

# **Rahmah Academy**

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**Tucson, AZ 85704**

**Phone Number: 520-395 0730**

**Rahmah Academy is regulated by the Arizona Department of Health  
services.**

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## **1. INTRODUCTION**

Rahmah Academy was conceived in 2015 with the intention of filling a need within the Muslim-American community for a loving and quality education that adheres to Islamic values and principles, according to the Qur'an and Sunnah.

We are committed to providing our students with a quality foundation that will enable them to grow and develop in the years ahead. By applying developmentally appropriate assessments and objectives for young children as the framework for our educational program, we aim to establish the social, cognitive and environmental foundations for their successful transition to primary schooling and beyond. Our goal is to nourish our students with Islamic character, intellectual curiosity and the love of learning.

The purpose of this Handbook is to provide a comprehensive and detailed reference manual for our families. To this will help ensure a positive experience for all that attend Rahmah Academy.

## **2. 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).

Dear Parents,

Welcome to Rahmah Academy. It is our sincere hope that you and your child will find a loving, nurturing, satisfying, and rewarding learning experience in the Islamic Environment of our School.

We strongly encourage both parents to work closely with their child and the teachers. Take the time to get acquainted with the director and your child's teacher. Communication and cooperation between home and school are essential for your child's success. An Islamic educational program can only be successful when it is reinforced in all areas of your child's life. It does not begin nor end with the school day; it requires continuous reinforcement at home by way of repetition and role-modeling. Regardless of the excellence of our curriculum and teachers, a child's success will depend more on what they see, hear and learn from their parents and in their home environment.

With the guidance of Allah and the example of our Messenger, peace be upon him, we will strive to work together as a team to raise righteous children who will grow to be leaders and role models for the Muslim-American community. This handbook contains basic information about the school, including your rights and responsibilities as a parent, our duties as a 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 Director at (520) 395-0730. JazakAllahu Khairan.

### **3. PHILOSOPHY OF ISLAMIC EDUCATION**

At Rahmah Academy, our concept of education entails guiding children to engage with the world around them through the basic principles, and values of Islam. Numerous studies have led to the conclusion that 90% of a child's brain develops before the age of 5. More recently, a high correlation (80%) has been established between a high-quality school/Elementary school education and the likelihood of graduating from high school. At Rahmah Academy, we believe that a child's unique personality can and should be nurtured to play an equal role in shaping their development. By immersing children in a holistic Islamic environment at an early age, our vision is to see our students thrive and grow into young men and women that choose to live their lives according to the guidance revealed in the Qur'an and exemplified in the life of the Prophet Muhammad (saw).

We believe that children learn best through developmentally appropriate activities when they are allowed to make choices and decisions and guided to develop skills through communication and play with others. We also believe that children learn best:

- ☞ Within a happy Islamic environment
- ☞ When they apply Islamic principles as caring, respectful, loving relationship with peers and adults
- ☞ By exploring concepts through hands-on activities
- ☞ Are exposed to culturally relevant learning opportunities in their daily lives

### **4. ROLE OF RAHMAH ACADEMY**

We believe that the role of an Elementary School is to help raise a child who can confidently and independently fulfill his/her role in life. We believe that a child's learning is dependent upon a variety of interrelated factors including his/her natural development and interaction with their environment.

**5. HOW TO CONTACT US:** A Parent may contact any member of the School management or staff by email or written note to the staff in the School office. Office Assistants are not authorized to provide anyone, including Parents, with information related to student attendance or academic performance, but they are available to help connect you with the appropriate individual or department. Please refer to SCHOOL INFORMATION for office hours and contact information.

### **6. ADMISSIONS**

We will need the following forms for your child to be admitted to Rahmah academy. All the items must be completed and submitted before their first day of school and/or the Parent Orientation Meeting, whichever comes first.

1-Registration Form – Please complete and submit applications to the Office, along with the \$100 non-refundable registration fee. If we do not have space for your child, their name will be placed on a first-come, first-served waiting list, and both the application and the \$100 registration fee can be submitted when space is made available. Please be sure to give the Office at least one valid email address and phone number.

Consumable Books Fee – A one-time payment of \$120 for student’s books. Every student is getting consumable workbooks to use throughout the year.

2-Copy of birth certificate

3-Copy of updated immunization record- Please check with your child’s pediatrician to ensure that your child has all the required immunizations for their age. Unless we have a copy of this record, your child will not be allowed to attend, and we give up their space at our discretion.

4-General Field Trip Permission Form – This form gives Rahmah Academy permission to take your child on field trips arranged by the school. This includes going to a playground, on nature walks, and walking to the local parks.

5-Permission for Pictures and Videos – Occasionally, we may photograph the children while they are in their classrooms, on field trips or during activities. Photographs may be shared with other parents or used on the Rahmah academy website for publicity purposes. Please indicate whether or not you give your permission for us to photograph your child and then sign the form.

6-Parent Handbook Agreement Form – This form must be signed after the orientation meeting to ensure that you have read, understand, and agree to comply by all information and policies set forth in this handbook.

7-Financial Agreement Contract- parents must sign the original form and can keep a copy of the form for their personal records.

## 7. SCHEDULE OF FEES

Tuition is a monthly payment and will begin on the first day of school and is due in full regardless of the student’s attendance.

**Infant Care / Toddler Care: Full Time** is from 8:00-5:00 and 8:00-3:30 on Friday. **Part Time** is from 8:00-1:00 (Up to Five Hours.) A one-time registration fee of \$ **100** is due with the application and yearly thereafter.

**Full Time fee:**

Monthly Rate: \$ **1100**

Weekly Rate: \$ **350**

Daily Rate: (pick and choose) \$ **100**

**Part Time fee:**

Monthly Rate: \$ **850**

Weekly Rate: \$ **250**

Daily Rate: (pick and choose) \$ **80**

**Preschool and Prekindergarten:**

**There are two Full Time Options**, one if from 8:00-6:00 and one is from 8:00-3:00.

**Part Time** is from 8:00-12:30. A one-time registration fee of \$ **100** is due with the application and yearly thereafter.

**Full Time fee for 8:00-6:00**

Monthly Rate: \$ **900**

Weekly Rate: \$ **275**

Daily Rate: (pick and choose) \$ **80**

**Full Time Fee for 8:00-3:00**

Monthly Rate: \$ **750**

Weekly Rate: \$ **225**

Daily Rate: (pick and choose) \$ **70**

**Part Time fee 8:00-12:30**

Monthly Rate: \$ **500**

Weekly Rate: \$ **175**

Daily Rate: (pick and choose) \$ **60**

***Eligible students may receive financial assistance toward their tuition from several sources:***

**1. DES** (Division of Economic Security) 0-5 years: Infant Care, Toddler Care, Preschool and PreK.

For more assistance, please call 520-395-0730

**Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4** is M-Thu from 8:00-3:15 and on Friday is 8:00-2:00. A one-time registration fee of \$ **100** is due with the application and yearly thereafter. There will be a book charge of \$120 upon registration.

Tuition Fee is \$ **950** / month

Discounted Fee is \$ **500** for Kindergarten

Discounted Fee is \$ **675** for Grades 1 – 4

***Eligible students may receive financial assistance toward their tuition from several sources:***

**1. ESA** (Empowerment Scholarship Account) KG and up: Students must be 5 years old while entering KG, all students are eligible to avail of this regardless of income. Click

<https://www.azed.gov/esa>

**2. APESF** (Arizona Private Education Scholarship Fund) KG and up: Students must be 5 years old while entering KG, and can avail of this scholarship, if eligible. Click <https://apesf.org/>

For more assistance, please call 520-395-0730

**After School Hours** 3:15pm-6:00pm is \$ **350** / month. Fee per day is \$ **40**.

**Payment Policy:** There will be a \$**50.00** fee for returned checks. Payment is due on the first school day of the month. If you pay later than the 1<sup>st</sup> day of the month, then a late payment fees will apply as stated:

- If the payment is made by the 3<sup>rd</sup> of the month, **NO LATE FEE**.
- If the payment is made on the 4<sup>th</sup> day of the month, a \$50 fee will be applicable.
- If the payment is made after the 4<sup>th</sup> day of the month, a \$50 fee with an additional \$10 for each subsequent day will be applicable until the day of payment.

Prorated refund of cancelation after the first day of school will be allowed for until the end of first week minus 20% of initial tuition administrative fee.

**Important Note:** Four-year-old are not guaranteed part-time status, even if they were part-time the previous year. We will only accept part-time students in the four-year-old classes if we have no applicants on the waiting list. This rule applies to new and returning students.

**Modes of Payments:**

- Rahmah academy accepts personal checks payable to “Rehma Inc”, or “MCCT”
- Cash
- Credit or debit card. Additional 3% Bank processing fee will be charged
- Zelle to [info@mcctucson.org](mailto:info@mcctucson.org)

If you are paying vis Zelle, please remember to mention the student name and the month

in the MEMO.

## **8. ATTENDANCE**

Attendance is recorded daily. Please call the school office @520-395-0730 if your child is absent or late for the day. That will allow us to record your child's absence as excused. More than 5 unexcused absences in one quarter will lead to a drop in a letter grade in each subject missed. By law, students must attend at least 80% of the school days in order to move on to the next grade level. In the case of Rahmah Academy (180 days of school), a student can miss no more than 36 days out of the entire year.

**EXTENDED ABSENCES:** In order to hold a space for your child during his / her extended absence from the school, you must inform the director directly. Full payment or payment plan (credit card, ACH, checks) must be given to the director two weeks prior to your leave (if not already on file). Parents are responsible for paying the full tuition for extended and unapproved absences and failure to do so will result in the child's space being given away.

## **9. WITHDRAWAL**

Any parent wishing to permanently withdraw their child from Rahmah Academy requires a two-week written notification. Please call the school @ 520-395-0730 and fill the withdrawal form, located in the office. Please note that there are no refunds for partial months of attendance. If written notification is not given, parents will be required to make a two-week payment for their child. 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.

## **10. DROP-OFF AND PICK-UP POLICY**

Individual/s dropping-off and picking-up their child are required to sign the Sign-In and Sign-out sheet before leaving the school. Only those individuals indicated on your child's registration form 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. Individuals other than parents or grandparents must show photo ID.

The center is open from 8:00 am to 6:00 pm. Early drop-off is available with previous arrangement approved by the director with additional fee of \$10/day for arrival **between 7:30-7:59**, and \$20 for arrival between **7:00-7:29**.

Make sure to drop off your child in his/her room so he/she can be checked in. We recommend that children be dropped off by 8:00 am so they can begin their day with the rest of their friends.

Saying "good-bye" can be hard on children and parents therefore, we recommend spending a few minutes getting your child situated and involved in an activity. It is our philosophy to be honest with your child by telling them that you are leaving and reassuring them that you will

return after work. Make sure to comfort your child before leaving by giving hugs and kisses and then formally leave them with their teacher. If they begin to cry, be sure not to linger as it often prolongs his sadness.

We need the parents to understand that this transition lasts for only a short time. 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 them become more comfortable. Please formally notify your child's teacher when picking up your child.

## **11. TARDINESS**

Elementary students should arrive at school during the assembly and prior to their first class. Students should be in the classroom and in their seats when class begins. Students who do not arrive on time are tardy.

**EXCUSED TARDINESS:** If a student is late for arrival to school, the parent should call or send a note and the student must report to the office before going to the classroom. The student will be given a tardy slip to take to the teacher. Under extreme circumstances, (e.g., major traffic accidents, adverse weather conditions, sickness, or unexpected family issues), the office or the Principal may excuse tardiness. The Principal can excuse no more than **5 excused tardiness** per school year.

**UNEXCUSED TARDINESS:** if a parent fails to call the school, then the tardiness will be an unexcused tardiness. A student with **5 unexcused tardiness** may be required to wait in a designated area until the start of the next class. This is often necessary to assure the quality of the education process for other students in the class. Tardiness can cause a student to miss valuable instructional time, and often create disruption and a distraction to the learning environment for other students; therefore, the Principal reserves the right to take disciplinary action against a student anytime they are tardy. Possible disciplinary actions may include exclusion from the Enrichment Activities, such as field trips or an event in the classroom or in the school. Chronic tardiness may lead to suspension or other disciplinary action. As tardiness approaches the point of becoming chronic, the Principal informs the parent in writing that if the student is late to class again, they will be marked as chronically tardy.

## **12. LATE PICKUP**

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 a courtesy to the 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 for 5 minutes will be charged for any child picked-up after scheduled pick-up. A \$25 after that until 10 minutes. Any child picked-up after 10 minutes passes will be charged \$50. A note will be handed to you with the details and the amount charged. This late fee should be paid directly to the teacher staying late with your child or can be paid the next day at the office.

For example: if you pick your child @ 3:36 (6 minutes late), you need to pay \$ 25.00 late fee

### **13. PARKING LOT ETIQUETTE**

For the safety of all our children, please follow these simple parking lot procedures:

1. **IT IS ILLEGAL** to leave your child alone in the parking lot.
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 **SLOWLY AND CAREFULLY IN THE PARKING LOT.** Young children are often not predictable.

### **14. RAHMAH ACADEMY TEACHERS**

We believe that the heart of a quality program begins with the people who care for your children by ensuring 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 hold current certification in Child First Aid and CPR. Staff-to-children ratios are maintained at all times when providing childcare services to enrolled children:

<b>Age Group Staff</b>	<b>Children</b>
Infants	1:5 or 2:11
1-year-old children	1:6 or 2:13
2-year-old children	1:8
3-year-old children	1:13
4-year-old children	1:15
5-year-old children not school-age	1:20
School-age children	1:20

Continued training and professional development are 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. We will evaluate our teacher annually by the director and assistant director (if present) to assess job performance and professionalism.

### **15. BAD WEATHER POLICY**

Rahmah academy 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. Rahmah academy does not follow our county public school's inclement weather plan and only the school's 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. Rahmah academy will email and phone parents in an early closing situation. Please make sure all your contact information is updated with the office so we can reach you in a timely manner weather/emergency closing.

## **16. WEATHER POLICIES**

Rahmah academy 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.”

### **A. 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 advisable to always keep a long sleeve sweater or sweatshirt in your child’s change of clothes bag.

### **B. 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. 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 application 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 o 90 - 100 degrees, the following accommodations are made: the children go outside for no more than 15 minutes at a time and the rest of their play time will take place indoor. (Exceptions: Water Play times. vary throughout the day and can often peak in the late afternoon.

## **17. 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. Soiled clothing will be put in a plastic bag 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: Time for resting and/or napping are required in full day and expanded part day programs. Children use individual cots or mats that are provided. Children bring covers for their cot/mat at the beginning of each week. They are sent home for laundering at the end of each week.

For emergency preparedness, children wear their shoes during rest/nap periods

Food: 2 Snack/ Lunch: Parents are required to provide a complete nutritious and healthy snacks and lunch daily including at least one fruit or vegetable and juice or milk. We talk to the children about eating their “healthy foods” first before snack items. Parents are responsible for labeling all food needing refrigeration and the teacher will place the food in the refrigerator. Preschool staff members are not authorized to heat food.

## **18. POLICIES**

**A POTTY TRAINING-** your child must be potty-trained to attend the preschool at Rahmah Academy. No Pull-Ups are allowed.

### **B. DAILY ROUTINES**

Consistent daily routines are important in the lives of children at this age because they help develop a child’s trust and confidence with the knowledge of what is happening next during their day. You can get a hard copy of the daily schedules for each age group from the teacher or the office or can check it in the classroom.

### **C. TOYS FROM HOME**

Rahmah academy 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, a book to share during story time, and a toy for show-and-tell. 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.

### **D. HANDWASHING**

Because hand washing is the #1 preventive measure to avoid the spread of disease, we explicitly teach, scaffold, and monitor hand-washing procedures that involve the use of liquid soap and running water, with vigorous and thorough rubbing for at least 20 seconds (the length of a children’s song), followed by paper towel drying. We, and the children, wash our hands upon entry. Parents are expected to assist in the initial hand washing upon arrival as part of the regular routine. We also wash hands before snacks and meals, before and after food preparation, after toileting, after contact with bodily fluids, after play in the water table and after reentry from the outdoor classroom, as well as after any messy activities. Adults also wash their hands after assisting with toileting, handling garbage or cleaning, and before and after feeding a child or administering medication.

### **E. PESTICIDES**

Parents are notified 48 hours prior to the use of pesticide treatments on site. Notifications are posted on main entrance.

## **19. FIELD TRIPS/ TRANSPORTATION**

The children may go for walks in the local community and will not include motor transportation. No private vehicles, other than the case of a parent/guardian transporting his/her own child, will be used for transportation of any child in any program provided by the Centre. An authorization form, in the registration package, acknowledges parental permission for a child to leave the premises for neighborhood walks and visits to local parks.

On field trips where transportation is required, parents are only allowed to transport their own child/s and will be notified in advance as to the details of the scheduled field trip excursion and written parental authorization forms will be distributed and must be signed and returned to the Centre in order for your child to participate. Parents are encouraged to accompany his/her child on field trips.

During all trips and walks, the individual ratios of each program will be maintained for all children.

## **20. HEALTH & SAFETY**

### **A. MEDICAL PAPERWORK**

The Arizona Department of Education and 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 Immunization Record 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.

### **B. 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 student 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.

### C. 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 (ancillary, 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 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 childcare, 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 to a regular schedule.
- **It is Rahmah academy 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 Rahmah academy'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, Rahmah academy 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.

### D. MEDICATION POLICY & PROCEDURES

All medications, whether prescription or over the counter are subject to Rahmah academy medication policies and procedures as regulated by the Child Care

Administration. ALL MEDICATIONS MUST BE DROPPED OFF WITH THE CORRECT PAPERWORK IN THE 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.

#### E. 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. Parents must also follow up with face-to-face communication with the child's teacher and/or director. 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 students with individual servings of substitute food items when necessary. 5. No food can be stored at Rahmah academy.

## **21. ACCIDENT / INCIDENT REPORTS**

In the event of any injury, Rahmah academy staff will fill out an "Accident/Incident! 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/ Incident! 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** and **Hitting**, or **aggressive behavior** that is being closely monitored, an Accident/ Incident! Report may be written for the aggressor to keep the parents informed of the frequency and circumstances of the event.

## **22. FIRE DRILL PROCEDURES**

The Child Care Administration and the Fire Marshall require schools to practice monthly fire drills. This allows Rahmah academy 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”.

## **23. COMMUNICATION**

Rahmah academy 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 Office upon entering the Preschool. Upon leaving the school with your child, please inform the teacher.

### **A. PARENT WALLS**

Each class has 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.

### **B. PARENT COMMUNICATION**

Each child has a Mailbox 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 mailbox daily for important information and beautiful art work. Rahmah academy communicates any school closing or early dismissal information through an automated broadcast service. This service can send text messages, email messages, and voice messages to all our parents and staff. We also use e-mail addresses to send day-to-day updates and reminders. A form will be sent home with each child on the first day of school to ensure that we have the most accurate contact information. Your child’s teacher may send some memos 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 Friday 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.

### **C. INDIVIDUAL DAILY REPORTS**

Daily Sheets if needed provide specific daily information detailing eating, sleeping, and general observations about your child’s day.

### **D. 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 students 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.

## E. CHILD PORTFOLIOS

Rahmah Academy is implementing the Arizona Model for School Readiness portfolio to document each child's development, interests, and progress throughout this year. This portfolio model is promoted by the Arizona State department of Education and is an essential tool for assessment.

### **24. 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 students have a tradition of celebrating the following occasions: Welcoming Ramadan Party, Eid Al Fitr Party, Eid Al 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 Rahmah Academy we love and encourage (and also need) parental involvement during these special times in the Preschool. One of our goals at Rahmah Academy 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! We will be observing all US holidays.

### **25. PARENT INVOLVEMENT**

At Rahmah Academy, we believe that "it takes a village to raise a child". 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 feel 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 Elementary 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.

### **26. MEDIA RELEASE**

At Rahmah Academy: There are times when children may be photographed by **the staff of Rahmah Academy** for various purposes during the many activities that occur at Rahmah academy. If you DO NOT want your child's photograph used in brochures or for Rahmah academy promotions, please notify the school office in writing by the second week of the academic year. A "permission to photograph" form is including with the registration packet and is always kept with your child's file.

- Unauthorized personal photography or recordings, including video and audio, **is not permitted** on the School campus without the written permission of a School administrator or the office.
- During school event such as Graduation Day, unauthorized personal photography or recordings is permitted without the written permission of a school administrator.
- No photos or recordings, including video and audio, taken at the School, whether authorized or not, may be posted on the Internet or in any other public forum.

## **27. VOLUNTEERS**

Volunteers are greatly valued and appreciated at Rahmah Academy. 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 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 school. May Allah ﷻ 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 office – please specify how you would like to contribute to the school.

## **28. GRIEVANCE POLICY**

All grievances should be handled within three days. Generally, if you should have any questions concerning the 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 school.

## **29. GUIDANCE AND DISCIPLINE**

Rahmah academy believes that a positive approach to behavior is the healthiest and most productive. All staff members' guide and support children by clearly communicating in a positive manner and tone. For example, "Let's keep the sand in the sand table so that we have a lot to pour." Typically, the children are eager to act appropriately and are recognized for doing so. We design activities that are age appropriate in both task and duration to maximize positive interactions. Our teachers also carefully monitor the children's activities to anticipate and diffuse problems before they begin. A child who is losing interest in one activity or getting too loud may be redirected to another area that can spark renewed engagement and positive behavior. Reinforcing Islamic 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, parents will be notified regarding their child's behavior by the teacher. Last resort will result is a parent/teacher/director meeting that will be scheduled to develop strategies that will be implemented both at home and at school. After all avenues of the Rahmah Academy Guidance Policy have been implemented and success has not been attained to the level that the director feels is safe and appropriate, we reserve the right to require the child be evaluated by both his/her Medical doctor and an educational specialist, and/or a suspension will be enacted upon the student up to a week. This will be determined at the discretion of the administration. We acknowledge that each child learns differently and may need a different learning environment to suit 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 Rahmah Academy that the environment is healthy to ALL children in our school.

### **School Rules:**

Listen the first time.

Follow the routine.

Stay in your own space.

Be a kind friend.

Use your words.

Use inside voices.

Use walking feet.

Use things appropriately.

Put everything in its place.

Avoid breaking or harming school's property.

The students in each class will discuss behavior expectations throughout the year. As appropriate, each class will add specific examples relating to each of the items listed above.

### **30. GOALS FOR THE CHILDREN**

- A love for and an accountability to Allah (ﷻ) • 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

### **31. 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 Rahmah Academy by participating in the school functions and communicating with their child's teacher and the director. • Parents must set the example by showing respect for school personnel. • Parents should express their concerns to their child's teacher, director or director assistant only. Parents are responsible to contact the child's teacher if there is any concerns or questions regarding the homework or any other matters. For example, if a student is assigned very little or no homework on a regular basis, the parents should discuss possible reasons and to help resolve them.

### **32. ASSERTIVE/AGGRESSIVE BEHAVIOR**

A. All Rahmah academy staff will:

- Provide limits in a calm, consistent, and respectful manner, which allows the child to grow in self-control and self-esteem.
- Respond to a child's challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the others in the classroom.
- Help children learn to identify both positive and negative emotions, as well as to express them appropriately.
- Work with children to develop conflict resolution skills necessary to solve their disagreements in an appropriate manner.
- Help children express and acknowledge their choices.
- Help children describe problems, evaluate their actions, verbalize alternatives, and consider the perspective of others.

B. Natural Consequences includes:

- Positive reinforcement for appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment and/or daily schedule.
- Providing a supervised quiet time for the child to gain control. After a quiet time, the teacher invites the child to rejoin the group and reminds the child of the relevant expectations for the activity in progress.
- In situations of conflict between children, Rahmah Academy also incorporates the Calming Spot and the Peace Table. These are located in the classroom but away from the center of activity. The Calming Spot offers a frustrated or angry child a chance to have a break from the particular situation or environment. The Calming 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 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.

- To document any continues problem behavior and to help ascertain any patterns re: events, activities, and interactions, as well as any precipitating contextual factors, staff will write an “Accident / Reflective Form”. If more than one child is involved in any problems, teachers are not permitted to disclose the name/s of other child/ren to the parents of the child.

C. Persistent or dangerous behaviors to the other children in the class (e.g.. biting, punching, kicking, temper tantrums), the teacher will

1. Bring the child to the school office to regain composure and talk with the Director. Such situations are rare at Rahmah Academy and are discussed thoroughly with the child, the teacher, and the parent to determine positive steps toward solution.
2. Families are referred to specialists for help with persistent problems that may be linked to developmental issues, with the goal being to support the child’s successful inclusion in the classroom.
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. If all the above steps fail to resolve the behavior problem, Rahmah Academy may ask the parents to find an alternative educational placement for their child. Rahmah Academy will provide the parents with a 4 week notice, except where such notice is not reasonable because of safety concerns, and we will try to assist the parents with alternative placement.

C. Prohibited Practices & Reporting Child Abuse:

If any staff member or person from the child’s family, while in the vicinity of Rahmah Academy, engages in a practice prohibited by the program, the Director will take necessary steps to assure that there is no reoccurrence of the practice and it will be reported to the police.

- Corporal or any type of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures that produce physical pain.
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities is not permitted.
- Abusive, profane or derogatory language, including yelling and belittling, is not permitted.
- Any form of public or private humiliation, including threats of physical punishment, is not permitted.
- Any form of emotional abuse, including rejecting, terrorizing, isolating, or corrupting a child is not permitted

A staff member who is accused of child abuse may be suspended or given leave without pay pending investigation of the accusation. Such caregivers may also be removed from the classroom and given a job that does not require interaction with children. Parents or legal guardians of suspected abused children will be notified. Parents or legal guardians of other children in the program will be contacted by the Director if a caregiver is suspected of abuse so that they may share any concerns they have had. However, no accusation or affirmation of guilt will be made until the investigation is complete. Caregivers found guilty of child abuse will be summarily dismissed or relieved of their duties.

### **33. ACADEMICS**

#### **A. RAHMAH ACADEMY GOALS/CHILD DEVELOPMENT AREAS**

##### **1. Physical Development Goals**

To participate in a range of outdoor & indoor physical activities for fine & gross motor development. 2. To utilize manipulative toys for nesting, stacking, insertion, matching, sorting, and grouping. 3. To develop skills for personal hygiene (hand washing, tooth brushing, Istinga'a (استتجاء), 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.)

##### **2. 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.

##### **3. 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.

#### 4. 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.

#### 5. 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 ﷻ has described.

#### 6. Assessment Procedures:

Rahmah Academy student assessment is primarily informal, using direct observation by staff members. Teachers document observations in their own unique ways, though most record anecdotes, take photographs of constructions and interactions, and collect samples of the children's artwork, journal entries, and other projects. Because even young children avoid tasks in areas that are difficult for them and to rely on peers to support their performance when avoidance is not possible, our staff occasionally conduct more formal, individual assessments focused on precisely determining what a child knows or can do. Whenever possible, these assessments are designed as typical classroom activities and are widely distributed in time. For example, a teacher might assess knowledge of letters and numerals by having the child be the caller in a bingo game played with peers.

Gross motor skills may be assessed by having children practice an obstacle course that is set up indoors or outside. With individuals, teachers often use puzzles or other manipulatives to check a child's knowledge of shapes, counting ability, etc. All of these assessments are conducted within the regular program space and during the typical program hours. In cases where a child's performance on these more formal assessments is not consistent with more informal observations, the assessment will be repeated, conducted by another staff member, so that the results can be verified. Occasionally, staff and/or parents identify the need for additional screening and referral for professional diagnostic assessment. In those cases, staff and parents typically include the Director and/or Special Education person in determining how to move forward in the best interest of the child. Data from both informal and formal assessments are incorporated into the narrative sections of conference reports written by the

child's primary teacher in October and April for the school students. Rahmah Academy assessments and conference forms are sensitive to diversity and involve only activities that are familiar to the children, and every effort is made to eliminate verbal directions that might not be understood by a child with a language disability or limited English proficiency. Teachers may eliminate from the conference report any items that cannot be fairly assessed because of the child's language abilities. Rahmah Academy does not conduct any norm-referenced or standardized assessments of all students for comparison purposes. At present, we are using the assessments described above, together with our professional judgment, rather than a standardized screening to determine whether to recommend that further professional screening should be initiated. If you would like more specific information regarding our screening and assessment methods, choice, use, scoring and/or interpretation, we would be happy to provide it to you upon request.

### 7. Results of assessments

Are primarily used to shape the current year's program planning and to discuss individual children's developmental progress with parents so that we can work together to best support each child's growth. In addition, the group results impact the school's quality improvement process via each teaching team's annual evaluation and the whole school annual evaluation, both of which are conducted in April/May in preparation for enhancements implemented for the next school year.

### 8. Report Cards

Report cards will be sent at the end of each quarter.

## **34. CURRICULUM SUMMARY**

Our curriculum is designed to prepare children for Elementary School. Rahmah Academy places a strong emphasis on Islamic education, Arabic and Quran in addition to the traditional school activities. Our goal is to have the children learn as much Arabic and Quran in the school years as possible. This year the curriculum in the four years old class (-P-K) 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.

Daily Activities (for all students) Islamic Education (Awareness of Allah, manners, morals, duas) Qur'an (Memorization of Surah's 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 all students arrive to school by 8:00 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.

### **Curriculum (2)**

Our curriculum is developed using the Arizona State Early Learning Standards as a guide. Basic skills and concepts are introduced and taught through the use of daily learning centers. Skills and instruction are adapted and modified by teachers to meet the needs of each individual child's developmental level and interest. Learning centers focus on the skills and include the areas of:

- Language/Literacy (classroom library)
- Writing
- Math
- Science/Discovery
- Sensory Play
- Dramatic Play
- Manipulative/Fine Motor Skills
- Block Play
- Art (emphasis on process)

Circle time activities teach and encourage skills that are developmentally appropriate in the areas of language and emergent literacy, math, social skills, and music and movement.

### **35. DAILY SCHEDULE**

Daily schedule will be posted inside each classroom. Teachers will share or email their Daily Schedule with the parents. Please request a copy if needed.

### **36. LIABILITY INSURANCE/ INSPECTION REPORT**

Rahmah Academy is insured under Rehma Inc. for the required limit of liability and a copy of the liability insurance is available at the office. In addition, the facility inspection reports are available at the office.

### **37. PARENT HANDBOOK AGREEMENT FORM**

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 Rahmah Academy 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.

**I have read the Parent Handbook and acknowledge the same.**

**Name of Student/Students (please print):**

**Grade**

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\_\_\_\_\_  
**Mother or guardian Signature or Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Father or guardian Signature or Guardian**

\_\_\_\_\_  
**Date**

**Important Note**

**PLEASE RETURN THIS PAGE TO THE FRONT OFFICE STAFF**