

## **MILC Policy and Procedures**

At MILC, we endeavor to expose students to the best possible stimulation and educational tools for their academic and social advancement.

We are committed to providing the safest environment, the best teachers, and the most up to date, relevant curriculum to our students.

We also aim at developing the students' Islamic character and Muslim personality by following the methodology of our beloved Messenger, may Allah bless him and grant him peace, and having the best examples teaching the classes.

Our programs promote responsibility, respect, civility, and academic excellence in a safe and secured environment. The policies outlined below are designed to support that goal.

**Please read the following policy and sign it on the last page.**

### **1. SCHOOL HOURS**

- Day School

School hours are from 8:15 AM to 3:30 PM Mondays to Thursdays. On Friday classes end at 11:45 AM. Assembly and Dua starts at 8:20 AM sharp.

### **2. FEES**

- All fees must be paid monthly and be up to date. Parents must sign the agreement that payments will be deducted 12 months of the year. All grade 8 students have a different fee structure to cover their tuition for the month of July and August. Grade 8 students will be given a fee structure outline in September. If parents decide to withdraw their child(ren) in June, the fee must be paid for July and August.
- MILC reserves the right to remove a child from the school due to failure to comply with the fee policy.
- Tuition fees will be taken by EFT on the 25<sup>th</sup> day of each month.
- Registration and supply Fee (inclusive of Books and Agenda) of \$ 175 per student must be paid every year on or before the 1st day of school in September.
- We serve pizza every Thursday, therefore all parents must send \$5.00/\$10.00 before the first Thursday of the month. If their child does not want pizza, please let the office know in writing.

### **3. ADMISSION and RE- REGISTRATION**

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- Upon re-registration or while making new admission, please manage to submit a complete re-registration admission form. Please update your address, telephone number or email address if need be. If enrolling in Hifz, a Hifz test will be taken to assess if your child is at the required level. Similarly, when enrolling for academics an English and math will be taken to determine where the student stands.

### **4. CANCELLATION OF SCHOOL OR LATE PICK-UP:**

#### **Cancellation**

- In terms of cancellation of classes due to inclement weather, please check the MILC website for any updates or information.
- Please check local radio stations for updates on snow day(s) cancellation or call the school phone for an up-to-date message.

#### **Late Pick-Up**

- Parents need to call the office (647-478-8340) if they are going to be late. Emails are not sufficient because they are not regularly checked during the day.
- No calls or emails are permitted to teachers as the teachers have no access to their phones or emails during class hours.
- All children must be picked up within 10 minutes of the end of the school day.
- Any child picked up 30 minutes after the end of the school day for a total of 3 times may face possible suspension.
- 3 lates counts towards 1 absent and will affect your child(ren) when being considered for awards.

#### **Picking up Children Early**

- Early pick up needs to be arranged in advance by conveying to the administration when dropping off the child in the morning by either parent. Please consider other children and class schedules when arranging for early pick up times as this can be a disruption that creates a detrimental effect on the child's classroom learning experience.
- The office must be notified of any child being picked up early. Notifying the child's teacher of any early pick-ups is not sufficient notice.
- Parents are not permitted to walk into the classroom to pick up their child early. This is a major disruption to the entire school. In emergency situations, please speak to the principal or vice-principal before proceeding to the child's classroom.
- If a child is picked up before 3:10 PM more than 3 times in the school year it will be considered as 1 absent, which will again affect your child(ren) when being considered for

awards.

## **5. ABSENCE**

### **Illness**

- If the child will be away from school due to illness for that day, please contact the office (647-478-8340) before 8:30 a.m. Do not send an email to the teacher.

### **Planned Absence**

- If absences are known in advance, please inform the office three days prior to it.
- Absences due to travel will still incur the monthly fee.
- Parents are responsible for missed work of their children.
- Teachers are not responsible for preparing packages for students during planned absences.

## **6. ILLNESS**

### **General**

- Out of consideration for the other children, parents are requested to keep their sick child at home until he or she is well and any danger to other children has elapsed.
- Children with fever need one fever free day at home before being allowed to return to school.
- If a child has vomited within 12 hours prior to school, they must be kept at home that day.
- The school will not administer any medication. This is the responsibility of the parent. We also recommend that children come to school with a hand sanitizer bottle.

### **Illness at school**

- If a child becomes sick during the school day, the school may request a parent to pick up their child. It is the responsibility of the parent to act immediately upon this request.

### **Flu Season**

- Due to the flu season every fall/winter, we urge all parents to keep their children at home if they have a slight fever and flu-like symptoms.

## **7. BEHAVIOUR MANAGEMENT**

### **General**

- Children are disciplined in a positive and appropriate manner for actions and behavior. We discipline our students according to the standards and principles laid down by our Lord and by the Messenger of Allah, may Allah bless him and grant him peace.

### **Notifications**

- Parents will be notified of any significant behavioral problems at the earliest time.
- Where necessary, parent-teacher meetings will be scheduled to discuss the situation in order to develop a plan of action.

## **8. CLOTHING**

### **8.1. For JKG and SKG**

- Children need to bring an extra set of clothes to be kept permanently at school. This should include socks, underwear, top and pants and should be changed seasonally.
- In the event that an accident does occur, the wet clothing will be set home in a plastic bag.
- The Health Department requires that soiled clothing be placed in a plastic bag and tied up.
- Please be sure to send replacement clothing to ensure there is always an available change of clothes. With the youngest children, especially at the beginning of the year, two sets of clothes might be helpful.
- In case a child does not have a pair of clean clothing and an accident occurs, either parent must come to the school immediately with a set of clean clothes.
- Teachers will not share another child's clothes under any circumstance.

### **8.1. Other Programs**

- All children need to come to school with the proper uniform attire.
- Indoor shoes must be worn by the children that cover the toes.
- Torn pants or any clothing that is torn or with holes is not permitted to be worn at school.
- During the summer season, children must continue to wear socks inside the school. Notices will be sent home if students are not complying.
- During the winter season, children are recommended to dress warmly under their uniform, if they do choose to wear a hoodie over their school uniform it must be the school hoodie.
- School and lunch bags that contain cartoon characters, Marvel heroes, etc. are not permitted into the school.

## **9. CLASSROOM PROPERTY AND TEXTBOOKS**

### **9.1. JKG and SKG Classroom**

- Materials in the classroom are very attractive, and very expensive. Because these materials are made up of small pieces, all equally important as the next, it is important that all pieces remain at school. From the beginning of the year, it is stressed of importance to the children that everything in the classroom belongs to everyone and that if something is missing a piece, it must be removed from the shelf because it is no longer complete. If a parent finds that their child has inadvertently brought something home from the classroom, please return the material the next day.

### **9.2. Textbooks**

- Textbooks and workbooks are very costly. Each child is expected to take the responsibility of keeping their books in the best condition possible. Any workbook or textbook that is lost or damaged will be replaced at the cost of the parent. Textbooks are school property and must be returned by the end of the school year.

## **10. LUNCH & SNACKS**

### **10.1. General**

- Parents are responsible to ensure their children come to school with a nutritious lunch and snack. This is in keeping with the tradition of our Prophet, may God bless him and grant him peace, who said, “Verily, God is good and only accepts that which is good. As Allah says in the Quran, ‘O you Messengers, eat of the good, and perform good actions.’”
- Junk food is not allowed as snacks. Parents who do not comply will be phoned immediately to bring appropriate food.
- MILC follows a Litter-Less Program for food. Therefore, all wrappings and waste from the child’s snack and lunch will be brought back home for proper recycling and/or disposal.
- Any parent wishing to bring food for their child’s class or for the entire school, must seek permission from the office in advance.

### **10.2. Allergies**

- MILC is also a nut -free environment. There are children that have nut allergies attending many MILC programs and so all in attendance must take strict precautions about food.
- All allergies must be reported to the office at the time of registration.

### **10.3. Packing and Preparation**

- For example, oranges need to be peeled and sliced. Larger fruits need to be sliced into smaller pieces due to safety considerations.
- Children who bring fruit that is not cut up into smaller pieces end up not eating it and throw it in the garbage. This is unacceptable and any portions not eaten will be returned home.
- When liquid snacks are sent such as yogurt or puree fruit, please send an empty container with a lid in case of leftovers.
- If parents do not comply 3 times, they will be notified by their child's teacher to prepare food more appropriately.
- It is the responsibility of the parents to provide appropriate microwavable containers for their child's food.
- Water is sufficient for hydration needs. Label bottle clearly with child's name.
- Juice is not permitted, nor is flavored milk, as there are many kinds, and to distinguish which brand is appropriate is not the school's responsibility.

## **11. PARENTAL INVOLVEMENT**

### **11.1 General**

- Parents are actively encouraged to become involved in their child's education through home exercises, parent-teacher meetings, and coming to the open houses.
- They are also encouraged to write their questions or enquiries in the child's journal. Parents are not to send oral messages with their child to the teacher as it can be misstated by the child.
- Teachers also communicate heavily through email notices, and as such each parent must have an email account and include this information upon registration of their child. Any changes in contact information must be immediately reported to the administration.
- If there are any questions or concerns relating to the school, please read the school policy and calendar before contacting the school, as many of the questions will be answered in either document.
- All parents must sign the given form that they fully understand and agree to adhere to our policies.

### **11.2 The Child's Agenda**

- The children will write down their homework assignments and important details for themselves which will enable their parents to understand what the child is responsible to complete.
- Teachers will also use the agenda as a tool to communicate with the parents.
- It is incumbent upon the parent to check their child's agenda daily so that they are aware of the dates for tests, exams, assignments, and projects.
- Parents should also use the agendas to communicate to the teacher any clarification that is needed for the child's work.
- Kindergarten students are not provided with an agenda. All parental communication is done through Class Dojo.

## **12. HOME/SCHOOL COMMUNICATION**

### **12.1 Home/School Communication**

- Parents are expected to respect the school hours and the fact that within these hours the children are the primary focus.
- No meetings will be permitted during school hours.
- Conversations with the teacher can be scheduled at a mutually convenient time before or after school hours. Leave a message with the office if a meeting is requested.
- Teachers will make appointments on an individual basis at any point during school year if they feel one is required.
- Parents are likewise encouraged to also schedule appointments if they have any questions or concerns.
- The administrators and teachers will not respond to any questions regarding MILC or their child in social settings, as meetings or phone calls to the school is sufficient.
- Please keep in mind that during vacations, holidays, and weekends, no response will be given.
- Parents are not permitted to enter their child(rens) class during school hours, if you have any concerns, late arrivals or any early releases, please report in the office. For any unsettled issues, the administration will take further steps to resolve your concern.

### **12.2 Expulsion and Withdrawal**

- Should a child be deemed an unsatisfactory disruption to the class or is having excess difficulties in adapting to the school program, the school reserves the right to immediately terminate their enrollment.

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- Students are given verbal warnings of their actions, if the verbal warnings do not seem to be making difference, the teacher is required to give a Pink Slip which must be sign by the parent(s) for the student to be allowed to come to school the next day. 3 Pink Slips results to a suspension.
- Such decisions will not be made lightly and will not be made until a plan of action has been undertaken by the teacher with consultation from the parents.
- If the disruption continues after intervention, it may be necessary to terminate enrollment in the best interest of the other students. Parents will be aware of such risks prior to such action taken.

### **12.3 Field Trips**

- Parents will be informed of class trips in advance, and will be asked to sign consent forms if they want their children to attend.
- Parents are welcomed to accompany their child on the school trips, however, not all can be accommodated and those who are able to carpool will be given priority.
- Please provide appropriate clothing and food for the school trips and read the guidelines of each trip.
- Trip fees must be placed in a secure labeled envelope with child's name on it and given to the classroom teacher.

### **12.4 Lost And Found**

The box for lost and found items is in the office. Please check this box if your child has lost anything. At the end of every other month, unclaimed items will be donated to a charity.

To prevent items from being lost, please label all of your child's belongings that they bring to school.

### **12.5 Awards**

To be qualified for the annual awards student must follow the following requirements:

- Academically strong including Quran
- Perfect attendance without any lates or early releases (95% attendance)
- Clean and ironed uniform



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- Good behavior with peers and teachers
- Excellent learning skills

**MILC POLICY AGREEMENT:**

I, \_\_\_\_\_, have read and understood the MILC School Policy  
(Name of Parent)

dated September 6<sup>th</sup>, 2019 and have agreed to abide by it to best of my ability.

_____	_____
Student name	Grade
_____	_____
Signature of Parent (1)	Date
_____	_____
Signature of Parent (2)	Date
_____	

For Office Use Only:

Received On:	AR:	Child's Name:
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