



# Maktab As Suffah

## Student Registration Form – Year 2015-2016

Parent ID: \_\_\_\_\_

Father's Last Name _____	First Name _____	Middle Name _____
Mother's Last Name _____	First Name _____	Middle Name _____
Home Phone _____	Cell Phone _____	Address _____
Email: _____		
	City _____	State _____ Zip _____
<b>Maktab Program Fees:</b>		<b>Financial Aid Status</b> <b>For Office Use</b>
New Reg. Fees (\$25/Child): _____	Total Due: _____	<input type="checkbox"/> Approved
Book Fees (\$25/Child): _____	Amount Paid _____	<input type="checkbox"/> Dis-Approved
Monthly Tuition: _____	Balance: _____	Amount Approved: _____
\$50/Child: _____	Cash [ ] Check# _____	Approved By: _____

### EMERGENCY CONTACT (other than parents/guardians)

----- Contact Name	----- Relation to Student	----- Cell Phone
Known Allergies: -----		

### STUDENT INFORMATION

Student ID	Last Name	First Name	M/F	Date of Birth	For Office Use (Level)

Please make check payable to **MCNJ** and write **“Maktab Program”** in memo area.

We have received and read the Rules and Etiquettes instructions and shall abide by the same.

*\*Note: Families with proven financial difficulties may apply for tuition assistance. Subject to approval by School Administration. Please ask for the application form.*

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Parent ID: \_\_\_\_\_

### **Policies and Procedures**

- Islamic dress code is required of all the participants in the program. Hijab is required for girls. No shorts or tight clothing allowed. Thobe/Jubba or Shalwar Kameez is preferred for boys.
- Maktab hours are 5:30PM to 7:30PM, unless otherwise notified.
- Children may not be dropped off no sooner than 5:25pm and picked up no later than 7:35pm
- Students cannot be late for more than 5 minutes from the start time of the classes without prior notification.
- Students should be picked up earliest by 7:30pm. A Late fees of \$1 per minute up to 29 minutes then \$2 per minute starting at 30 minutes late.
- Program fees are due on the **1st of every month**. No exceptions.
- There is a strict **no electronic gadgets** policy during the Maktab timing. The only exception being bringing a Cell phone which must be put on silent mode and may be used only in case of an emergency. If parents need to talk to their children, they must first call the program coordinator, who in turn will relay the message.
- Parents need to ensure that any home work given to the children must be completed and submitted in a timely manner.
- Discipline violations during Maktab timings will be dealt with firmly, in accordance with a three strike policy. After the third warning the Maktab administration reserves the right to expel the student from the Maktab program.
- Parents are required to provide at least 10 hours of voluntary service to the Maktab program during the school year.

### **Responsibilities:**

- The following items should be brought to class on a daily basis; no exceptions:
  - Quran
  - All text books
  - Homework book completed and signed by parent.
- If a child does not bring his/her required items (listed above) to the class on a consistent basis, disciplinary action may be taken against the child which may include expulsion from the class for the whole day and will be noted in the home work note book.
- Parents have to personally ensure that the home work is done. The expectation is a minimum of 20 minutes should be allocated with your children on a daily basis.
- Completion of homework is part of Maktab. The parent has to sign the home work book on a daily basis. By signing, it is agreed that the parent has gone through the notes and has taken the required/necessary action(s)/steps as emphasized.
- It is the responsibility of the parents to notify the administration about any known allergies or medical conditions in a written form for the safety of the children.

Parent /Guardian Signature-----

Date: -----