payable through Muntazim on the 5th of each month. • Tuition can be paid by <u>checks, but we prefer a credit card</u>, a charge of \$30 for any returned check. • Failing to pay tuition on time, without excuse or arrangement with the Administrative Assistant and the approval of the principal, will give Quran blossoms the right to stop the child from attending the program, exclude the child from Graduation Ceremonies, holding Report Card, not re-register the child or siblings for the following school year. • There are no tuition <u>deductions for holidays or breaks.</u> • There are no deductions if the child does not attend for any reason such as a vacation or sickness. <u>Tuition must be paid in full.</u> Please check with the administration in cases where the student will be traveling for more than one month. <p>The registration office must be informed in writing a month in advance even if the family is taking an early vacation, if the family is planning to pull the <u>student out of the program.</u></p> <ul style="list-style-type: none"> • Failure to give less than one month's notification will result in a fee for the full month tuition, which must be paid one week prior to the student's last day of attendance. 		

School Supplies

A fee will be charged at the time of registration for school supplies. Blossoms will provide students with all the necessary supplies: folders, notebooks, glues, colors, pencils, scissors, binders, papers, wipes, etc.

Parents are required to supply a change of clothes and a pair of indoor shoes.

Students must bring their school bags daily. Their folders and other school materials will be sent inside.

** Fees are non- refundable

Snacks

A fee will be charged at the time of registration for snacks for the entire year. Students will be served healthy snacks, such as fruits, vegetables, crackers, granola bars, every day. However, children with food allergies must bring their daily snacks from home and do not need to pay the snack fee.

** Fees are non- refundable

✓ ter the building until everything is clear.

DAY TO DAY POLICIES AND PROCEDURES

Bathroom Use Procedures

Children must be fully potty/toilet trained before the first day of school. This means that they should be able to use the bathroom independently. Please do not send your child to school wearing diapers or pull-ups. In addition to being toilet-trained, children need to be trained in washing themselves while on the toilet. This is a very important step in bathroom procedures taught to us by our beloved Prophet (pbuh) and must be mastered; it cannot be ignored. Teachers will not assist in this so child should know how to do this on their own. Additionally, it is important for boys to follow the Sunnah in sitting on the toilet while using the bathroom.

Please encourage your child to use the bathroom before coming to school. This will assist in beginning the day with minimal interruptions.

Students who have bathroom accidents and wet themselves will be directed by the teachers to change themselves and return to class dry and clean. Parents will be called to assist students who have major bathroom accidents and cannot wash themselves.

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DISCIPLINE POLICIES AND PROCEDURES

The Quran Blossoms Program strives to maintain an atmosphere where students can interact in a positive and enjoyable manner. We recognize that conflicts with students may occur at school from time to time. The Quran Blossoms' goal is to teach our students how to interact with their peers, teachers, and develop positive social skills. We understand that discipline is an ongoing process of helping children develop skills to independently manage their own behavior in socially acceptable ways and aim to support our students to develop with all respects of their personalities.

Discipline Techniques Utilized

- Avoid infractions by offering a hands-on program that maximizes student engagement
- Reinforce positive behavior.
- Model desired behaviors
- Redirect the child to more acceptable behavior.
- Ignore negative behavior when appropriate.
- Acknowledge and praise positive behaviors.
- Time-with or removal of child from the area for short periods of time (one minute per age of child)
- Not allow the child to be with his class in the playroom

Recurring Infraction Discipline Procedures

1. Parent Involvement: The principal or lead teacher will verbally notify the student's parent(s) if a pattern of unacceptable behavior is noted.
2. If the behaviors persist, the teacher will discuss with the parent(s) the student's behavior. If unacceptable or uncharacteristic behavior of the student occurs during the

school day, a behavior report will be completed, signed by a parent, and a copy will be retained in the student's file.

3. The principal may request a formal conference with the parent(s).
4. If deemed necessary, the parent(s) may be asked to pick up the child from the Quran Blossoms and/or have the student take a break by staying home on the following school day.
5. If the unacceptable behavior continues to recur, a disciplinary probation will be imposed.
- 6.
7. Parents will be given written notification and asked to attend a conference to discuss their child's unacceptable behavior to inform them of future consequences for infractions.
8. After following the outlined procedure, and for the safety of our students, we reserve the right to dismiss any student from the program until the end of the school year.

Any child who demonstrates the inability to benefit from the type of care offered by the facility or whose presence is detrimental to the group, shall be discharged from the facility only after multiple attempts have been made to meet the child's individual needs have failed.

Drop Off and Pick Up Procedures

- **Please inform the office in the morning of the day that your child is absent for any reason.**
- **Drop off and pick up your child must be on time.**

Drop off and pick up must be on time. Fees will be charged for any late pick up.

- Drop off time for Morning Session is at **8:15** a.m. Drop off earlier than that time must be arranged with the office. Additional fees will be applied.
- Pick up time for the Morning Session is **11:30 to 11:35**. **After this time, a fee of \$5.00 will be charged for every 15-minute increment of lateness to the tuition of that month.**
- Pick up time for the Full Day Session is **3:30 to 3:40**. **After this time, a fee of \$5.00 will be charged for every 15-minute increment of lateness to the tuition of that month.**

SAFETY PROCEDURES

For the safety of all our Quran Blossoms students and staffs, the following procedures will be implemented:

- ✓ Parents are asked to follow the traffic regulations of assisted drop off and pick up service for the safety of our students.
- ✓ Students may only be picked up by their parents or who are on the Emergency Form only. Please inform the school ahead of time of any changes.

- ✓ Students will be practicing the Fire Drill, Tornado Drill, and Lockdown frequently during school hours. In case of real situations, parents will be informed through our auto phone service. In case of Lockdown, absolutely no one, including parents, will be allowed to enter the building until everything is clear.

FINANCIAL POLICIES AND PROCEDURES

Donations and Fundraisers

As a nonprofit organization, we rely on financial aid and support. Parents have many opportunities to participate in fundraising through structured projects and donations. Parents can take this opportunity to teach their children the importance of giving as stressed by the words of the Holy Quran and the Sunnah of our beloved Prophet (pbuh). All donations outside of fundraising projects assigned to the children are welcomed, appreciated, and highly encouraged.

CURRICULAR DETAILS

The Quran Blossoms Program curriculum is comprehensive and emphasizes creativity and curiosity while encouraging courtesy. It instills Islamic teachings while balancing developmentally appropriate teachings as well.

Curriculum

Quran Memorization	The minds of children are like sponges, therefore through repetition, hand gestures, and visual aids, students will memorize the planned number of Surahs. Students will preserve newly memorized Surahs through daily and weekly review of the learned Surahs.
Quran Tafseer	The meaning of the Surahs covered in class will be explained to the children in order for them to understand the important message of what they are memorizing and also to ease the process of their memorization.
Arabic	<p>Al Noor Level - مرحلة النور: Classical Arabic is the language of the Quran. Students will learn the 28 letters of the Arabic alphabet and become familiar with the spelling of their name. With the introduction and review of each letter, new words are introduced through multiple means: visual aids, fun projects, worksheets, etc...</p> <p>Noor Al Tamkeen Level - مرحلة نور التمكين: Students who are enrolled in our extended program will be learning more about the Arabic letters, short vowels, recognizing sight words, speaking more comprehensive Arabic, retelling stories, and begin blending letter independently.</p> <p>Al Huda Level - مرحلة الهدى: Students are taken to the next level where short and long vowels are introduced. They will start to read sight words and blending phonics.</p>

	Huda Al Tamkeen Level - مرحلة هدى التمكين : Students will learn to read and write three to five letter words, jump-starting their journey in Arabic reading. They will be strengthen their Arabic reading They will be focusing on the speech and comprehension of the Arabic language.
Islamic Studies	Students will memorize multiple duas and hadeeth. Prophetic manners will be taught. Blossoms encourage parents and students to practice outside of school in their daily lives.

******* The curriculum will be covered entirely throughout the school year; however, each student will learn according to his/her capability.**

Speaking Classical and Dialectical Arabic

Teachers and staff members speak to students in both classical Arabic and dialectical Arabic, forming an Arabic-speaking atmosphere for children to become more fluent in Arabic speech. Their vocabulary will include basic words used in everyday life, such as days of the week, lunar calendar months, weather terminology, names of animals, fruits, vegetable, and occupations, and common commands (sit, eat, stop, stand, walk, etc....)

Students Entering the Program Late

- Students who join Quran Blossoms Program later in the school year might be required to stay in the same level for a whole school year in order to master the curriculum for that level. Students have to score 75% and above on their final exam to be promoted to the next level.
- Students must be enrolled in Quran Blossoms Program for a full school year to be able to master the curriculum for his/her level. A child leaving more than two weeks before the end of the school year **will not be evaluated and will not be receiving a report card.**

Theme of the Unit

An exciting theme is chosen for every two month. Activities pertaining to the selected theme give the students a chance to learn about many aspects of a specific subject in a creative, fun, and enjoyable manner.

Special Needs

The Quran Blossoms program is not equipped or designed to cater to the needs of students who have special needs. Therefore, parents are encouraged to get the proper aid needed from outside sources. Unfortunately, currently, we do not admit children with special needs.

FAMILY INVOLVEMENT

Children spend many hours in school participating in different activities and experiencing life from a new angle. Parent involvement and support are essential to make this process most effective and most successful. Parents are encouraged to participate in their child's development with an on-going open communication and active **participation in school**.

Open House

At the beginning of the year, students and their families are welcomed to tour the facility, meet with the teachers, and familiarize themselves with the curriculum, policies, and academic expectations of Blossoms.

Parent Volunteers

Quran Blossoms is always looking for parents' volunteers to help organize and set up for the various exciting events and activities that will take place throughout the school year. Throughout the year, the administration and teachers will post and send requests to parents to volunteer and help in specific activities and events. This is a great opportunity for parents to take an active role in their child's education. Parents also play an active role in participating in the assigned, monthly theme projects.

Parent Organizations

Another way parents may volunteer is by participating in their child's school by joining and supporting, for example the mother club.

Bi-Monthly Newsletters

Parents will receive a general newsletter every two months highlighting experiences the children had during the previous month. The newsletter also contains important notes for the upcoming month. Sections of the newsletter may include "F.Y.I." - information from various sources on many child raising issues, behavior problems, communication, etc.

Parent-Teacher Conferences

A parent teacher conference will take place in the middle of the school year. Teachers can share with the parents the progress of their child and parents can openly discuss any issues pertaining to their child's education. Parent-teacher conferences are a great form of communication. If further discussions are needed, meetings can be arranged by appointment.

REPORTING

Assessment Reports

Formal and informal assessments are completed throughout the year to monitor each student's growth and progress. Assessments help the teaching staff identify the student's interests and needs, allowing them to modify the curriculum and adapt their teaching practices accordingly. Students will be receiving progress reports quarterly to ensure a continuous communication between parents and teachers and to work on achieving maximum benefit from the earliest stage. By the end of the year, the results of a formal assessment will be recorded in the final report card and distributed to the parents.

Student Portfolios

A student portfolio is a file with an arrangement of the student's work made the school year. Each month, samples of each student's work will be selected and placed in his/her portfolio. This will be used to track the student's progress and growth from the beginning to the end. The portfolio will be sent home at the end of the school year.

END OF YEAR CELEBRATION

Each year we assemble to recognize and celebrate the accomplishments of our students in a meritorious end-of-the-year gathering.

FIELD TRIPS

At the Quran Blossoms we offer a number of field trips throughout the school year, a great chance for the children to feel real life experiences which is valuable to the education of our Blossoms. Some of the trips will cost an additional fee that must be attached to the permission slips. Parent volunteers may be needed on such trips for transportation purposes.

PHOTOGRAPHY

Photos capturing the priceless moments of a student's school life in many ways are taken for granted; therefore, photography and videos are familiar features of capturing these exciting moments that go on throughout the school day. These photos within the school are used routinely for record keeping, displays, teacher lessons, and the student's own work. On occasions they may be used for the press and other promotional purposes. Photographs of students are used minimally and anonymously on our website. Parents reserve the right to have any photograph of their child removed. To meet legal requirements, we must ask parents to complete and return the slip included in the registration packet.

NO SCHOOL

Teacher In-Service Days

In-service days are held once a month for teachers only. Students will have no school on those days. Announcements will be posted, and letters will be sent home informing parents of the days off.

Extreme Weather

In the cases of extreme weather, natural disasters or any other emergency should be great enough to cancel a school day, parents will be contacted as soon as possible.

HEALTH POLICIES

The Quran Blossoms Program believes that the health and safety of children is of paramount importance. We make our preschool a safe and healthy place for children, parents, staff, and volunteers. We aim to make children, parents, and staff aware of health and safety issues in order to minimize the hazards and risks and enable the children to thrive in a healthy and safe environment.

The Illinois Health Department requires that a current copy of the child's health form is on record in the school. This form must be in the school records by the beginning of the school year and updated annually.

Physicals and Immunizations

All students registered with the Quran Blossoms must be up to date on all immunizations and must complete a physical exam before starting preschool. The physical exam should take place no longer than six months prior to the beginning of the school year.

Children entering program must obtain the following skin test: TB Test. If the physician feels that a TB test is not necessary, this must be documented on the physical form or included on a separate signed statement.

Incomplete physical exam forms will be returned.

Food Allergies

Food allergies are abnormal reactions to some types of foods. Parents are responsible for reporting food allergies to the school staff in writing and verbally.

- Parents must inform the teacher about the types of allergies their child has in writing.
- Parents must remind the teacher and the school staff about their child's allergy especially for special school events and/or class school parties.
- Parents must discuss the proper procedures a teacher must take if a child is exposed to the element, he or she is allergic to.

- Parents must provide their child with a daily snack from home. The student will be exempt from the snack fee.

Student Illness

If a student exhibit any of the following symptoms, the students should stay home to rest:

- fever
- diarrhea or vomiting
- a rash
- discharge from the nose, ears, or eyes

If the student's teacher identifies any signs or symptoms of some kind of illness, the parent will be immediately informed to pick up the child. The student will wait for the parent in a comfortable place in the facility.

Student Absence Due to Illness

Parents are responsible for notifying the office if a child will be absent. If a child contracts a contagious disease like pink eye, chicken pox, or strep throat, parents must notify the teacher so she will do the following:

- notify parents of exposed children
- keep record of the diagnosed disease and the number of cases
- keep an eye out for the symptoms of the disease amongst other students.
- take preventative measures.

The student with the illness will not be identified.

If the child will be out from school for any reason, the parents should note the reason for their child's absence when contacting the school.

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Guidelines for Returning to School after Illness

- vomiting, diarrhea, fever: 24 hours after student's symptoms subside
- chicken pox: after breakout has dried and scabbed over.
- pink eye: 24 hours after first application of medicine
- flu/ cold: 24 hours after fever has returned to normal.
- students must be without fever and on an antibiotic for at least 24 hours prior to returning to school.

Transport to Emergency Facilities

Blossoms staff are certified in first aid and CPR and will take act appropriately. A parent or emergency contact will be called immediately. If needed, the child will be transported by emergency vehicle.

Medication

We are not able to administer any routine medications at school.

- If a student requires medication during the school day, it is the parents' responsibility to administer it at the proper time.
- Medication being administered by the parent must be in its original packaging and must be labeled with the child's name and date of birth. Parent coming to school to give their child the medication shall have the original package and a labeled container with the student's name and date of birth.
- Parents must provide the school with a written statement from the child's physician with the child's full name, date of birth, purpose of the medication, dosage, and when the medication should be taken.
- The school will not be liable for any injury because of using the medication; the parents must sign a school form agreeing to this.

Illness or Injury

If a student becomes ill or injured during school time an employee who has witnessed the injury should immediately report the incident to the principal. Any serious illness shall be recorded in school official form.

GRIEVANCE POLICY

- Any concerns should follow the correct hierarchal paths and must deal directly with the person(s) involved and in charge of the area of concern. If someone who is complaining crosses the line of hierarchy, they will be redirected to the person who is responsible for that area.
- A fair complaints process will be available to all students, shareholders, and staff.
- Parents and staff will be provided with information about complaint policy and processes.
- No person shall be disadvantaged or victimized as a result of making a complaint.
- Whenever possible, complaints shall be dealt with at a local level at which the complaint is initiated.
- Complaints that are investigated may lead to disciplinary measures be taken.
- Complaints should be dealt with in a timely manner, within achievable deadlines without exceeding beyond four weeks.

- The person filing the complaint should be kept informed of the progress of his/her complaint.
- The complaint process shall provide guidance on the roles and responsibilities of the person's involved.
- Details of complaints shall be known only to those directly involved in the resolution process.
- The identity of the person filing the complaint will be revealed, if necessary, to do so.
- There shall be no bias in the management of a complaint.
- The outcome of complaints will be monitored to ensure fulfillment of all the agreements.

POLICY ON GIFTING ADMINISTRATORS, TEACHERS, AND STAFF

Our parents have shown their tremendous generosity; however, the Quran Blossom's school has prohibited all staff members from accepting personal gifts as it is a conflict of interest. Any parent who would like to show appreciation to the teacher for outstanding performance may purchase a gift for the class not for the teacher. We appreciate your understanding and cooperation with this regard.

CONCLUSION

The mission of the Quran Blossom's school is to help students of all ages to properly understand, recite, and memorize the Quran. Conveying Islam with utmost clarity is a fundamental component of our mission at. The importance of ensuring that future generations of American Muslims can understand and recite the Quran correctly cannot be overemphasized.

Understanding the meaning of the Quran, which conveys Islam's teachings, is essential and should be implemented in children at an early age. Since the first five years of a child's life are the most critical time to establish a foundation to succeed, the Quran Blossoms has established three levels in its program, thus nurturing the child's development from the very start.

Thank you for investing in the future Muslim Generation

May Allah Reward you.

