

Parent Handbook | 2025 - 2026

Al-Rahmah Nursery & Child Care Center



6631 Johnnycake Road
Windsor Mill, Maryland
21244

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Al-Rahmah Nursery & Child Care Center

An Early Childhood Learning Center



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

Vision

Our vision is to develop the love for Allah (SWT) in the hearts of our future generations and prepare them to excel academically and emotionally, and spiritually, inshaAllah.

Mission

Our mission is to provide preschool age children with a safe, nurturing, and Islamic environment where they can develop socially, emotionally, physically, and spiritually. We strive for our children to develop the skills and character necessary to prepare them for their next school environment.

Our Approach

Al-Rahmah Nursery and Childcare Center aspires to enrich the social and cognitive development of our young ones with a balanced approach. We utilize an investigative curriculum and engaging experiences. Learning for young children occurs in a multitude of ways; thus all our activities, inside the classroom and outside, are designed with this in mind. We model and practice Islamic values and etiquettes; developing the traits of strong and caring Muslims is extremely important to us!

Governance Model

Al-Rahmah Nursery Organizational Structure

Al-Rahmah Nursery operates under the Islamic Society of Baltimore (ISB), which is 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. The liaison facilitates exchanges 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 ensure ARN is governed by sound financial management, and meets all legal obligations.

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

Voting Members of the BOE

- Momen Abukhdeir: BOE Chair
- Erum Abbasi
- Mikail Ocasio
- Fauzia Tariq
- Fahmeeda Hassan
- Aneesa Bamba
- Dr. N'Dama Bamba
- Shaykh Saad Baig: Non voting member- Head of School
- Yehia Hassanein- Non voting member- Executive Director

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, Shaykh Saad Baig (reports to the BOE & ED)
- Director of ARN, Dr Madiha Talat (reports to the HOS)

ARN Staff**Located in the Nursery Building:**

- Administrative Assistant/ Floater: Warda Tariq
- Arabic, Islamic Studies & Quran Teacher: Sr Madiha Fitcha
- Pre-K 2 Teacher: Sr Maryam Naeem
- Pre-K 2 Teacher's Aide: Sr Nusrat Ali
- Pre-K 3 Teacher: Sr Suprian Mohammed
- Pre-K 3 Teacher: Sr Rounaque Begum

Located in the Pre-K Wing:

- Administrative Assistant/ Floater: Warda Tariq
- Pre-K 4 Teacher: Sr Ayesha Khan
- Pre-K 4 Teacher's Aide: Sr Aqlima Bano
- Pre-K 4 Teacher: Sr Shamaila Kanwal
- Pre-K 4 Teacher's Aide: Sr Shamaila Usman
- Transitional Kindergarten Teacher: Sr Fakiha Zuber

Al-Rahmah Nursery & Child Care Center Rules and Regulations

1. Parent/guardian must escort and transfer the child to the teacher.
2. Parents/guardians must sign in/out on Brightwheel.
3. The child will only be released to authorized parents/guardians/persons listed on the form.
4. Parents/guardians may visit the center at any time during their child's scheduled care hours, but will not be permitted to sit in the classroom without permission from the Director.
5. **Do not send any toys with your child.** A special pillow or stuffed animal may be sent if they are unable to nap without it; they will receive it only at nap time. All other toys will be kept with staff until pickup time. We do not assume responsibility for any lost toys.
6. **Jewelry, particularly gold, silver, or other precious metals/stones should be kept at home to prevent loss. It may also pose a choking hazard for children. Earrings should be studs only, not hoops.**
7. **Birthday parties or celebrations (like cupcakes, donuts, goodie bags for class) are not allowed.** Treats will only be allowed for Eid celebration, a class celebration initiated by ARN, or end of the year party.
8. Per state regulations regarding food served in childcare centers, home cooked food is not allowed for sharing. Treats to be shared must be prepackaged and purchased commercially, or from a bakery.
9. Food packages must be marked Halal. No objectionable food will be allowed.
10. Parents and Guardians must follow the ISB dress code when they are on ISB premises.
11. **We may photograph ARN Students 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).**

Parental Responsibilities

We strive to foster a collaborative relationship between parents and staff. Parents are expected to:

1. Abide by the rules, regulations and policies implemented by the **Al-Rahmah Nursery & Child Care Center, ISB Board of Education, and ISB Council.**
2. Pay all tuition, fees and fines according to the terms within the FACTS agreement.
3. Complete all appropriate applications and forms in **legible** writing.
4. **Drop off your child before 9am. Children arriving after 9am may not be admitted, to minimize instructional disruption.**
5. **SIGN-IN on Brightwheel when dropping off your child. SIGN-OUT on Brightwheel at pickup time.**

6. Inform the center about the persons authorized or restricted to pick up the child.
7. Provide the child with personal supplies as listed on the supply list. **Please note: small blankets or sleeping bags only.**
8. **Maintain cordial relationships with all ARN staff.**
9. Provide a nutritional breakfast and lunch for your child everyday. Supply additional healthy snacks in case of personal preferences or allergies to the snacks provided by ARN. We provide low fat milk daily but if you require a special type of milk such as lactose-free, or almond milk, please supply it daily. Candy is not permitted at ARN.
10. We limit sugar, fat, and salt intake by providing low-fat (2%) milk, low fat cheese, sugar-free products, low sodium foods, whole wheat breads, and multigrain cereals and crackers.
11. We offer a minimum of 3-4 fruits or veggies per week for morning/ afternoon snack times.
12. Notify the director regarding any changes in family circumstances that might affect a child's emotional condition and social skills.
13. Respond promptly and make arrangements to pick up the child, when informed about the child's illness
14. 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.
15. Notify the teacher and/or director regarding any concerns about your child (academic, behavioral, etc.)
16. Refrain from any physical or verbal abuse towards any ARN staff member. Verbal and physical abuse will not be tolerated and can result in the ARN no longer serving the parent.
17. Notify the director about any concerns regarding an ARN staff member.
18. Notify the director regarding any other concerns about ARN.
19. Inform the center about your child's allergies or other medical conditions.
20. 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 ARS and ARN. **Please note: Withdrawals require a 30-day written notice and have a \$50 processing fee.**

Photography & Video Recording

To maintain the privacy of our students and others, photography and video recordings are forbidden without prior written permission from the Director. Approval is granted on a case by case basis.

Communication

We use several different methods of communication to ensure parents are kept informed. A center-wide newsletter is sent at the beginning of each month. Daily communication from teachers and general updates about students, such as food, bathroom, and naps, are sent

through Brightwheel. Additionally, emails are utilized as well. Be sure to check your email and Brightwheel daily. Phone calls are always welcome also, however we will more frequently use email or Brightwheel.

Health and Wellness

Children who are ill should be kept at home. State licensing regulations state it is necessary for a child to leave the school if they exhibit the following symptoms:

- ☐ Fever of 100F or higher
- ☐ Two or more episodes of vomiting
- ☐ Diarrhea
- ☐ Discharge from the eye
- ☐ Unexplained, or quickly spreading rash
- ☐ Excessive lethargy
- ☐ No appetite
- ☐ Irritability or hypersensitivity
- ☐ Mouth sores with drooling
- ☐ Difficulty breathing

- Any child returning to the center after any illness of three days or more must have a doctor's note.
- When a child becomes ill at the center, they are 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. The emergency form should be completed accurately and be updated as necessary.
- If the child has to be transferred to a hospital for a medical emergency, 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 with:
 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 only accept prescription or nonprescription medicine in the original bottle.**
- **Non-prescription medicine other than acetaminophen and topical medications will only be administered one time per illness unless a written note from the doctor.**

Head Lice Information for Schools

Students diagnosed with live head lice must be treated and may return at the discretion of the Director. The center will provide further instructions on an individual basis.

Special Needs

All children with special needs are evaluated on a case by case basis, to ensure we are able to provide services that meet their needs. This includes the need for external therapists or other personnel to provide services in our facilities. Please provide a copy of your child's IEP or any other individualized plans to enable the teacher to tailor the curriculum regarding any disabilities or other special learning needs. 1

Essential Supplies

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

- Lunch and extra snacks.
- A 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/ sheet and blanket nap set.
- Diapers/ Pull ups, if required (children under 3 ONLY).
- Wipes, if required.
- Flushable wipes for children not using pull-ups
- **Emergency Bag:**

The Emergency Bag is a small ready to go backpack to be carried by the child in case of emergency (e.g. tornado warning, hostage situation). This bag should contain (separate from the above supplies): change of clothes, pull

ups if required, and emergency kit. An Emergency Kit containing three days' supply of non-perishable food, water pouches and emergency blanket can be bought from supermarkets or purchased online. Home prepared emergency kits are only accepted in cases of severe food allergies.

Admission

Al-Rahmah Nursery applicants are not selected or rejected for enrollment on the basis of race, color, national origin, ethnicity or ancestry. Priority is given to returning students, then 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, cognitive, developmental delays or behavior problems will be recommended for external evaluation. Children will not be allowed to attend without evaluation. Parental reluctance for evaluation will result in cancellation of enrollment. Health records are maintained in the office for each child. Parents are required to provide proof that their child has the appropriate immunizations. ARN should be notified when additional vaccinations are given so that accurate records may be maintained.

Age Requirement

A child is eligible to be enrolled at ARN on or after their second birthday.

A child is eligible to be enrolled in a particular age group between 2-4 years, if their birthday for that age group falls on or before September 1st.

If a child is already 5 yrs old when they start Pre-K or TK, evidence must be provided 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 to whom they are related.

Children 3 and older must be potty trained prior to admission.

Registration and Enrollment

All fees are nonrefundable

- Application/Registration Fee: \$100 per academic year
- Resource Fee: \$250 per academic year

Regular hours of operation at ARN are from **7am to 6pm**, Monday through Friday. Tuition options are illustrated in the table below:

2 Year Olds

3+ Year Olds

Full Time, 5 days	\$1150	Full Time, 5 days	\$1100
Part Time, 3 days	\$980	Part Time, 3 days	\$935
Part Time, 2 days	\$635	Part Time, 2 days	\$605

Tuition payments are based on a 10 month academic calendar (August- May). 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 canceled 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 a child is withdrawn by the parent/guardian, or enrollment is canceled by administration for any reason, re-enrollment cannot be guaranteed.**
- Registration and resource fees must be paid again upon reenrollment.
- 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 processing fee.
- There is a late charge of \$25
- Returned check fine \$25
- Siblings are eligible to receive a discount: second child- 20%, third child- 25%, fourth and above, 30%.
- Fees will be implemented for a pick-up after 6pm at \$1 per minute. Excessive late pickups will result in withdrawal of the child and/or contacting Child Services (CPS). Thank you for respecting our staff's time and helping us maintain a smooth end of day transition!

Inclement Weather

ARN will close for weather related and other unforeseen emergency situations. Please arrange private childcare for scheduled and emergency school closings.

No reimbursement of fees will be made for scheduled or emergency school closings.

Please find out about the ARN 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 Brightwheel.

Parental Involvement

Parents are considered an essential part of every facet of your child's education and activities at ARN. We encourage you to get involved through parent read- alouds, conferences, and volunteer opportunities, such as helping with center events, sharing your culture through presentations, among others.

At times, we may have differences in philosophies or child-rearing practices. All concerns should be discussed promptly with your child's teacher, or the director to come to a resolution that will best support your child. Please feel free to ask for a translator to communicate in your preferred language.

Curriculum

Curiosity guides learning for children, and this is a value we enthusiastically encourage and nurture. The InvestiGator Club is an inquiry based curriculum, and is recognized by the Maryland State Department of Education. We follow monthly, cross curricular, thematic units to explore a variety of interests and topics for our 2-5 year olds.

Maryland EXCELS

Maryland EXCELS is a voluntary quality rating and improvement program designed to meet the needs of families and childcare providers. Maryland EXCELS recognizes the accomplishments of early childhood providers, and articulates to the public the level of quality of the center.

Child Assessment

Children display developmental progress through their daily activities. At ARN we observe and document these in a number of ways. Teachers watchfully observe behaviors daily. At times, these observations are informal; other times they are documented through anecdotal records. Developmental checklists are also utilized, such as those created by the InvestiGator Club. Teachers assess the skills, behaviors, knowledge, and abilities of children in portfolios, which are available to share with parents during parent conferences. All information is used holistically to better inform instruction to address areas that require a little extra guidance.

Physical Fitness

Physical activity is critical for the development of gross motor skills in little children. It also oxygenates the brain, which leads to better focus and learning. As such, our children have access to a fun playground, weather permitting, located on the side of the building. The equipment is on a surface of wood chips, so please ensure your child wears closed-toe shoes. In cases of rain, extreme heat or cold, children are taken to the gym to engage in physical activities.

Screen Time

There is no screen time for children at ARN. As such, children are not allowed to have access to any electronics such as computers, laptops, cell phones, or game players etc. at any time while at school.

Any devices brought in will be kept in the office and returned only to authorized pick up adults.

Positive Behavioral Policy

The children and families of Al-Rahmah Nursery and Child Care Center are an essential part of our program. We make every effort to build and nurture positive relationships.

With families:

- Greeting with salaam and a smile
- Soliciting feedback through surveys
- Utilizing multiple methods of communication: email, phone calls, Brightwheel messages, etc.
- Having community events and celebrations throughout the year

With Children:

- Creating a safe and welcoming environment
- Having predictable daily routines
- Creating child-centered spaces
- Providing choices in various decisions
- Giving natural consequences (such as cleaning up spilled water)
- Utilizing positive reinforcement
- Redirecting through verbal communication, gentle touch, visual aids, and non-verbal cues
- Problem solving through reflection, talking, modeling, and dramatic play
- Setting clear rules and expectations with input from the children
 - Posting expected behaviors with pictures
 - Model and reinforce rules through dramatic play and stories

- Review and adjust expectations throughout the year

We cannot write enough guidelines to fit every child or situation. Thus, each child is treated as an individual, and parents are expected to work as partners in helping children practice self-discipline.

When an unacceptable behavior occurs at ARN, parents are asked to participate in a conference to develop a plan to correct the behavior positively. The plan will depend on the situation and the child. Note that ARN reserves the right to terminate care for your child effective immediately if the behavior threatens the physical and mental safety of other children and staff.

Immediate termination may also occur if the parent or family member has disrespectful interactions with the administrative team, staff, or children, or displays inappropriate behavior.

Referring to Child Find

Child Find is a resource available through the Maryland State Department of Education. Parents will be asked to have their child evaluated by Child Find if there are persistent disruptive or unsafe physical or emotional incidents that are beyond developmentally appropriate expectations. Additionally, if teachers have any other concerns that require further professional evaluation.

Please see https://www.bcps.org/offices/special_ed/child-find.html for eligibility requirements and further information.

Parental reluctance for evaluation by Child Find or another similar agency will result in the child's enrollment being withdrawn.

Suspension and Expulsion

Children displaying extremely disruptive behaviors will be asked to stay home for a minimum of 2 days, depending on the severity of conduct. Upon completion of the suspension period, ARN administration will recommend the child's withdrawal from the program if the behaviors continue.

Concerns and Grievances

Should you have a concern (academic, behavioral, etc.) about your child, please address it first with the teacher.

Concerns about staff members are best addressed with the concerned individual, prior to discussion with the director.

Concerns regarding policies, rules, and regulations should be addressed with the director only (madiha.talat@alrahmah.org)

Please discuss further with Head of School (saad.baig@alrahmah.org), and the ISB Board of Education (boe@alrahmah.org)

Policy Changes

ARN reserves the right to amend and adjust all policies set forth without notice. All families will be notified of any and all changes made in writing promptly.

ARN School Calendar & Important Dates 2025-2026

Please note that while we strive to maintain a consistent schedule, the calendar is subject to change. All changes will be communicated as soon as possible through email and Brightwheel.

Al Rahmah Nursery

2025-2026
Academic Year Calendar

ARN Calendar

Al Rahmah

Nursery

2025-2026

Academic Year Calendar

ARN Calendar

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Al-Rahmah Nursery & Child Care Center
An Early Childhood Learning Center

Photo Release Form

Please be advised that your child may be photographed or videotaped during day to day, or special events, at Al-Rahmah Nursery and Child Care Center. 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.

_____ NO, I do not 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

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Parent Agreement

Academic Year 2025-2026

Student Name: _____

Mother's Name: _____

Email: _____

Father's Name: _____

Email: _____

Pickup Time (before 6pm): _____

(Drop off 7am- 9am) _____

Please read carefully, initial each clause, then sign at the end

1. We have received the parent handbook and agree to abide by the rules and regulations stated therein, including any additional rules implemented by the administration during the school year. _____
2. We agree to cooperate with the ARN administration regarding the behavioral policy in the handbook. In extreme cases, students may be suspended/expelled (see p. 12) _____
3. We understand that the students must be picked up by the parent/guardian who signed the emergency form or the persons they authorized therein. ARN must be notified if a person other than those listed on the form is picking up the child. All persons will be required to produce proper identification. _____
4. 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. **ARN will strictly follow the ISB Finance Office instructions for suspension or cancellation of a child's enrollment for non-payment of the arrears.** _____
5. We understand that at the **time of drop off or pick up, we are required to leave immediately.** We must make an appointment with the teacher to discuss our child's progress, behavior etc. _____
6. We understand that we have a right to come any time and observe our child with the Director's permission, to stay in the classroom for any purpose. _____
7. We agree to provide each day, **adequate amount of healthy lunch, snacks and milk** (see p.6) _____
8. We agree to provide all necessary PERSONAL supplies requested by the staff and keep the supplies updated. We will buy the mandatory emergency kit or will pay the cost of the kit to the ARN office. _____
9. 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.** _____

10. 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 note for the child to attend.
11. We understand that children are not allowed to bring, or use toys, games, movies, etc. from home. ARN will not be responsible for the safety or return of these items.
12. We understand that **birthday parties or other symbolic gift bags etc. will not be allowed.** Treats for children can only be brought on Eid, end of the year or general occasions (not birthdays).
13. We agree to make private babysitting arrangements for all scheduled closings of the center as stated in the ARN calendar or any other emergency closings. The center will not reimburse any fees for those closings.
14. Very active children must be accompanied and chaperoned by a parent/guardian on field trips.
15. We will inform ARN immediately about any changes of phone numbers (home, mobile, or emergency) or address changes.
16. We understand that midterm transfers to upper grades are avoided. In exceptional cases, director's consent is necessary.
17. We understand that at the end of the term, we are required to re-register our child to continue for the next term.
18. We understand that grievances will be handled according to the protocol stated in the handbook.
19. **We understand that we must drop off our child(ren) before 9am.**
20. We understand that the director, after consulting the child's teacher, may stop the promotion of a child in a group of next age level, regardless of child's age, if they do not show adequate progress in academics, social attitude, and behavior.
21. **We understand ARN Administration has a right to recommend a child to Child Find or similar institutions for evaluation. Our child's enrollment will be canceled if we do not accept this recommendation.**
22. We understand that verbal and physical abuse towards any staff member will not be tolerated.
23. 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 market the center.

Mother's/Guardian Signature

Date

Father's/Guardian Signature Date