



**Student Name:** \_\_\_\_\_

## **HIFZ PROGRAM STUDENT WELCOME PACKET 2024-2025 SCHOOL YEAR**

**Welcome to the Hifz Program 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 hifz journey and academic online schooling. Our enrollment packet, thoughtfully compiled by our team, offers a comprehensive guide to the various policies and expectations set forth for our students. We encourage you to use this packet as a reference tool and reach out to our office staff via phone or email if you have any additional questions. Once again, welcome to our school, and we look forward to a fulfilling partnership with you and your family.

### **HIFZ GUIDELINES FOR PARENTS**

Parents play a crucial role in the education of their children, and we believe that a collaborative effort between teachers and parents is essential for the long-term success of your child. At Al Bayan Learning Center, we ask our parents to monitor their child's homework and provide support at home to help their children succeed academically. Hifz students require extra attention and support to excel in their Quranic studies. To ensure that our students are progressing and achieving their goals, we request that all hifz students dedicate a minimum of 90 minutes daily to complete their Quranic assignments. It is the responsibility of parents to ensure that their children are keeping up with their assignments by actively using the Homework Assignment Sheet, which is designed to help monitor their progress, track the time spent, and provide necessary guidance. We encourage parents to actively participate in their child's education by reviewing the Homework Assignment Sheet and providing a signature upon completion.

Let's work together to help our hifz students achieve their full potential and become knowledgeable and devout members of our community. 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.

We encourage and invite your participation in your children's educational growth. Visiting your child's school and involvement in parent organizations are great opportunities to become more aware of and make contributions to your child's education. Home-school relationships are an essential building block for the knowledge, skills, and attitudes children need to develop their full potential as adults.

**Signature:** \_\_\_\_\_

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

## UNIFORM POLICY

Our school has a mandatory uniform policy that all students must adhere to. This policy will be strictly enforced from the first day of school to ensure a consistent and respectful appearance for all students. Below are the detailed requirements for the uniforms:

### Girls' Uniform

#### *Pairing 1:*

- **Shirt:** [Knee-length long sleeve navy blue dress](#) (no other color will be accepted)
- **Sweater:** [Navy blue sweater](#) (no other color will be accepted)
- **Jacket:** [Navy blue jacket](#) (no other color, no hoodies will be accepted)
- **Pants:** [Khaki tan pants](#) (no other color will be accepted)
- **Hijab:** [2-piece solid navy blue hijab](#) (no other color, long, rectangle, or shawl hijab will be accepted)
- **Shoes:** Black tennis shoes, oxfords, loafers, or sneakers (no other color, and no open toe shoes or high heels will be accepted)



## Boys' Uniform

### Pairing 1:

- **Shirt:** [Solid navy blue shirt](#) (no stripes or patterns)
  - Shirts worn underneath must be plain navy blue
  - Shirts must have a collar or be a button-down style, short or long-sleeved. All front-buttoned shirts must be buttoned and tucked in.
  - Turtleneck and mock turtleneck shirts are permitted under collared shirts.
- **Sweater:** [Navy blue sweater](#) (no other color will be accepted)
- **Jacket:** [Navy blue jacket](#) (no other color, no hoodies will be accepted)
- **Pants:** [Stretch straight chino pants in the color 'Sandwash'](#) (no other color will be accepted)
- **Shoes:** Black tennis shoes, oxfords, loafers, or sneakers (no other color, and no sandals, slippers, or flip-flops will be accepted)



We believe that wearing a uniform promotes a sense of belonging and unity among our students. Your cooperation in ensuring that your child comes to school in the appropriate uniform is greatly appreciated.

### **Important Points**

- **Enforcement:** The uniform policy will be strictly enforced from the first day of school.
- **Availability:** All items of the uniform can easily be purchased at stores such as Children's Place, Target, Kohl's, Walmart, etc.
- **Contact:** If you have any questions or concerns about the uniform policy, please do not hesitate to contact the school office.

Thank you for your cooperation in helping us maintain a respectful and cohesive learning environment.

**Signature:** \_\_\_\_\_

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

## 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.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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 accepts various payment methods, including direct bank ACH via Alma Parent Portal, and/or check or cash dropped off in person to an administrator. Accounts will be charged a \$30 service fee for all returned checks. Any late payments will incur a \$25 late payment fee.

### Payment Options:

#### Cash or Check in person:

- Parents have the option to drop cash or checks in person to an administrator at the beginning of each month. No processing fees or surcharges are applied.

#### Card Payments:

- Credit card payments can be made through parent portals on Alma, but surcharges are applied due to encryption and payment processing charges.

#### ACH Credit Transfer Payments:

- ACH payments are secure, efficient, have a maximum processing fee of \$1.00, with no surcharges.
- While ACH payments may take up to five business days to process, no penalties are charged (for late tuition payment) as long as payments are initiated within the first 3 days of each month.
- Detailed instructions to initiate ACH Credit Transfer payments can be found below.

#### Instructions on Initiating ACH Credit Transfer Payments

- Log into your Parent Portal in Alma.
  - Click on your student's name and select the "fees" tab.
  - Click on the green "make payment" button within the portal.

### FEES

Current Balance <b>\$250.00</b>	Total Invoiced <b>\$735.00</b>	Total Paid <b>\$485.00</b>
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[Invoices Due](#) [Invoice Plans](#)

Invoices Due

Oct <b>29</b> 2023	69550832-0003 1 Item	<b>\$250.00</b>	<b>Make Payment</b> >
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- Choose ACH as your preferred payment method within Alma.

The screenshot shows the Alma 'FEES' page. On the left, under 'Invoices Due', there is a table with one item: 'Oct 29 2023' and '69550832-0003 1 Item'. A yellow arrow points from this item to the 'ACH' option in the 'Make Payment' modal. The modal is titled 'Make Payment' and asks 'How would you like to pay for this invoice?'. It lists two options: 'Card' and 'ACH', with 'ACH' selected. A second yellow arrow points from the 'ACH' option to the 'Make Payment' button in the modal. The background shows a 'Current Balance' of '\$250.00' and a 'Total Paid' of '\$485.00'. At the bottom right, there is a summary bar with '\$250.00' and a 'Make Payment' button.

- Copy the account number found in the invoice provided. Please be aware that each account number is unique for each student, including siblings.

The screenshot shows an invoice from 'Al Bayan Learning Center'. The invoice amount is '\$250.00' due on 'October 30, 2023', with a 'Due in 2 days' warning. The invoice is addressed to 'Jane Doe' and has the invoice number '#69550832-0004'. Below the invoice details, there is a 'Bank transfer' section. It explains that bank transfers, also known as ACH payments, can take up to five business days. It provides the following bank information:

Bank information	
Bank name	WELLS FARGO BANK, N.A.
Routing number	121000248
Account number	0000000000000000
SWIFT code	WFBUS6S

Two yellow arrows point to the 'Account number' and 'SWIFT code' fields.



1. Access Your Online Banking Account:
  - Log in to your online banking account using your credentials.
2. Locate the Bill Payment or Transfer Option:
  - Find the section in your online banking account labeled "Bill Pay," "Transfers," or a similar term for payments and transfers.
3. Add Payee or Recipient:
  - Look for an option to add a new payee or recipient.
  - Enter the following payee information:
    - Payee Name: Al Bayan Learning Center
    - Payee Account Number: (found in your parent portal within Alma; please note each student's account has a unique account number)
    - Payee Address: 5555 Oakbrook Pkwy Unit 150, Norcross, GA 30093
4. Verify and Confirm:
  - Review the entered details for accuracy and confirm the payee.
5. Set Up a Recurring Payment (Recommended):
  - To ensure timely monthly payments, consider setting up a recurring payment.
  - Choose the frequency (monthly) and the payment date (the first day of the month).
6. Initiate the Payment:
  - After adding Al Bayan Learning Center as a payee and configuring the recurring payment, initiate the ACH transfer.
7. Confirmation:
  - Upon initiating the transfer, you'll receive a confirmation receipt. Please retain this for your records.

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 10-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.

**Signature:** \_\_\_\_\_

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

## 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.

If you need to withdraw your child from our school due to a change in circumstances, please inform an administrator. However, it is important to note that formally withdrawing does not release you from the contractual agreement established in the enrollment contract. Therefore, all financial accounts must be settled with our business office before we can release any official records or transcripts.

Signature: \_\_\_\_\_

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

## 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:

- |   |   |
|---|---|
| <input type="checkbox"/> Body aches               | <input type="checkbox"/> Loss of taste or smell         |
| <input type="checkbox"/> Chills                   | <input type="checkbox"/> Rash                           |
| <input type="checkbox"/> Coughing                 | <input type="checkbox"/> Shortness of breath            |
| <input type="checkbox"/> Diarrhea                 | <input type="checkbox"/> Sore throat                    |
| <input type="checkbox"/> Fatigue                  | <input type="checkbox"/> Temperature of 100°F or higher |
| <input type="checkbox"/> Headache                 | <input type="checkbox"/> Vomiting                       |
| <input type="checkbox"/> Congestion or runny nose |   |

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.

## IMMUNIZATION RECORD

Georgia law requires children attending a school or a childcare facility to be protected from certain vaccine-preventable diseases. Parents will need to provide Georgia Department of Public Health Form 3300 (Certificate of Vision, Hearing, Dental, and Nutrition Screening) to show their child has been fully vaccinated from a licensed physician.

Signature: \_\_\_\_\_

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

## **HEALTH POLICY (cont.)**

### **DENTAL EXAM**

To ensure the oral health of students, it is mandatory to schedule a comprehensive dental screening with a licensed professional within four months of enrollment. This requirement is applicable to all students, with no exceptions. Parents will be required to submit proof of visit during the school year.

### **VISION EXAM**

To ensure the optimal visual health of our students, it is mandatory for all children to have a vision screening conducted by a licensed professional no later than six months after enrollment. This requirement is applicable to all students and non-compliance may result in significant health risks. Therefore, we highly encourage parents to schedule appointments with a licensed professional at the earliest convenience. Let's work together to ensure our students have the best possible chance of success by prioritizing their visual health. Parents will be required to submit proof of visit during the school year.

**Signature:** \_\_\_\_\_

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

## 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
- An excused absence is one that is due to a valid reason, such as illness or a death in the family. Following is a list of valid reasons for excused absences and any absence that is not included on this list may be considered unexcused.
  - Personal illness or medical appointment
  - Serious illness or death in the family
  - Court or legal appearance
  - Family emergency or crisis
  - Educational opportunity or field trip approved by the school
  - Absence due to school-sponsored activity or event
  - Inclement weather or natural disaster
  - Car trouble or transportation issues
  - Quarantine or isolation due to contagious illness
  - Mental health or emotional distress
  - Military deployment or family relocation
- Parents or guardians are required to notify the school within 2 days of their child's absence and provide a written excuse explaining the reason for the absence. If a student has 5 or more unexcused absences, the school may notify the parent or guardian and initiate consequences if necessary.
- Any absence longer than 3 consecutive days because of illness requires a doctor's note.
- Regarding tardiness, a student who arrives at school after the official start time is considered tardy. Tardies are classified as either excused or unexcused based on the reason for the tardy. Excused tardies have the same valid list of reasons as an excused absence (see above).
- Unexcused tardies include those due to oversleeping, traffic, or other non-emergency reasons.

- **Three or more tardies** in a semester will result in disciplinary action, starting from a mandatory meeting between parents and an administrator, followed by detention or in-school suspension. Additionally, the students who accumulate excessive absences or tardies may be subject to loss of credit or retention.

## **CONSEQUENCES FOR NON-COMPLIANCE**

- Failure to comply with the attendance and travel policies may result in disciplinary action, including detention or suspension.
- Repeated absences or tardiness may result in academic consequences, including loss of credit or grade reduction.

**Signature:** \_\_\_\_\_

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

## TRAVEL POLICY

If a student will be absent from school for more than **three** consecutive days, their parent or guardian should inform an administrator. In the event of such an absence, parents may request that any missing classwork and assignments be gathered from the student's teachers. However, it is the responsibility of the parent to pick up these assignments and obtain any necessary books or materials for the student.

It is important to note that Al Bayan Learning Center does not approve of vacations or non-school-related activities during the academic year. The responsibility for academic progress and completion of coursework falls on the student and their parent or guardian. Teachers are **not** obligated to provide extensive help with missed assignments or coursework for prolonged periods.

If a student knows in advance that they will be absent for three or more days, they must present a note from their custodial parent or guardian at least five school days prior to the absence, indicating the dates of the absence. Tuition payments and other financial dues must be cleared **before the student** leaves for vacation. No deductions or discounts are provided for week(s) that the student does not physically attend school (regardless of the reason). Thank you for your cooperation in ensuring the academic success of our students.

Signature: \_\_\_\_\_

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

## **PARENT VOLUNTEER POLICY**

To foster a strong sense of community and support our educational programs, Al Bayan Learning Center requires each family to volunteer a total of 10 hours during the school year. This policy is designed to encourage active parent involvement and enhance the educational experience for all our students.

### **Volunteer Commitment:**

- Each family is required to complete **10** volunteer hours during the school year.
- These hours can be fulfilled through various school activities, events, and tasks.

### **Options for Fulfillment:**

- Volunteer Hours: Parents can volunteer for a wide range of activities, including but not limited to:
  - Assisting in classrooms
  - Chaperoning field trips
  - Helping with school events and fundraisers
  - Providing administrative support in the office
- Financial Contribution:
  - For families unable to complete the required volunteer hours, there is an option to contribute financially.
  - The rate is \$20 per hour for each hour not volunteered.
  - For families opting to pay instead of volunteer, payments should be made to the school office via check or cash only. Receipts will be provided.

### **Logging Volunteer Hours:**

- Volunteer hours must be logged and submitted to the school office.
- A volunteer log form will be provided, and it must be signed by the supervising staff member for each activity completed.
- The log should be updated regularly to ensure accurate tracking of hours.



### Important Points:

- **Tracking:** It is the responsibility of each family to track and report their volunteer hours.
- **Deadline:** All volunteer hours and payments must be completed by the last day of the school year.
- **Exemptions:** Families facing exceptional circumstances that prevent them from volunteering or making payments should contact the school administration to discuss possible exemptions or alternative arrangements.

We appreciate your cooperation and support in making Al Bayan Learning Center a thriving community. Your involvement is invaluable to us, and we look forward to working together to create a positive and enriching environment for our students.

Signature: \_\_\_\_\_

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