

Weekday Maktab Registration Form

Student's First Name _____ Student's Last Name _____

Street Address _____ City _____ State MI Zip _____

Date of Birth _____

Father's Name (First, Last) _____

Mother's Name (First, Last) _____

Home Phone _____ Cell Phone/Alternate Phone: _____

E-Mail: _____ Emergency Contact Name _____

Relationship with Student _____ Phone _____

Guidelines for Parents

Respected Parent / Guardian

Assalamu Alaikum Wa Rahmatullahi Wa Barakathuhu

All praise is to Allah Ta'ala who has blessed us with Islam and Iman. May peace and salutations be in abundance upon our beloved Nabi (SAW).

Allah Ta'ala declares in the Holy Quran: **“O You who believe! Save yourself and your family from the fire of Jahannum whose fuel is mankind and stones!”**

In a Hadith Nabi (SAW) has said, **“Each of you is a shepherd and you will be questioned regarding your flock.”**

From the above it is deduced that we as parents have been entrusted with a very important responsibility towards our children. Allah Ta'ala has gifted them to us as a **trust**. It is our duty to fulfill this trust to the best of our ability; otherwise Allah Ta'ala will take us to task in the Hereafter.

The most important need of our children is proper upbringing and sound Islamic knowledge. Nabi (SAW) has said, **“The seeking of knowledge is Fardh (compulsory) on every Muslim”** The knowledge of Deen will protect their Iman in the temporary life of this world and will save them from the fire of Jahannum in the Hereafter.

It is only through the knowledge of Deen that our children will be obedient to us, respect us and take care of us when we need them the most. If we neglect imparting Islamic Education to our children, we as parents will suffer the consequences the most.

In order to provide our children with good Islamic education and to give them a strong and firm basis for their Islamic development, some **Rules and Guidelines** have been formulated. This will greatly assist us to improve the discipline and level of education in the Maktab, *Inshallah*.



Rules and Regulations

Eligibility

1. Children ages 7-18 are only eligible for the Maktab.

Time

1. Maktab hours are 5:00PM to 7:00PM, unless otherwise notified.
2. Parents are requested to bring their children at least 5 minutes before Maktab starts.
3. Children may not be dropped off before more than 15 minutes of the program start time. They have to be picked up no later than 15 minutes after the program time.
4. Parents are requested to ensure the child is relieved from all necessities (toilet and wudhu) before coming to Maktab.
5. If you know that the child will be more than 5 minutes late, a phone call to the teacher no later than 5:05 PM is required to inform that the child will be late. Same rule applies if your child will be absent for the day.
6. The teachers should not be disturbed during Maktab time.

Attendance & Punctuality

1. Attendance and punctuality is of outmost importance as absenteeism and late coming seriously retard the student's progress as lessons cannot be repeated for one child due to limited time.
2. Any late or absent student will be required to bring a note signed by the parent/guardian.
3. Students will not be permitted to leave Maktab early unless the parent/guardian has notified the teacher in advance.
4. Please avoid making any appointments or plan any journeys during Maktab hours.
5. Students will not be allowed to attend any ceremonies, functions or programs during Maktab hours.
6. All sporting activities or extra-curricular activities at school should be scheduled for the weekends or after Maktab hours. Please advise the school authorities of your child's Maktab commitments.
7. Continued absence and lateness without a genuine reason is unacceptable and may result in the student being expelled from Maktab.

Dress Code

1. Islamic dress code is required of all the participants in the program.
2. Jeans are not allowed, both for boys and girls.
3. No tight clothing (boys and girls) is allowed.
4. Boys should wear a jubba with Islamic trousers and Islamic headgear.
5. Boys should wear trousers above the ankles.
6. T-shirts will not be allowed.
7. No wedge or mushroom haircuts will be allowed.
8. Girls must be modestly dressed with cloaks and abayas.
9. Girls must not wear tops under their cloaks and abayas
10. Girls will not be allowed to wear any jewelry.



Conduct

1. The students are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property.
2. Any form of bad behavior, disrespect or rudeness will not be tolerated.
3. Students will be disciplined for bad behavior.
4. Salah is part of the Maktab and behavioral infractions during the Salah will be considered as violations of the Maktab rules and are subject to disciplinary action(s).
5. If a child receives more than 3 warnings regarding behavioral infraction in a 30 day period, the child will be excluded from the class for 1 full day. Readmission will be accepted only after the child gives a written statement of apology for actions and rectification methods for the problem. This statement should also bear the signature of the parent.
6. Cell phones, MP3 players or any other electronic gadgets are not allowed in Maktab and will be confiscated. Confiscated items can be collected by the parents from the office.
7. If you need to contact any participant (for emergency reasons only) during program hours, you may call the Program Coordinator, Ashar Khan at 734 716 9786, who will in turn contact the teachers and pass on the message.
8. The Maktab has the right to suspend or expel any student who violates any rule of the Maktab. Anyone expelled or dismissed has no legal remedy against the Maktab.

Responsibilities

1. Quran, all text books and required items should be brought to class daily.
2. Disciplinary action may be taken against the child if he/she does not bring his/her required items to the class on a consistent basis. This may include expulsion from the class for the whole day.
3. Any homework given should be completed. Parents have to personally ensure that the homework is done.
4. Parents should ensure that children revise their Qaidah/Quran and other Maktab lessons daily.
5. Parents should ensure that their children practically implement their Islamic education and uphold their Islamic identity at home and elsewhere.
6. Parents should encourage their children to perform their five times daily Salah and they should also perform it themselves as an example.
7. Duas and Sunnats should be practiced on their respective occasions, e.g. upon entering and leaving the toilet, eating, sleeping, etc. Our homes will *Insha Allah* be enlightened with the noor (light) of the Sunnah.
8. Parents should protect their children from un-islamic or harmful literature, activities or media.
9. Parents are encouraged to discuss matters concerning their children with the teacher.
10. Any constructive criticism or suggestions should be addressed to the Canton Islamic Center office.

Fees

1. The Maktab fee is \$60 per child per month, \$50 for each additional child per month. There will be a discount for CIC member.
2. Program fee is due on the 1st of every month.
3. Parents are required to pay for the books recommended by the school.



A 501c(3) Non-Profit Organization

Tax ID: 26-4231512

Waiver of Responsibility/Disclaimer:

Canton Islamic Center cannot be held responsible for unsupervised areas and times before and after the program hours for participants. The parent(s) understand(s) that during the program at Canton Islamic Center, in case of a mishap or an unforeseen accident on the Maktab premises, neither Canton Islamic Center nor its officers/representatives will be liable or responsible.

By checking this box, we agree that the above mentioned information is true and correct. We also agree to the terms and conditions that are explained above. We pledge that there is no fraudulent intent in the submission of this form. This is an electronic signature of acceptance.

Signature of Parent _____ Date _____