

Parent Handbook | 2021-2022

**Al-Rahmah Nursery & Child Care Center**



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### *Message from Sr. Melissa Dinuri Tauheed, Director*

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The Director and the staff of Al-Rahmah Nursery welcome you and your child to our center. Alhamdulillah, we are so pleased that you have chosen ARN to be part of your child's early education and care during these most precious years of their lives. We thank Allah SWT for his blessings and help that have made it possible for us to maintain the quality of our center.

We "Thank you" and honored that you have chosen us to help you in providing excellent care and foundational academic training. We do not take our responsibilities lightly and will do everything possible to ensure that your experience here is positive. We believe that this is the most important time in a child's education. It is where the foundation is laid. It is when children learn the basic akhlaq and adab (Islamic character and etiquette). It is also when they try new things, think outside the box, make friends, find their passions, make mistakes and learn from them.

In this challenging time of the COVID-19 pandemic we are more in need of support, compassion, and guidance from our brothers and sisters in Islam. Our dedicated, loving and well-trained staff members are just the people you need for your family and child/ren. They look forward to greeting your child each day and teaching them valuable skills they will need to be successful in school and life. Socially, emotionally, and academically we strive to implement our superior Core Knowledge program as well as Quran and Islamic Studies into every activity.

We have a very exciting year ahead of us. We are implementing a lot of new changes in Al-Rahmah Nursery & Childcare Center such as a new way to teach 2-3 year olds by moving to different rooms (Math room, Language room, Art room, Science & Social Studies room and everyone's favorite - Dramatic Play room) and letting them explore. We have returned to our greatly improved and state of the art ARN location now called the Pre-K wing to house our PreK-4 and TK students. We have also welcomed back returning staff members and added new staff members to create just a fantastic team who will be supporting your child/ren.

At ARN we hope that the children and families will always be a part of our community. Our wish for the children who come to ARN is that they will go out into the world, become a khalifah (vicegerent) of Allah and make it a better place, in Shaa Allah.

## Al-Rahmah Nursery & Child Care Center

“An Early Childhood Learning Center”



In the Name of Allāh, the Most Gracious, the Most Merciful

### **Mission**

Our mission is to provide preschool age children with a safe and nurturing environment where they can develop socially, emotionally, physically, and spiritually in a way that is Islamically oriented. Run by a dedicated, professional staff, we strive for our children to develop the strengths and skills necessary to prepare them for their next school environment. In addition, we place emphasis on building the character of our youngsters as a top priority.

### **Vision**

Our vision is to develop the love for Allah (SWT) in the hearts of our future generation and prepare them to be on a superior level academically and socially, Insha'Allah.

### **Our Approach**

Al-Rahmah Nursery and Childcare aspires to enrich the social and cognitive development of our young ones with a balanced approach. Not only do we provide them with an educationally sound academic curriculum, we do it in a way that is both fun and engaging. Our activities are designed in such a way that no matter what the child is doing in or outside of the classroom, there is never a time where learning cannot occur. Teaching to practice Islamic values and etiquettes and ensuring that every child develops the traits of strong and caring Muslim is extremely important to us.

### **Our Governance Model**

#### *Al-Rahmah Nursery Organizational Structure*

Al-Rahmah Nursery operates under the auspices of the Islamic Society of Baltimore (ISB), which is the ARN's legal authority. The ISB Council presides over the Board of Education (BOE), and an Educational Liaison serves on both the ISB Council and the BOE. That individual is the conduit for the exchange of ideas between the Council and BOE. The BOE is responsible for overseeing the policies of the school and ensuring that ARN's stakeholders

stay focused on its mission. A vital part of that oversight is to make sure that ARN meets all legal obligations and is governed by sound financial management.

The current Board of Education (BOE) consists of the following members:

*Voting Members of the BOE*

- Sharif S. Silmi (BOE Chair)
- Momen Abukhdeir (ISB Secretary of Education and BOE Liaison)
- Dr. Madiha Tahseen (Human Resources; Mental Health and Counseling)
- Saadi Patel (General Secretary)
- Dr. Najla AbdurRahman (Member)
- Yehia Hassanein (Member)
- Rehan Alavi (Member)
- Iffath Farzana (Academic Affairs)
- Dr. N'Dama Bamba (Member)
- Rashid Afzal (Member)
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*Non-voting Members of BOE*

- Sh. Saad Baig (Head of School) (HOS)

The Board of Education meets monthly and welcomes input from the faculty and staff through the Director and Head of School.

*ARN Administration*

The school administration currently consists of the following positions

- Head of School (HOS reports directly to the BOE)
- Director of ARN (Director reports directly to the HOS)

*ARN Staff*

**Located in the Nursery Building:**

- Maheen Akhtar (Administration Assistant)
- Madiha Fitcha (Teacher Aide and Quran, Islamic Studies, Arabic Teacher)
- Shamaila Kanwal (Pre-Kindergarten 3 Teacher)
- Rounaque Begum (Pre-Kindergarten 3 Teacher)
- Refath Subedar (Preschool Teacher)

**Located in the Pre-K Wing:**

- Khadijah Akhtar (Administration Assistant and Middle School Aftercare Teacher)
- Hend Mabrouk (Teacher Aide and Quran, Islamic Studies, Arabic Teacher)
- Aysha Khan (Pre-Kindergarten 4 Teacher)

- Amatullah Williams (Pre-Kindergarten 4 Teacher)
- Fakiha Zuber (Transitional Kindergarten Teacher)
- Fathma Lutfi (Teacher Aide & Elementary School Aftercare Teacher)

### Admission Requirements

Al-Rahmah Nursery applicants will not be selected or rejected for enrollment on the grounds of race, color, national origin, ethnicity or ancestry. Priority will be given on a “first come, first serve” basis.

We do our best to accommodate children with special needs and will make reasonable modifications to our procedures to allow them to participate in our center’s activities.

Children suspected of physical or cognitive developmental delays or behavior problems will be recommended for evaluation. Children whose Parents will be reluctant for evaluation, will not be allowed to attend the center and their enrollment will be cancelled.

#### *Age Requirement*

A child is eligible to be enrolled in our center on or after his/her second birthday.

A child is eligible to be enrolled in a particular age group between 2 yrs. to 4 yrs., if his/her birthday for that age group falls on or before September 1<sup>st</sup>.

If a child is already 5 yrs old when they start Pre-K or TK, you must give evidence that you have applied for an immaturity waiver from the state for that child.

A child will not be placed in the classroom of a teacher who is related to them.

#### *Registration Renewal*

All children must re-register each year for the new academic session. The renewal of the registration is based on a first come, first serve basis.

### Health Requirements

- Health records are maintained in the office for each child. Parents are required to provide proof that their child has had the appropriate immunizations. The center should be notified when additional vaccinations are given so that accurate records may be maintained.
- Children who are ill must not be sent to the center. The health and well-being of the whole center must be maintained and a sick child should be kept at home.
  - **A child who has fever, diarrhea, is vomiting, draining dark yellow or green mucus through nose or mouth or has a contagious disease will not be admitted to the center.** If your child is ill and expected to be out of the center,

please inform the director by phone (410.719.0921 ext. 2) any time after 8:15 a.m.

- o Any child suspected to have a contagious illness will not be allowed to attend the center without a doctor's note of permission or a negative COVID-19 test.
- o Any child returning to the center after any illness of three days or more must have a doctor's note and have completed their 14-day quarantine.
- When a child becomes ill at the center, he/she is sent to the isolation room and the parent is called to pick up the child. The parent should arrange to pick the child immediately.
- In case of an injury, the parent/guardian will be informed according to the information provided on the emergency form. It is necessary to fill out the emergency form accurately and completely, and update the information as necessary.
- Please note: In case of a medical emergency, if the child has to be transferred to a hospital, the hospital will accept the child but under hospital rules, might not treat the child until the parent is present.
- Unless otherwise specified, an injured child will be taken to St. Agnes Hospital, located off Exit 12 of I-695 (the beltway).
- If a child requires medication that is to be administered by center staff, a permission form must be completed and signed by the parent/guardian or the medicine cannot be given.
- Prescription medicine can only be administered if at least one dose has already been given to the child at home.
- If a prescription medicine has to be administered, then the original bottle should be submitted and contain the following information:

1. Child's Name
2. The name of the medicine
3. The doctor's name
4. The date of order
5. The dosage and time
6. Length of time to be continued

- The center will not accept prescription or nonprescription medicine in any bottle other than the original.
- Non-prescription medicine other than acetaminophen and topical medications, will only be administered one time per illness unless a written note from a doctor is submitted

### **Parent's Responsibilities**

The growth and development of your child(ren) is of great importance to the Al-Rahmah Nursery & Child Care Center Staff, and for that reason we strive to foster a collaborative relationship between parents and staff. As such the following are the expectations and responsibilities of parents:

1. Read the rules, regulations, and center policies carefully and follow them.
2. Payment of all tuition, fees and fines according to the agreed upon terms within the FACTS agreement.
3. Complete all appropriate applications and forms in **legible** writing.
4. Drop off the child to a staff member and SIGN-IN into the Brightwheel App and complete the health check screening. Also SIGN-OUT on the Brightwheel App at Pick-up time.
5. Inform the center about the persons authorized or the persons restricted to pick up the child.
6. Provide the child with personal supplies as listed on the supply list **and keep the supply up-to-date.** (Please remember that we need **small blankets or sleeping bags. Large size items will not be allowed.**)
7. Provide a nutritional breakfast and lunch for your child everyday. You may choose to purchase lunch from the cafeteria, please send money or fill out the lunch card in advance. Please supply additional healthy snacks in case your child does not like the AM & PM snacks or have allergies to the food provided by the school. **We provide low fat Milk daily but if you require a special type of milk such as lactose-free milk or almond milk, please supply it daily.** Don't forget that too much sugar in the lunchbox causes a child to lose his/her appetite for good energy food or he/she ignores lunch completely and eats the sweets first. **Candy is not permitted in the center.**
8. Notify the director regarding any changes in family circumstances that might affect a child's emotional condition and social skills.
9. Respond promptly and make arrangements to pick the child, when informed about the child's illness.
10. Accompany children on field trips if they are very active. Make arrangements to chaperone your child on a field trip, if the center asks you to do so.
11. Notify the teacher and/or director regarding any concerns about your child. (Academic, behavioral, etc.)
12. Notify the director about any concerns regarding an ARN Staff Member.
13. Notify the director regarding any other concerns about ARN.
14. Inform the center about your child's allergies or other medical conditions.
15. Inform the center immediately if you decide to withdraw your child from the center. This also includes any mid-term transfers from the ARN to Al-Rahmah School. These transfers will only happen on mutual agreement between the School and ARN. ***Please note: Withdrawals require a 30-day written notice.***
16. Follow and respect the rules and regulations and the policies implemented by the **Al-Rahmah Nursery & Child Care Center, and the ISB Board of Education or ISB Council.**

### **Registration and Resource Fees**



All fees are nonrefundable

- Application/Registration Fee: \$47.00/per academic year
- Processing Fee : \$125.00 per academic year

**Tuition**

The regular hours of operation of the center are from **7:00 a.m. to 6:00 p.m.** Monday through Friday. Tuition for a child attending Al-Rahmah Nursery for the regular hours is \$850.00 per month. We also have 2-days a week (\$420/month) and 3 days a week (\$700/month). The complete Tuition Chart is shown in table one.

*Tuition Options*

*Tuition payment:*

- **2 year olds**                      \$895/month **ISB member**                      \$890/month
- **3+**                                      \$850/month **ISB member**                      \$845/month

*Part Time (3+ only):*

- **3 days a week**                      \$700/month **ISB member**                      \$695/month
- **2 days a week**                      \$420/month **ISB member**                      \$415/month

*Tuition payments are required to be made in advance, and are based on a 10-month academic year calendar (August – May). All tuition payments are due on or before the **10th** of the month preceding the month of care via FACTS (<https://factsmgt.com/>). If the payment is not received by the **last** day of the preceding month, enrollment will be suspended. Enrollment will be cancelled if payment is not made within five business days from the date of suspension. Late fees in the amount of \$25 will be added. The tuition payment schedule is outlined in your FACTS agreement. Please refer to that agreement for your customized payment schedule.*

*Tuition Fees and Fines*

- **If the enrollment is cancelled by the administration or withdrawn by the parent/guardian for any reason, there is no guarantee that the child will be re-enrolled.**
- If the child is to be re-enrolled, Registration and Resource fee is required to be paid again.
- All fees are non-refundable and non-transferable. Tuition may be refunded if the

parent informs the center about the withdrawal, five days before the start of the month. There will be a \$50.00 processing fee.

- Late charge \$25.00
- Returned check fine \$25.00
- Sibling discount: second child 20%, third child 25%, fourth and above 30%
- Fines will be implemented for a pick-up after 6:00 pm at \$1.00 per minute.

### Al-Rahmah Nursery Calendar (2021-22)

**First day of Students, Tuesday, September 7, 2021**

**ARN Staff Return, Monday August 23, 2021**

**Orientation Thursday 9-1-2021 at 10:00am - 12pm online**

**ARN Important dates/closure**

<b>Month</b>	<b>Date</b>	<b>Year</b>	<b>Days</b>	<b>Description</b>
July	19-21	2021	Mon-Fri	Closed for students/Eid UI-Adha
August	16-20	2021	Mon-Fri	Annual Cleaning
August	23	2021	Monday	First day back for ARN staff (Staff Meeting)
September	1	2021	Wednesday	Parent Orientation (Staff Meeting) (10am - 12pm)
September	6	2021	Monday	Labor Day
September	7	2021	Tuesday	First day of school (for everyone except TK)
September	8	2021	Wednesday	First day of school for TK
October	8	2021	Friday	Family Fun Night
October	15	2021	Friday	Professional Development & Staff Meeting. (No School for Students)
November	5	2021	Friday	45 days Screening for children. (Ages and Stages)

November	12	2021	Friday	Fall Parent teacher conferences & Staff Meeting
November	23	2021	Tuesday	Fall Picture Day
November	25-26	2021	Thur-Fri	ARN Family Days (Thanksgiving)
December	24	2021	Friday	Administrative Days
December	30	2021	Thursday	Professional Development & Staff Meeting. (No School for Students)
December	31	2021	Friday	Administrative Days
January	17	2022	Monday	Martin Luther King Day
January	21	2022	Friday	Professional Development & Staff Meeting. (No School for Students)
January	28	2022	Friday	Winter Parent teacher conferences
February	18	2022	Friday	Professional Development & Staff Meeting. (No School for Students)
March	2	2022	Wednesday	Dr. Seuss Day
March	18	2022	Fri Spring Break 14	Professional Development & Staff Meeting. (No School for Students)
April	28	2022	Thursday	Spring Parent teacher conferences
April	29	2022	Friday	Professional Development & Staff Meeting. (No School for Students)
May	2-4	2022	Mon-Wed	Eid-ul Fitr Holiday
May	5	2022	Thursday	Professional Development &

				Staff Meeting. (No School for Students)
May	6	2022	Friday	Eid Party/Culture Day
May	10	2022	Tuesday	Spring Picture Day
May	30	2022	Monday	Memorial Day
June	16	2022	Thursday	Annual Program/PK Graduation
June	17	2022	Friday	Professional Development & Staff Meeting. (No School for Students)
June	23	2022	Friday	Last Day for 10-Month Staff
July	4	2022	Monday	Independence Day Holiday
July	11-13	2022	Monday - Wednesday	Eid-ul Adha Holiday
July	14	2022	Thursday	Professional Development & Staff Meeting. (No School for Students)
July	15	2022	Friday	Eid-ul Adha Party
August	dates to be announced	2022	Monday to Friday or 5 consecutive business day	Annual Cleaning
			School closed	
			School closed for students only	

**We will also close in case of weather related or any other unforeseen emergency situations.** Please make sure that you make your private babysitting arrangements in advance for the dates given in the calendar. In emergency cases you will have to make emergency arrangements.

**No reimbursement of fees will be made for the above mentioned holidays or emergency closings.**

1. Please find out about the center's closings or late openings due to inclement weather, by calling [410-887-5555](tel:410-887-5555) or from radio or TV. We will also send email and text messages through the Brightwheel App.
2. Inform the center immediately about changes to your telephone number(s), mailing address, or email address.
3. Please review the Al-Rahmah Nursery policy on withdrawal if you decide to withdraw your child. This also includes any mid-term transfers from ARN to Al-Rahmah School. These transfers will only happen on mutual agreement between the School and ARN.
4. Please use the listed closing dates to make arrangements for private childcare. In emergency cases, you are responsible for making arrangements for private childcare. **No reimbursement of fees will be made for the above-mentioned holidays or emergency closings.**

#### Al-Rahmah Nursery & Child Care Center Rules and Regulations

- Parent/Guardian must escort the child and hand them over to the teacher.
- The child will be allowed to leave only with the parent/guardian or an individual previously designated by the parent/guardian to pick up their child. Signing-in and out in the Brightwheel App must be done daily.
- Parents/guardians have the right to visit the center at any time during their child's scheduled care hours, but they will not be allowed to sit in the classroom, without the Director's permission, for feeding, observing, etc. \*\*Exception – due to COVID-19 visitor are not allowed
- Our center has a vast variety of toys to play with. **Please do not send any toys with your child** as this causes jealousy and fighting among the children. A special pillow or stuffed animal may be allowed only if the child is so used to it that he/she may not be able to nap without it. This toy will only be given to your child at naptime. **Other toys will be taken away from the child. ARN will not be responsible for lost toys.**
- **Parents should not send children with jewelry, especially gold and silver. It can be a choking hazard for young children and if it is lost the center staff and administration will not be responsible.**
- **Head Lice Information for Schools**

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than  $\frac{1}{4}$  inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as ‘casings’.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

Since at ARN children take a nap and have cots so there is a greater risk that it can be spread faster. Depending upon the situation and severity of the problem Admin and staff of ARN can ask the parents to pick their child from the center and treat them and bring them back when they are clear.

- **Birthdays parties or celebrations (like goodie bags for class) will not be allowed on the ARN premises.** Treats will only be allowed for Eid celebration, a class celebration initiated by ARN or end of the year party.
- Please do not bring any home-cooked meals to share with other children, as State regulations for serving food in Childcare centers are very strict. If you want to share a treat with the other children, it must be commercially purchased, either prepackaged or from a bakery.
- Packages should be marked Halal or Kosher. Nothing will be allowed that may be objectionable for other parents.
- **Parents and Guardians must follow the ISB dress code** when they are on ISB premises.
- **We may photograph ARN Children at different occasions and use them for projecting or advertising our center. Parents must complete and submit a photo release form for their child(ren).**

**Schedule (Tentative)**

Time	Activity
7:00am – 8:30am	Welcome/ Greetings Question of the Day Table Toys / Individual Learning Time
8:30am – 9:00am	AM Snack Attendance / Name recognition
9:00am – 10:30am	Circle Time/ Small Group activity Quran and Arabic Learning
10:30am to 11:00 am	Outdoor play / Individual Learning Time
11:00am to 11:30am	Large Group Activities Quran and Arabic Learning
11:30am to 12:00am	Lunch Time
12:00pm to 1:00pm	Bathroom/ Story Time
1:00pm to 2:15pm	Nap Time Listening to Surahs
2:15pm to 2:30pm	Wake Up Time

2:30pm to 3:00pm	PM Snack
3:00pm to 3:30pm	<b>Motor Skill Developmental Activities</b> <b>Music And Movement</b>
<b>3:30pm to 6:00pm</b> 3:30 pm 4:00 pm 4:30 pm 5:30 pm 6:00 pm	<b>(Aftercare)</b> <b>Music and Movement</b> <b>Gym/ Outdoor Play</b> Snack <b>Arts and Crafts / Individual Learning Time</b> Good Bye

**Schedule is subject to change on special occasions and days**

**\* The Schedule is flexible to fit individual needs of children enrolled**

**Concerns and Grievances**

Bring your concern(s) about your child (academic, behavior or other), first to the teacher’s attention and then to the director.

If you have a concern or complaint about your child’s teacher, we prefer that you discuss it with her directly. If you do not feel comfortable, bring the matter to the director’s attention. Concerns about the policies, rules and regulations, should be only discussed with the Director.

If you are not satisfied with the director’s response to your concerns, you may contact the Head of School ([saad.baig@alrahmah.org](mailto:saad.baig@alrahmah.org))

If you are still not satisfied, you may contact the ISB Board of Education ([boe@alrahmah.org](mailto:boe@alrahmah.org))

**Screen Time Policy**

We do not allow any form of screen time during the time your child is in our care.

Children are not allowed to have access to any of the following at anytime of the day:

- Computer
- Laptop



- Cell phone
- Game player

If they come in with any of these devices, it will be confiscated, kept in the office and will only be given to the parent/guardian/authorized pick-up person when they pick up the child.

### Supply List

The following items should be supplied by the parents daily, or as necessary:

- Lunch and extra set of snacks
- A set of change of clothes including undergarments and socks. Please check to ensure that the clothes are appropriate for the season and still fit your child.
- Small size blanket and crib/plain fitted sheet.
- Pull ups, if required.
- Wipes, if required.
- Disposable wipes for the children not using pull-ups
- **Emergency Bag:**  
Emergency Bag is a small ready to go backpack to be carried by the child in case of emergency for example a tornado warning or hostage situation. This bag should contain (Separate from the above supplies) change of clothes, pull ups if required, and Emergency Kit. “Emergency Kit” containing three days’ supply of non- perishable food, water pouches and Emergency blanket can be bought from supermarkets or we can order on your behalf. We do not accept home prepared emergency Kit unless the child has severe food allergies.

### Positive Behavioral Policy

Al-Rahmah Nursery and Child Care Center make every effort to build positive relationships with the children and families in our program.

Building Positive Relationship with Families

- Greetings with salaams and smiles (Smiling is Sadaaqah)
- Surveys for interest and feedback
- Different ways to communicate (email, phone calls, notes & messages through Brightwheel)
- Events throughout the year to celebrate successes

Build Positive Relationship with Children:

- Setting up a welcoming and safe environment
- Having predictable daily routines
- Providing Choices (choosing materials, schedule, books, activities)
- Encouraging children to use words to solve problem
- Giving natural consequences (such as cleaning up spilled water)

- Praising positive behavior
- Redirection
  - *Verbal redirection (talking, using positive phrases)*
  - *Physical redirection (using nurturing touch)*
  - *Visual Cues (using pictures, signs, non-verbal cues such as eye contact & sign language)*
  - *Attention (modelling from others, using call-for-attention phrases)*
- Reflection and Problem Solving
  - Using model by using dramatic play and stories
  - Giving student time & space to solve their own problems
  - Using praise when they solve the problem
  - Solving problem through talking
  - Asking children what they can do differently next time
- Clear Rules & Expectations developed with children
  - Discussing rules & expectations by asking the children
  - Choosing the rules themselves
  - Posting rules in the classroom with pictures
  - Modeling rules with dramatic play & stories
  - Reviewing and adjusting rules throughout the year

### **Referring to Child Find**

If a child's behavior is continuously distracting the whole group or interfering with the group's learning activities, or if the behavior is upsetting to the physical or emotional well-being of another child/children, the parent will be asked to get the child evaluated by 'CHILD FIND'. Please see [https://www.bcps.org/offices/special\\_ed/child-find.html](https://www.bcps.org/offices/special_ed/child-find.html) for eligibility requirements.

### **Suspension and Expulsion Policy**

If the parent shows reluctance for the child's evaluation by Child find or a similar agency, the child will be withdrawn by the center.

In case of extreme disruptive behavior, the parent will be asked to keep the child at home for at least 2 days. This time might increase depending on the severity of conduct. If suspension does not work, the Administration has all right to withdraw the child from the program.

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## Al-Rahmah Nursery & Child Care Center

“An Early Childhood Learning Center”

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### **Photo Release Form**

Please be advised that your child may be photographed or videotaped at our Al-Rahmah Nursery and Child Care Center day to day or special events. Please use this form to give us permission for your child’s photo being used in our classrooms or on our website.

**PLEASE RETURN THE COMPLETED FORM TO THE CENTER**

\_\_\_\_\_ YES, I give permission for my child’s, \_\_\_\_\_,  
[Insert child’s name]  
photography or video to be posted in the classroom or on our website.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Al-Rahmah Nursery & Child Care Center

“An Early Childhood Learning Center”

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### Parent Agreement

Academic Year 2021-2022

#### Student’s Information

<b>Name:</b>	
<b>Name:</b>	
<b>Name:</b>	
<b>Mother’s Name:</b>	Email:
<b>Father’s Name:</b>	Email:
<b>Pickup Time:</b>	(Drop off 7:00am or anytime after)

Agreement:

Please read carefully and initial each clause then sign at the end.

We have received the parent handbook and agree to abide by the rules and regulations stated therein. We also agree to abide by additional rules implemented by the Administration during the course of the year. \_\_\_\_\_

We agree to cooperate with the Al-Rahmah Nursery administration regarding the positive behavioral policy in the handbook. In extreme cases, students may be suspended/expelled. See the Handbook for details. \_\_\_\_\_

We understand that the students must be picked up by the parent/guardian who signed the emergency form or the persons they authorized therein. If a person other than those mentioned in the form is coming to pick up the child, the center will be notified. All persons will be required to produce proper identification. \_\_\_\_\_

We understand that fines are implemented for late pickup, late payment of tuition, and returned check etc. We have already set up a FACTS account, and have received our FACTS agreement. Al-Rahmah Nursery & Child Care Center will strictly follow the ISB Finance Office instructions for suspension or cancellation of a child’s enrollment for non-payment of the arrears. \_\_\_\_\_

We understand that at the time of drop off or pick up, we are required to leave immediately. We are required to make an appointment with the teacher to discuss our child’s progress, behavior etc. \_\_\_\_\_

We understand that we have a right to come any time and observe our child. (paused due to COVID-19) Director’s permission will be required to stay in the classroom for feeding, observing or any other purpose. \_\_\_\_\_

We agree to provide each day, adequate amount of healthy lunch, snacks and milk. (please refer to the Handbook for details). \_\_\_\_\_

We agree to provide all necessary PERSONAL supplies requested by the staff and keep the supplies updated. We will buy the mandatory emergency kit as stated in the handbook or will pay the cost of the kit to the ARN office.

We understand that a sick child is not allowed to attend the center. If we receive a call from the center to pick up our sick child, WE MUST MAKE IMMEDIATE ARRANGEMENTS.

We agree that if our child is returning after a sickness or is suspected by the center to have a contagious condition, we are required to bring a Doctor’s permission slip for the child to attend.

We understand that children are not allowed to bring toys, games, movies, etc. from home. The child will not be allowed to use these items or the like. The center will not be responsible to keep these items safe or to return them.

We understand that birthday parties or any symbolic gift bags etc. will not be allowed. Treats for children can only be brought on Eid, end of the year or general occasions, but not for birthdays.

We agree to make private babysitting arrangements for all scheduled closings of the center as stated in the Al-Rahmah Nursery & Child Care Center Calendar or any other Emergency Closings. The center will not reimburse any fees for those closings.

Very active children will not be allowed to go on a field trip unless the parent or their representative accompanies them as a chaperone. (paused due to COVID-19)

We agree to inform the center immediately about any changes of phone numbers (home, mobile, or emergency) or address changes.

We understand that midterm transfers to upper grades are avoided. In exceptional cases, director’s consent is necessary.

We understand that at the end of the term, we are required to re-register our child to continue for the next term.

We understand that grievances will be handled according to the protocol stated in the handbook.

We understand that we are obliged to follow the ISB Dress Code (for adults on ISB premises).

We understand that the director, after consulting the child’s teacher, may decide to stop the promotion of a child in a group of next age level, regardless of child’s age, if he/she does not show enough progress in academics, social attitude, and behavior.

We understand that the ARN Administration has a right to recommend a child to “Child Find” or similar institutions, for evaluation. Our child’s enrollment will be cancelled if we do not accept this recommendation.

By initializing here we give our consent that our child’s photos or videos can be used at Al-Rahmah Nursery website, brochure, etc. or during the ISB programs to project the center.

\_\_\_\_\_  
Mother’s/Guardian Signature                      Date

\_\_\_\_\_  
Father’s/Guardian Signature                      Date