



Rules and Regulations

GENERAL CALENDAR INFORMATION

- *AlKawthar Learning center's* Calendar approximates most of the public schools in the Orange County area "Traditional" year, observing similar holidays, and winter and spring breaks.
- With respect to the two main Islamic Holidays, ALKawthar Learning center will be closed for Eid-ul-Fitr and Eid-ul-Adha Holidays.
- Tuition fees include specific closed holidays; therefore, there is no change in payment or discount against tuition for the days the school is closed.

ATTENDANCE AND ABSENCE

- Children benefit most when attendance is regular. Frequent absences, inconsistent attendance, and late arrival make it difficult for the child to adapt to the program and to bond with the teacher and their peer group. We encourage parents to spend their days-off with their children, yet we encourage developing consistent routines for bedtime and school
- Parents are requested to notify the school if the child will be absent
- Tuition credit will not be given for periodic days of illness, or other absence during the year
- Absence of two consecutive weeks without notification (and non-payment) may result in termination of enrollment unless previous arrangements have been made with the office
-

SIGN-IN AND OUT

- An attendance sheet is provided by the center's main door for sign-in/out. The child is to be signed-in on the provided form with:
 - ❖ The child's first and last name
 - ❖ The parent's/ guardian's legal signature
 - ❖ The time of drop-off
 - ❖ The emergency phone number for that day
 - ❖ Identification is required for pick-up, children will only be released to those listed on the Emergency Identification form. **NO EXCEPTIONS**



RECORD KEEPING

- Parents are required to notify the school in writing of changes in personal circumstances, i.e., address, phone number, authorized pick-up persons, or allergies. It is your responsibility to provide the center with emergency information where you, or some other person willing to be responsible for your child, can be reached.

HEALTH AND SAFETY (*Illness*)

- If you have any thought that your child may be ill, please keep your child at home. Your child should be kept home until all signs of illness have been gone for 24 hours, unless a note from a physician is provided.
- Please call the school office to let us know if your child will be absent, and why.
- Communicable and contagious diseases **MUST** be reported to the school office by the parent/guardian as soon as the illness has been diagnosed. Other parents will be notified of possible exposure, without mentioning the child's name, by posting of a notice.
- Communicable (infectious) diseases that must be reported to the office include: chicken pox, strep, pinworms, head lice, conjunctivitis (pinkeye), impetigo, ringworm, measles, and mumps.
- Please list on appropriate enrollment forms, and alert your child's teacher, of any allergies, sensitivities, dietary restrictions, or special needs with which your child has been assessed or diagnosed. As these conditions are found, please update your child's records. Any notation of allergies must be accompanied by a "Special Care Plan" which includes written instructions for what to look for and what to do, in case of allergic reaction.

CHILD DISCIPLINE & GUIDANCE APPROACH

- Teaching staff will equitably use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules/guidelines, and involve children in problem solving to foster the child's own ability to become self-disciplined.
- Teaching staff will guide children to develop self-control and order conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Staff will intervene immediately if a child becomes physically aggressive to protect all children and to encourage more acceptable behavior.



- Physical punishment will not be inflicted by any adult upon any child. No one may threaten or otherwise coerce or frighten a child in any way.
- Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as is necessary for control of the situation.
- "Time out" generally is not used; however, they may be selective situations in which moving the child to another area of the environment may be prudent for the safety of him/herself or others.
- This period will be used to redirect the child to another activity, or may be some time just long enough for the child to regain self-control, generally not to exceed one minute per year of age while teachers monitor the activity and effectiveness.
- A parent/guardian may be called anytime the child exhibits uncontrollable, aggressive, or disruptive behavior that cannot be modified by the center staff. That parent may be asked to take the child home immediately. Consistent undesirable behaviors may result in dismissal from the program.

FINANCIAL POLICIES

- The admission agreement sets the contract for days and hours your child will attend this program, listing corresponding fees according to the current published fee schedule. Changes must be approved in advance by the office based upon availability, with adjustments in tuition accordingly.
- Tuition dollars will not be refundable for holidays, illness, absences, vacations, or other, nor can attendance days be switched or substituted for absences.
- The registration fee is non-refundable. There is a second child \$25 tuition discount.
- The tuition payment for every child is due in the office the first school day of each month.
- Tuition payments are considered late if not received in the office by the fifth (10th) calendar day of the month. Late tuition payments will be subject to a late fee of \$10.00 per child.
- It is the parent's responsibility to discuss with the office any potential or temporary delay in payment and make arrangements or adjustments as applicable.
- A \$25 fee will be charged for any check returned by the bank as non-sufficient funds.



WITHDRAWAL / DROPPING ENROLLMENT

- To withdraw a child from enrollment, the parent is required to give two weeks' advanced notice in writing to the office.
- The parent is responsible for tuition charges during the two week withdrawal period.

- If enrollment is dropped or withdrawn, re-enrollment will be subject to availability and applicable fees, including re-enrollment fee. Returning families do receive priority over open enrollment.

I, _____, Parent of, _____

have read the above information, and I agree to the terms and conditions of enrollment at AlKawthar learning center..

Parent Signature

_____ Date _____