



## Agreement

السلام عليكم و رحمة الله و بركاته

Welcome to Mutanafisun Academy! The following policies have been made to ensure smooth operation of our school and help provide for the health and safety of the children in our program.

### COMINGS AND GOINGS

**School Year** - The school year begins Wednesday, September 1, 2009 and ends June 10, 2010 Insha Allah.

**Time** - School is open from 8:10 am until 3:30pm, Tuesday through Friday. From 8:10 to 12:50 on Mondays for K2-5<sup>th</sup> Grade. **Pre-K1** begins daily at 8:20am.

**Calendar** -The school is closed for certain holidays. Those holidays are posted in the Parent Handbook, on the website, and the School Calendar, and are subject to be changed with two weeks notice.

**Severe Weather** - The school will be open whenever possible on a regularly scheduled day, during normal hours. Should severe weather conditions prevent the Quincy or Boston Public Schools from opening on time or at all, Mutanafisun Academy will be closed as well. Should it become necessary to close early due to severe weather or any other unsafe condition, it will be the parents' responsibility to arrange for the child to be picked up early. In any event, there will be **no tuition credit any time the school is closed**. In all cases check the school's answering service for verification.

**Parent supervision (Preschool & K1)** - To ensure each child is safe and under supervision at all times, preschool and K1 parents/guardians must accompany their children into their classroom and ensure that children are under supervision before leaving the premises. **Parents may not leave their children before 8:30am**. Parent/guardian must re-enter the building when picking their children up. Preschool and K1 Parents/guardians/drivers are required to sign their children in and out on a daily basis inside of the classrooms.

**Prek-5 Child Release Policy** - Children will be released only to a parent/legal guardian or to persons whose names are listed on the Child Release Policy Form. Therefore, in order to provide for emergency situations that prevent you from picking up your child, be certain to include those individuals who you would authorize in such events. Parents should advise the Director in advance, preferably in writing if a person not listed on the original form is to pick up the child. Identification will be requested of these authorized persons picking up children. **Children will not be released without written or verbal authorization**.

### MEDICAL POLICIES

**Sickness** - For children's comfort and to reduce the risk of contagion, parents/guardians **must** make arrangements to pick up their sick child immediately after notification, and they can return to school only when they have returned to good health with a doctor's note for any contagious infections.

**Records** - Children must have current medical and immunization records prior to enrollment, and these records must be updated annually. Children without current medical records cannot attend the school.

**First Aid** - In the case of an emergency, Mutanafisun Academy will administer First Aid or obtain emergency medical treatment in the best interest of the child.

**Medication** will be administered to children as outlined in our Medical Policies. An authorized prescription or doctor's note must accompany prescription medication.

### SCHOOL POLICIES

**Sleep** - Preschool through K2 students will have afternoon nap/quiet time daily.

**Lunch** - The parents must provide their child's lunch. Please keep in mind the following rules when packing your child's lunch please refer to the Parents Handbook for snack suggestions:

- **No candy or soda**, are allowed!
- Do not send sweet snacks or junk food (ex. Cream cookies, Doritos, chips, cream filled cakes, etc.) with your child to school.
- It is against school policy for staff members or students to use the microwave to heat food. Student's lunch is not allowed to be refrigerated. You must purchase lunch containers for this purpose. \_\_\_\_\_Parent's initials
- The school is not responsible for missing unlabeled food containers. Any unclaimed containers will be left in the masjid kitchen if possible or thrown out.

**Dress Code** - The school requires a simple dress code of **solid, navy blue** dresses that come at least mid-calf for girls Preschool-First Grade and solid, navy or black jilbabs to the ankle for Third Grade and up. Navy blue shorts, pants or leggings must be worn underneath and solid white or solid, light blue shirts. Girls in all grades should be provided solid, white or solid, blue **hijabs** for salat and training purposes, though it is only a **requirement beginning in First Grade**. \_\_\_\_\_Parent's initials

Boys must wear navy blue pants and white or dark blue thowbs. Solid white or solid light blue, collard shirts are also allowed. Comfortable shoes or sneakers for in and outdoor play are essential. Solid Navy blue sweaters (No Logos or insignia) can be worn in the cold weather. *No sweat pants are allowed to be worn except on Gym day.*

All clothes must be without holes, stains, or wrinkles.

**Change Of Clothes** - All children in Preschool thru K2 must have a change of clothing left in the school to be used as needed. All clothing should be labeled and although the school will make every effort to safeguard the student's belongings, the school is not responsible for lost or damaged clothing.

**Photos** - Mutanafisun Academy occasionally takes photographs of the children at the school. Please check if you do \_\_\_\_\_ do not \_\_\_\_\_ authorize the use and reproduction of any photographs, training videos, slides, negatives, or proofs for Mutanafisun Academy's use including the website.

**Developmental Needs** – Upon request of the Director Parent agrees to seek outside C.O.R.E. evaluation\_\_\_\_\_parent's initials All new students are admitted on a trial basis. If after three weeks Mutanafisun Academy has concerns that a child's developmental needs are not being appropriately met in the daily program, or Mutanafisun Academy fails to satisfy the needs of the parent/guardian, every effort will be made to involve the parents in the process of identifying the problem and working toward possible solutions. However, if after reasonable and appropriate interventions have been tried, and it is determined by Mutanafisun Academy Directors that the program is not in the best interest of the child or parent, Mutanafisun reserves the right to stipulate that the child be withdrawn from the program. No tuition will be reimbursed in these cases. \_\_\_\_\_parent's initials

**Mailing List**- I give my permission for my name, address, phone number, and email address to be listed on the Parent Information list for the parent's use. Please check if you do \_\_\_\_\_ do not \_\_\_\_\_ want your information listed.

**Observation** - Please note children may be subject to observation by childcare professionals not employed by Mutanafisun Academy. Please check if you do \_\_\_\_\_ do not \_\_\_\_\_ want your child to be observed.

In all such cases, the confidentiality of information related to the children will be maintained. It is our policy that any information regarding the child, their family, or other matters discussed with the Director or staff will be held in the strictest of confidence.

**Fundraising** - All parents are required to participate in all fundraising events in any way possible to contribute to their success. A sign-up sheet with various levels of tasks will be available in advance.

**TUITION AND FEES**

**Part Time - Preschool and K1 only:** will your child be enrolled;

part time (3 days) \_\_\_\_\_ part time half days (12:30pm daily) \_\_\_\_\_ or full-time \_\_\_\_\_

If part time (3 days) circle preferred three days of attendance:            M   T   W   TH   F

Once a part time schedule is chosen it cannot be altered temporarily for days missed for any reason (i.e. absence, sickness, and school closing/holiday).

If you enroll your child in the school part time there is no guarantee that later in the year there will be a full time place available for your child. In order to hold a full time place for your child you must enroll them full time and bring them whichever days you choose.

**Registration Fee** - Upon enrolling a child a registration fee of \$150.00 is due, this will guarantee the child's space in the school. **The Registration Fee is non-refundable.**

**Book & Supply Fee** - The K2 through Fifth Grade students require an added book/supplies fee of \$250.00. Preschool and K1 will have a **supply fee** of \$150. All payments are **due at the time of registration**. All book/supply **fees are non-refundable**

**Withdrawal** - In the event of withdrawal of the child from the school, the school must be given **one full month's written notice prior to withdrawal**. If proper notice is not given, the parent agrees to pay any fees or tuition that may be due thirty days after the given notice. \_\_\_\_\_ Parent's initials ***Please check tuition payment schedule for final fee schedule.***

**Tuition Full time** - The tuition is a set price for the year, broken up into payment schedules for your convenience. The tuition fee is due according to your contracted payment plans. **The appropriate number of signed post dated checks must be sent along with the registration packet:**

**Tuition payment schedule** - 100% of the tuition is due if the child remains in the school until March 30. 75% of the tuition is due if they remain until January 30. 50% is due if the child remains until Nov. 30. The first tuition payment is non-refundable. Full tuition is due for Students enrolled before October 31. Tuition will be pro-rated, by term, for Students enrolled after October 31. \_\_\_\_\_ Parents initials

**Late enrollment-** A parent enrolling their child before Oct. 31 is responsible to pay the full annual tuition fees. \_\_\_\_\_ Parent's initials

**Sibling Discount** – The second child receives a discount of \$500 yearly and the third child \$1,000 yearly. The fourth child receives \$1,500 discount and the fifth child's receives 1/2 off tuition.

**Returned Checks** - A \$35.00 fee will be charged for a check returned for insufficient funds. If this occurs, Mutanafisun Academy will then have the option to refuse any future checks. \_\_\_\_\_ Parents initials

**Late payment** – If tuition is not received by that date a late fee of two dollars each day will be added to your bill. When a payment is delinquent for two weeks, the space can no longer be held for your child, and will become available for the next child on the waiting list. Please note after payment your child can only attend school if their space has not been filled. \_\_\_\_\_ Parents initials

**Class Occupancy** - Tuition must be paid regardless of absence for any reason, including absence due to illness, scheduled family vacations, and termination of enrollment\*, in order to reserve the child's space in the school.

\_\_\_\_\_ Parent's initials

**Late Pick-Up Fee** - Please be timely in picking up your children from the school. A late pickup fee of **\$1.00 per child is payable for each minute after closing** the child is left in the school's care until they are signed out by a parent/guardian. Late fees are due upon pick up of your child. Late pickup is not a normal program option and should be considered an exceptional occurrence. \_\_\_\_\_ Parent's initials

**Field Trips** - At Mutanafisun Academy the children will participate in special programs or field trips. This may require additional fees prior to the day of the event. Notices will be posted and sent home.

**Permission-** Field trips are an important part of Mutanafisun program. Trips to the library, park, and museums are planned throughout the year. Please know that students travel to field trips on public transportation, chartered buses, and chaperones' private vehicles. I \_\_\_ do \_\_\_ do not give my child \_\_\_\_\_ permission to attend any planned field trips.

**Please contact Asiyah Paul for further information about tuition and fees @ (617) 472-0519**

1. Applications for enrollment are considered without regard to race, color, national origin, sex, political beliefs, marital status, disability, religion, or special needs.
2. This parent /guardian agreement is subject to changes in whole or part with a two week notice.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Child's/Children's name(s) (Please print)

\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent/Guardian (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

