



AL BAYAN
LEARNING CENTER

Student Name: _____

**WELCOME TO SATURDAY SCHOOL
2023-2024**

Welcome to the new school year at Al Bayan Learning Center!

We are thrilled to embark on this exciting journey of growth and learning with your child. The Al Bayan staff is dedicated to providing your family with an inspiring and enriching experience throughout your child's school years.

GUIDELINES FOR PARENTS

We have established a strong relationship between our staff and parents, which has created an environment for success. Research in education shows that parental interest and involvement in school activities have a positive effect on their children's achievements. As parents and guardians, your attitudes and actions can help your children learn better, know more, perform well in school, function better in society, and develop a positive attitude toward learning.

STUDENT CODE OF CONDUCT

Al Bayan Learning Center takes student behavior seriously and has a strict disciplinary policy. During school hours or sponsored activities, students are expected to prioritize learning and avoid distractions. They should arrive on time and prepared, refrain from harming others, use appropriate language and behavior, and show respect to all members of the school community.

Individual teacher instructions, class rules, and expectations should also be followed. Bullying is not permitted, and students should report any incidents to school personnel. Students should not be a distraction for others and should encourage their fellow students.

Regular attendance is essential for success and is the responsibility of both parents and students. Finally, students should represent themselves in a manner they will be proud of in the future and take

advantage of the opportunities provided by their education. By following these rules, students will develop the skills and attitudes necessary for success in life.

Disrespectful behavior towards teachers or classmates will not be tolerated, and we reserve the right to cancel enrollment after the second warning.

DRESS CODE

This policy will be strictly enforced from the first day of school to ensure a consistent and respectful appearance. All Students should be dressed in modest clothing.

- Girls 12 and up are required to wear hijab (No Leggings)
- Boys are required to wear pants only (No shorts)

TUITION POLICY

To make the payment process convenient and flexible for our families, Al Bayan Learning Center offers two payment options for tuition fees. Tuition can either be paid in full annually, with a 3% discount applied, or paid monthly, due on the 1st of each month.

If the latter option is chosen, payments must commence on the 1st of the month following admission or as agreed with the administration. Al Bayan Learning Center only accepts payments through Alma or cash/cheque dropped off in person to an administrator. Accounts will be charged a \$30 service fee for all returned checks.

It is important to note that tuition fees are non-refundable and cannot be prorated based on the number of days attended. Parents are responsible for paying tuition for the entire 9-month academic year, regardless of the number of days their child attends school, unless withdrawal occurs.

We understand that tuition payment is a significant investment in your child's education, and we appreciate your timely payments and cooperation.

WITHDRAWAL POLICY

At Al Bayan Learning Center, we value our commitment to our faculty, staff, and facilities. Therefore, if a student withdraws or is dismissed from our school for any reason, tuition fees that have already been paid are non-refundable, and the tuition for the month in which the student is withdrawn or dismissed is still payable, regardless of the number of days remaining in that month.

To ensure a smooth transition, we ask that the school administrator be notified of the student's withdrawal at least ten days in advance. Additionally, any outstanding non-tuition charges related to the student's enrollment must be paid in full up to the date of withdrawal. Withdrawing in the middle of the school year will also incur a penalty of one month's tuition. We understand that this policy may be difficult for some families, but it is necessary to maintain the financial stability of our school.

HEALTH POLICY

To ensure the safety of all students, parents must conduct a health assessment each morning before sending their child to school for any of the following symptoms:

- Body aches
- Chills
- Coughing
- Diarrhea
- Fatigue
- Headache
- Congestion or runny nose
- Loss of taste or smell
- Rash
- Shortness of breath
- Sore throat
- Temperature of 100°F or higher
- Vomiting

If your child has any of these symptoms, please keep them at home and seek medical attention if necessary. They must be symptom-free for 24 hours without medication before attending school. Please notify your child's teacher if your child will be absent from school for any reason. Thank you for your cooperation in keeping our school community safe and healthy.

ATTENDANCE POLICY

The school values regular attendance and punctuality as important factors for student success. Students should adhere to the following policy outlined below as expectations and guidelines for attendance. Students and families are encouraged to communicate with the school office and teachers to make arrangements for any absences or tardiness.

ABSENCES / TARDINESS

- Students are expected to attend school regularly and be on time for all classes.
- Absences should be communicated to the school office in advance by a parent or guardian.
- Students are responsible for making up missed work and assignments.
- Students who arrive late to school must report to the school office to check in before going to the classroom

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____