

PREK-3 FAMILY HANDBOOK

2026-2027 School Year

WELCOME TO PREK-3!

Assalamu Alaikum, and welcome to Al Bayan Learning Center! We are thrilled to begin this journey of growth, learning, and community partnership with your family. Three is a wonderful age, full of curiosity, big feelings, and fast growth, and our staff is dedicated to creating a safe, nurturing, and inspiring environment for your child.

This handbook brings together everything PreK-3 families need to know: your child's daily routine, health and safety procedures, how we guide behavior, how we communicate, and our attendance and financial policies. Please read it carefully, sign each section, and keep it for reference throughout the year. If you have questions, our office staff is always happy to help by phone or email.

Guidelines for Parents

Parents play an essential role in their children's learning and success. We believe that a strong home-school partnership creates the best outcomes for children, academically, socially, emotionally, and spiritually. We ask parents to stay engaged, reinforce our routines and expectations at home, and keep clear, respectful communication with teachers and administration. Together, we build the foundation your child needs to grow confidently and reach their full potential, insha'Allah.

PART ONE: YOUR CHILD'S DAY

1. WHAT TO EXPECT IN PREK-3

- Three-year-olds learn best through play, routine, and repetition. Our day includes circle time, learning centers, outdoor play, lunch, and rest time for full-day students.
- The first few weeks are an adjustment. Tears at drop-off, tiredness, and testing limits are normal, and most children settle into the routine within a few weeks.
- **Adjustment period:** The first 30 school days of enrollment are an adjustment period. Teachers will observe how your child is settling in and share updates with you.
- **Readiness:** PreK-3 students are expected to use the toilet with only verbal reminders, manage their own clothing, separate from their parent at drop-off, and follow simple routines with teacher support.
- **Individual needs:** Please tell us at enrollment about any known medical, developmental, speech, or therapy needs so we can plan support. The school will consider reasonable accommodations for children with documented disabilities or medical needs on an individual basis.

2. SCHOOL HOURS

PreK-3 Full Day

Times	Monday – Thursday	Friday
Drop-off	8:15 – 8:25 am	8:15 – 8:25 am
Pickup	2:45 – 3:00 pm	12:15 pm

PreK-3 Half Day

Times	Monday – Thursday
Drop-off	8:15 – 8:25 am
Pickup	12:15 pm at front office

3. ARRIVAL & DISMISSAL

Al Bayan operates two car lines, one in the front and one in the rear of the building. **PreK-3 uses the Rear Car Line** for both arrival (8:15 – 8:25 am) and full-day dismissal (2:45 – 3:00 pm). Families with siblings in other grades also use the Rear Car Line when one child is in PreK-3.

Car Line Traffic Flow

- All vehicles must enter from Goshen Springs Road (right turn only). Do not enter from Oakbrook Parkway.
- For the Rear Car Line, use the second entrance into the business complex from Goshen Springs Road, turn right, and proceed directly to the rear lot.

Safety During Arrival and Dismissal

- **Stay in your vehicle** and follow all staff instructions immediately. Drive slowly; no rushing, cutting in line, or honking.
- **No conversations with staff during the car line.** Staff must stay focused on children's safety. Please email the office or schedule a meeting instead.
- **Car seats:** PreK-3 staff will help unbuckle and safely remove your child from the car. Please place your child's car seat on the side of the car closest to the building.
- **Buckling up:** At pickup, please drive to a safe parking spot away from the car line to buckle your child in.

Early and Late Drop-off and Pickup

- **Early drop-off:** Children may only be dropped off during the 8:15 – 8:25 am window. Children arriving early must wait in the car with their parents.
- **Late drop-off:** The final drop-off time is 10:30 am (10:00 am on Fridays). Children arriving

later will not be accepted that day without prior approval.

- **Early pickup:** Early pickup is not permitted after 2:15 pm on regular days or after 11:00 am on Fridays.
- **Late pickup:** The first 15 minutes after dismissal is a grace period. After that, a charge of \$2 per minute applies. Three or more late pickups in a month require a meeting with the principal.

4. SKILLS TO PRACTICE AT HOME

These small skills make a big difference in how confident your child feels at school:

- Pulling pants up and down and using the toilet on their own.
- Washing hands with soap and water, then drying them.
- Following simple one-step directions, like "Please bring me your shoes."
- Sitting and listening to a short story for 5–10 minutes.
- Opening their lunch box and food containers and eating independently.
- Using words to ask for help or say what they need, like "Help please," "Stop," or "My turn."
- Taking turns and sharing toys during play.

5. WHAT TO SEND & UNIFORM

What to Send Every Day

- **Spare clothes:** At least two full sets of labeled spare clothing (including socks and underwear) kept at school at all times.
- **Lunch and water:** A labeled lunch box and water bottle. Choose a lunch box your child can easily recognize, since many look alike.
- **Nut-free food:** A nut-free lunch and snacks (see Section 7).
- **Rest time items:** blankets

Uniform Policy

Al Bayan has a mandatory uniform policy, strictly enforced from the first day of school. Uniforms must be clean, neat, appropriately sized, and free of logos or characters. Items can be found at Children's Place, Target, Kohl's, Walmart, and similar retailers. Fridays are Spirit Days, when students may wear full uniform or official school T-shirts or hoodies purchased through the school.

- **Girls:** Navy blue 2-in-1 knee-length ponte knit dress (no alternatives), or a solid white collared polo with a knee-length navy blue jumper, with navy blue ponte knit pull-on jeggings. Two-piece solid navy blue hijab if worn (no long, rectangle, or shawl hijabs).
- **Boys:** Solid navy blue polo shirt and stretch straight chino pants in "Sandwash."
- **All students:** Navy blue sweater or navy blue jacket (no hoodies), and black tennis shoes, oxfords, loafers, or sneakers (no sandals, open-toe shoes, or flip-flops).

- **Tip for PreK-3:** Choose clothing your child can manage alone. Please avoid belts, overalls, and tricky buttons, and choose Velcro shoes if your child cannot tie laces.

Parent Signature: _____ Date: _____

6. REST TIME (FULL-DAY STUDENTS)

- Full-day students have a daily rest period from 1 pm to 2 pm. Each child rests quietly on their own mat.
- Children are not required to sleep. After 20–30 minutes of quiet rest, children who are awake may do quiet activities.
- If a child is consistently unable to rest safely or disrupts other children's rest, the school will address it through the Behavior Guidance & Support Process (Section 11), which may include a half-day schedule.

7. NUT-FREE SCHOOL & HOT LUNCH

Nut-Free School Policy

Our school is strictly nut-free to protect students with severe nut allergies. Even small traces can trigger dangerous reactions. Prohibited items include, but are not limited to:

- Nutella, peanut butter, or any nut butter sandwiches.
- Snacks, baked goods, or packaged items that contain nuts, are labeled "may contain traces of nuts," or are processed in a facility that handles nuts.

Hot Lunch Program

- **Meals:** Fresh, nutritious, 100% halal meals from a trusted caterer are available Monday through Friday.
- **Ordering:** Place orders by Friday for the following week at <https://www.albayanlc.com/hotlunch> (password: ablc_hotlunch24). Submit a separate order for each child and spell your child's name correctly.
- **Reminders:** A reminder is sent every week. Lunches are labeled and distributed by staff.

PART TWO: HEALTH, SAFETY & CARE

8. HEALTH POLICY

Please check your child for symptoms at home each morning. Keep your child home if they have any of the following: body aches, chills, coughing, diarrhea, fatigue, headache, congestion or runny nose, loss of taste or smell, rash, shortness of breath, sore throat, a temperature of 100°F or higher, or vomiting. Children must be symptom-free for **at least 24 hours without medication** before

returning. Please notify the teacher and the office of any absence.

Required Health Forms and Exams

- **Immunization Record (Form 3231) and Health Screening (Form 3300):** Required by Georgia law and signed by a licensed Georgia physician. Form 3300 includes vision, hearing, dental, and nutrition screening.
- **Dental exam:** Required within four months of enrollment, with proof submitted during the school year.
- **Vision exam:** Required within six months of enrollment, with proof submitted during the school year.

Parent Signature: _____ **Date:** _____

9. BATHROOM & TOILETING

Bathroom Supervision

- To protect all children, staff do not go inside the bathroom with students. A teacher supervises from the doorway and gives verbal guidance.
- Children are expected to manage their own clothing, so practicing at home is very important.
- If your child has a medical or developmental need that affects toileting, administration will meet with you to discuss accommodations consistent with our Child Protection & Safeguarding Policy.

Toileting ("#2") Accident Protocol

Toilet learning is gradual, and bowel accidents are a normal part of it for many three-year-olds, including children who are already toilet trained. Our goal is to keep your child comfortable, clean, and free of embarrassment. When an accident happens, our teachers will:

- Attend to your child promptly and privately, comfort them, and keep them away from classmates' view and comments whenever possible.
- Change your child out of soiled clothing into a spare set if available. Staff do not clean a bowel movement accident; per program policy, this is the parent's responsibility.
- Call you (or your emergency contacts) right away to come clean and change your child, and keep your child comfortable and supervised in a private area until you arrive.
- Send soiled clothing home in a sealed bag and log the accident in our daily care records.

If accidents become frequent, come with illness symptoms, or are a change from your child's usual pattern, a teacher or director will reach out to talk about causes and next steps. Please keep your emergency contacts current, make sure someone can pick up promptly during school hours, and share your child's home toileting routine with us.

Parent Signature: _____ **Date:** _____

10. BITING & PINCHING PROTOCOL

Young children bite or pinch for many reasons: teething, sensory exploration, frustration, communication gaps, overstimulation, or a need for space. It is almost never meant as "meanness," and our staff respond calmly and without shaming any child. In the moment, our teachers will:

- Make sure everyone is safe and separate the children involved.
- Care for the child who was hurt: check the skin, clean the area, and apply a cold compress if needed.
- Respond to the child who bit or pinched briefly and calmly (for example, "Biting hurts. We use gentle hands and words."), without harsh punishment or shaming.
- Note what happened before the incident to reduce triggers, and complete an incident report.

Same-Day Pickup and Calm Corner

- **Same-day pickup:** Because biting is a safety risk to other children, a child who bites will need to be picked up for the rest of that day.
- **3-day Calm Corner:** For the next three school days, the child will work individually with a teacher, away from group activities, on naming feelings, using words, and practicing gentle hands. The Calm Corner is a supportive, supervised space, not isolation or punishment; the child stays with a caring adult at all times.
- **Repeated biting:** If a second biting incident happens during or shortly after a Calm Corner period, we will meet with you to build an individualized plan (Steps 2 and 3 of the Behavior Guidance & Support Process).

How We Notify Families

- Both families are notified the same day. For privacy, we never share the name of the other child involved.
- Please do not ask your child "who did it" or approach another family. Staff are your point of contact for any concern.
- Let us know if your child is teething, overtired, or going through a change at home, and practice gentle hands and simple words ("mine," "stop," "no thank you") at home.

Parent Signature: _____ Date: _____

11. BEHAVIOR GUIDANCE & SUPPORT PROCESS

At Al Bayan, we nurture good character (*akhlaq*) rooted in Islamic values of respect, kindness, and responsibility. For our youngest learners, this means learning to use gentle hands, kind words, and listening ears, and taking turns. We use positive, age-appropriate guidance: simple rules, picture schedules, praise, and calm redirection. Staff never use physical punishment, shaming, or

withholding of food.

When Extra Support Is Needed

- **Step 1: Classroom support and parent notice.** Teachers use classroom strategies such as visual schedules, redirection, and extra reminders, and let you know what they are seeing.
- **Step 2: Parent conference.** The teacher and an administrator meet with you to review written incident records and agree on strategies for home and school.
- **Step 3: Written Behavior Support Plan.** The school creates a written plan with specific strategies, safety measures, and review dates (usually every two weeks for 4–6 weeks). The plan may include a recommendation for developmental screening. Parents are asked to sign the plan.
- **Step 4: Temporary schedule modification.** If needed, the school may move a child to a half-day schedule to reduce the hardest parts of the day. This is not a punishment, is put in writing with a review date, and is decided by administration.
- **Step 5: End of enrollment.** If, after these supports, a child's behavior continues to create a serious safety risk, the school may end enrollment with written notice of 10 school days and will help the family identify other options.

Safety and Calm-Down Breaks

- **Calm-down breaks:** If a child is unsafe, staff may guide them to a brief calm-down break in the classroom or a neighboring classroom. The child is always supervised and never left alone, and you will be informed the same day.
- **Serious incidents:** For serious incidents, such as an injury to another child, we may ask you to pick your child up, and administration may move through these steps more quickly.
- **Documentation:** All incidents are documented, and you will receive a written copy of each incident report.

Parent Signature: _____ Date: _____

12. GROWING & DEVELOPING: SCREENING AND REFERRAL

- Every child develops at their own pace. Teachers observe each child's growth in communication, social skills, self-care, motor skills, and attention.
- If teachers have concerns, we will share our observations in writing and in a meeting, and may recommend a visit to your pediatrician (including a hearing check) and a free developmental evaluation through the Child Find program of the public school district where you live (for example, Gwinnett County Public Schools). These evaluations are free for children ages 3 to 5, even if they attend a private school.

- A recommendation is not a diagnosis. Early support can make a big difference. With your written consent, we are happy to complete forms or share observations with your child's doctor or evaluators, and we welcome any recommendations that help us support your child in class.

Parent Signature: _____ Date: _____

PART THREE: WORKING TOGETHER

13. COMMUNICATION, DREAMCLASS & RECORDINGS

- **Messages:** Teachers communicate through DreamClass / ClassDojo and aim to reply within one school day. For urgent matters, please call the front office.
- **Meetings:** Meetings are scheduled through the front office. At least one administrator attends meetings about behavior or enrollment, and an interpreter may be requested.
- **Incident reports:** Incident reports are shared with you in writing on the day of the incident.
- **Photos and videos:** Staff may take photos or videos for learning and documentation. To protect every child's privacy, recordings that show other children are not shared with families. Parents may not photograph, video, or audio-record in classrooms or meetings without administration's permission.

DreamClass Parent Portal

- DreamClass is our system for registration, attendance, announcements, report cards, forms, and tuition. Parents must activate their account within 7 days of registration, using the same login created at registration.
- Auto Pay setup for tuition and all other charges (including field day, events etc) is a must for all parents.
- If you registered as a guest, return to DreamClass and activate your account. Contact the front office if you have trouble logging in.
- Not maintaining an active account may cause you to miss important communications, records, or required forms.

Parent Signature: _____ Date: _____

14. CLASSROOM VISIT GUIDELINES

You are welcome to observe your child's classroom by appointment. Young children are easily distracted by new people, so these guidelines help keep the day calm and normal for everyone. A separate visit form is signed before each visit.

- **Before your visit:** Schedule with your child's teacher in advance. Visits usually last 30 to 45 minutes. Sign in at the front office, show your ID, and wear your visitor badge.
- **Stay in your spot:** Sit or stand quietly where the teacher shows you.
- **No photos, videos, or recordings:** Keep your phone put away.
- **Let the teachers lead:** Do not give directions to, correct, or help your child or any other child.
- **Save questions for later:** Please do not talk with the children or teachers during lessons.
- **If your child comes to you:** Give a quick hug and gently tell them to go back to their teacher. If your child becomes very upset, the teacher may ask you to end the visit early.
- **Privacy:** Keep anything you see or hear about other children private.
- **After your visit:** Your child's teacher will meet with you briefly to talk about what you saw.

15. PARENT VOLUNTEER POLICY

- **Commitment:** Each family is expected to contribute 10 volunteer hours per school year, such as assisting in classrooms, chaperoning field trips, supporting events, iftaar, graduation, and fundraisers, or helping in the office.
- **Sign-in:** Sign in every time you volunteer.
- **Financial option:** A \$200 fee (\$20 per hour) is applied to each family's DreamClass account and reduced as you complete hours; ask an administrator to deduct completed hours.
- **Deadline:** All hours or payments are due by the last day of school. Families facing hardship should contact administration early.

Parent Signature: _____ Date: _____

16. PARENT & VISITOR CODE OF CONDUCT

A respectful partnership between families and staff is essential to our school. This policy applies to all parents, guardians, relatives, and any adult acting on behalf of a student, on campus, at school events, and in all phone, written, and online communication.

The Following Are Not Permitted

- Shouting, profanity, insults, or disrespectful language toward staff, students, or other parents.
- Threats of any kind, spoken, written, or online, and any intimidating or aggressive behavior.
- Physical aggression of any kind.
- Refusing to leave the office, a classroom, or the campus when asked by staff.
- Approaching, questioning, or disciplining another family's child, or confronting other parents about school incidents.
- Harassing staff through repeated calls or messages, or posting about staff or students on social media.

Consequences, Depending on Seriousness

- A verbal or written warning.
- A requirement that all communication take place in writing or through administration only.
- Restricted access to campus, including arranging drop-off and pickup through another adult.
- Involvement of school security or law enforcement.
- Immediate end of the student's enrollment for threats, physical aggression, or any conduct that requires security or law enforcement to intervene.

Parent Signature: _____ Date: _____

PART FOUR: ATTENDANCE & FINANCES

17. ATTENDANCE, TARDINESS & TRAVEL

- **Daily attendance:** Children are expected to attend daily and arrive on time. Please notify the teacher and the office in advance of any absence or late arrival. Late arrivals must check in at the front office.
- **Excused absences:** These include illness or medical appointments, serious illness or death in the family, legal appearances, family emergencies, pre-approved school activities, inclement weather, contagious illness, transportation problems, mental health needs, and military deployment or relocation. Notify the school within two days with a written note or email. Three or more consecutive sick days require a doctor's note.
- **Unexcused absences:** After five unexcused absences in a semester, a parent meeting is required.
- **Tardiness:** A child is tardy when arriving after 8:25 am. Unexcused tardies include oversleeping, missed rides, errands, and ordinary traffic. Three or more unexcused tardies per semester require a meeting with administration; five or more in a month may result in a \$10 surcharge for each additional tardy.
- **Travel:** Please avoid vacations during the school year. For absences of three or more consecutive days, give written notice to administration at least five school days in advance. Tuition must be paid in full before travel, and no refunds or deductions are given for missed days.

Parent Signature: _____ Date: _____

18. TUITION POLICY

- **Payment options:** Annual payment in full at the start of the year (3% discount), or ten equal monthly installments due on the 1st of each month.
- **Autopay required:** All tuition and fees must be paid through the DreamClass Parent Portal with Autopay (credit/debit card or bank withdrawal). Cash, checks, and other methods are not accepted. A processing surcharge applies to card payments.
- **Late fees:** Payments not processed by the 10th of the month incur a \$25 late fee, increasing to \$50 after the 15th.
- **No refunds:** Tuition is non-refundable and cannot be prorated based on attendance. Families are responsible for the full 10-month tuition unless a formal withdrawal occurs according to school policy.

Financial Responsibility Agreement

By enrolling my child, I agree that I am entering a binding financial agreement; that Autopay through DreamClass is mandatory and I will keep a valid payment method on file; that in the event of withdrawal or dismissal I remain responsible for the current month's tuition plus any applicable withdrawal penalties; that Al Bayan may charge my stored payment method for unpaid balances; and that records may be withheld until all obligations are paid in full.

Parent Signature: _____ **Date:** _____

19. WITHDRAWAL & END OF ENROLLMENT

Family-Initiated Withdrawal

- **Tuition:** Tuition is non-refundable. The full tuition for the month of withdrawal remains due, regardless of days attended.
- **Penalty:** Families who withdraw during the school year will incur a withdrawal penalty equal to one additional month's tuition.
- **Notice:** Please notify the school administrator at least ten (10) days before the intended withdrawal date.
- **Balances:** All fees and balances (hot lunch, resource fees, damaged materials) must be settled, and accounts cleared, before records or transfer documents are released.

School-Initiated End of Enrollment

- **Reasons:** The school may end enrollment for violations of the Parent & Visitor Code of Conduct, for serious safety concerns that continue after the Behavior Guidance & Support Process, and for unpaid balances.

- **Notice:** Families will receive written notice. Enrollment may end immediately for serious conduct; otherwise, the school will give 10 school days' notice.
- **Financial obligations:** These follow this Withdrawal Policy.
- **Records:** With the parent's written consent, the school will send records directly to the child's next school.

Parent Signature: _____ Date: _____

20. REFER-A-FRIEND PROGRAM

- **Reward:** Current families earn a tuition discount on their final month's payment for each new, full-time, full-tuition student they refer who enrolls and stays in good standing for the full year: \$100 per student, up to four referrals (\$400).
- **Rules:** The new family must mention your name during application. Younger siblings of current or past families do not qualify, and only one referring family may be named per student.

Our Promise to You

We will care for your child with patience and kindness, tell you honestly and early how they are doing, and work with you as partners. We ask for the same respect and partnership in return. Together, insha'Allah, we will help your child grow in confidence, character, and love of learning.

FORMS & ACKNOWLEDGMENT

CREDIT CARD AUTHORIZATION FORM

I authorize Al Bayan Learning Center to charge the card below for monthly tuition (if selected), unpaid balances from tuition, fees, or penalties, withdrawal penalties, and late or returned payment fees. The card will only be charged if payment is not received after three notifications, and only for tuition, fees, or unpaid balances. This authorization remains in effect during my child's enrollment unless canceled in writing. Card changes must be provided in writing before billing, and declined transactions may incur service charges.

Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express	
Parent/Guardian Name:	Student Name(s):
Phone:	Email:
Cardholder Name (as on card):	
Billing Address:	
City:	State / Zip:
Card Number:	Exp. (MM/YY) / CVV:

Cardholder Signature: _____ **Date:** _____

HANDBOOK ACKNOWLEDGMENT

By signing below, I confirm that I have received, read, and understood the Al Bayan Learning Center PreK-3 Family Handbook 2026-2027, including the Biting & Pinching and Toileting protocols, the Behavior Guidance & Support Process, and the Parent & Visitor Code of Conduct, and I agree to follow these policies.

Parent/Guardian Printed Name	Child's Full Name
Parent/Guardian Signature	Date

Please sign and return all signature pages to your child's teacher or the front office.