

Policies at a Glance

Schedule

The first day of the school year is Tuesday, September 6th. The last day of enrollment is Friday, September 2nd.

Class time is from 8:30am to 3:30pm, Monday thru Thursday, and 8:30am to 1:00pm on Fridays. K4 will dismiss at 2:30pm, Monday through Thursday.

Pick-up and Drop Off

Punctuality must be observed in dropping off and picking up your child.

- Children should be dropped off at 8:15 am, and not before 8:00 am for any reason.
- Parents must pick up their child no later than 3:45pm (Mon-Thur) or 1:15 pm (Fri).
- After two unexcused late pick-ups (3:45 and later), parents will be charged \$20 for each late pick-up thereafter.

Tuition

General tuition for the 2011-2012 school year is \$3,000 for the first child and \$2,000 per child thereafter.

- Tuition will be paid by automatic draft withdrawal via 10 monthly installments. Alternatively, parents may pay full tuition during the first week of school .
- Minimum total due at registration is 10% of total tuition plus registration fee. Registration fee is \$100 for those registering before July 1st, or \$250 for later registration. For example, for one child registered after July 2nd, the total fee due before September 5th is \$550.

Dress Code

Students are expected to dress modestly in such a way as to reflect neatness, cleanliness, and good taste. Outfits should be compliant with the Islamic dress code.

- No halter tops, tank tops, or see-through clothing may be worn. Shirts must be long enough to avoid exposing the stomach or back.
- No shorts or skirts above the knee level will be allowed. Skirts should not be worn without pants or tights underneath them.
- Clothing, backpacks, and lunchboxes may not contain graphics or images on them.

Potty Training

All students MUST be fully potty trained and MUST be able to communicate with the teacher about the issue.

Medication

No medication will be administered to any child by any teacher or staff member of As-Sabeel Academy. In case of sickness, parents are expected to make arrangements to pick up their child.

Disciplinary Procedure

Any disciplinary problem with a student will be discussed and resolved with the parent or guardian in private.

Snacks/Lunch

Snacks may be provided to students by the school during the school day. Inform your child's teacher if you are sending a snack instead. Please make sure staff are informed of any food allergies or dietary restrictions your child may have.

Lunch, however, will **not** be provided by the school, so we recommend your child is supplied with a healthy lunch from home every day. Please let us know if it needs refrigeration.

Birthday Treats

We do not celebrate individual student birthdays at As-Sabeel Academy in any manner. Please do not send birthday cake, cupcakes, party favors, or party invitations to school.

I hereby warrant that I have read, understand, and agree to the policies and penalties as stated above.



Signature of Parent or Guardian