

# DAR-UL-QURAN

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Hifz School Handbook



*Preserving the Holy Quran for the Future of Our Ummah*

**EAST PLANO ISLAMIC CENTER (EPIC)**

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## Hifz Class Policies

### About the Program

By the Blessings of Allah SWT, East Plano Islamic Center (EPIC) started the Dar-ul- Quran full-time Hifz School on September 4, 2012 under the supervision of Hafiz Sajjad Gul. By the Grace of Allah the community is experiencing significant growth and we are expanding.

The Dar-ul-Quran Hifz program is designed for families that desire their child to become a full Hafiz of the Holy Quran. Our program is designed so that the whole time is dedicated to memorize the Holy Quran. The class size is limited to achieve quality Hifz. It is essential that the teacher, student, and parents work together to make this program successful.

The duty of the student is to respect his teacher. In addition to this, it is important for the child to understand the importance of what he is learning and to hold it with great respect and reverence in his heart. Therefore, even the tools of knowledge, the Quran itself, the desk or bench being used must be treated with respect. The child must try to be in the state of Wudhu at all times, making sure that his body and clothes are always clean.

Even out of class hours, it is important for the child to not engage in any un-Islamic activities or commit sinful acts, as this will make it more difficult for the child to memorize the Quran. It will weaken the child's memory, and the light of the Quran will not be able to illuminate such a heart.

The student must be attached to the Quran, holding it as the most important thing in his life. He should dedicate all his time towards learning the Quran.

Prayers should not be missed, and the period between Fajr and the start of class time should be used for learning, as it is during this time that the mind is fresh and capable of storing more.

## Admission Criteria

- The Hifz program is catered towards children between 8 to 15 years of age.
- The student must be fluent in reading, reciting with correct Tajweed, and MUST have the willingness and passion to memorize the Quran.
- Preference will be given to students who already have some Hifz background.
- Parent/Student screening will be conducted prior to interim admission
- Final admissions will be granted after an evaluation period up to one month
- Upon admission the students has to start from Qaida and do Hifz from the beginning irrespective of previously memorized Juz.

## Admission Process

Your child has been admitted only because the teachers have tested them for proper reading and if they are capable of memorizing the Quran. We do not want to waste your time and money, therefore; we have placed these rules for admission.

- If within the first three months (the probationary period), we realize that the student is not being able to memorize at the standard level, we will advise you to withdraw the child.

### Required Documents

1. Students Birth Certificate
2. Students Social Security card
3. Students Immunization record

## Withdrawal

- Parents are required to notify the teacher in person at least a month in advance
- All fees must be paid in full
- Tuition will be charged for 30 days from the day of notice

## Dismissal

- Students must be picked up promptly after Dhur (2:00) from Monday to Thursday
- Friday dismissal is at 12:30 PM
- The school doesn't take the liability of the students who are not picked up by 2:20PM.

## Attendance

Your child's regular attendance is mandatory for proper Hifz.

Short-term absence:

- If the student is absent for more than 3 days. Parents are required to notify the school management in person or by sending an email.
- The child should still be ready for the next day's Hifz

Long-term absence:

- If the student is going on a family vacation, the parents must inform the school 2 weeks prior to the vacation.
- Fees will still be due to reserve the students place in class if he has to take a vacation over a month, which is highly discouraged.
- Upon return the student will be tested and will have to pass the test for his old review and new review before moving ahead.

Inclement Weather conditions

- We will follow the PISD (Plano Independent School District) in case of extreme weather conditions.
- Dar-ul-Quran reserves the right to cancel classes in spite of PISD determinations. In such cases parents will be notified.

## Fees Policy

Tuition installments are due on the 1st of each month. We accept cash, check and all major credit cards. Automatic payment is preferred. Checks should only be handed over to the Dar-ul-Quran Hifz management.

- Monthly tuition is \$400; additional child gets \$25 discount
- Payments are due on the first of each month.
- Any payment received after the 5<sup>th</sup> of the month is considered past due and a charge of \$10 per student will be applied.
- Accounts not rectified by the 10<sup>th</sup> of the month will be given a written notice followed by a suspension warning for each student on the account.

- If the account remains unsettled or an alternative payment arrangement is not agreed upon by the 20<sup>th</sup> of the month, students on the account will be suspended until payment is received or appropriate arrangements have been made.
- No child will be re-admitted to the school if there remains outstanding tuition due from a previous year.
- If the student is withdrawn from the program (upon sole decision of parent/guardian, and not instructor recommended withdrawal), the parent is required to pay the remaining year's tuition.

## Student Expectations

- Students are expected to get their Mus'haf and folders everyday.
- Students are expected to get their daily logs signed by parents.
- It is required that the child review at home for the next day's lesson, so that their time in class is not wasted.
- The student is expected to say his New Lesson, New Review, and Old Review.
- If the teacher realizes that the student needs additional time to review or is not performing well in the class, he has the right to call the student to the evening class.
- If the student loses their Mus'haf, a fine of \$200 will be applied. The Mus'haf has its importance in Hifz because this is the main guide that helps the student and teacher track the student's mistakes (marks will be made on the Mus'haf for mistakes, and if the student loses their Mus'haf, all records of their mistakes will be lost).
- Islamic Dress Code must be followed. Students should wear Thobe, kurta and shalwar, with Kufi.
- Jeans, sweat pants, and slacks are not allowed.
- Student needs to bring snacks and lunch from home.

## Student Evaluation

- Students progress is monitored and daily updated to log sheets which includes their every day new review, old review and new lesson.
- A report card is sent quarterly to parents to report the performance of the student.
- There will be two mandatory one on one parent teacher conferences to discuss the child's progress.
- At the end of every Juz, There will be a test and the student will have to recite the whole Juz to the teacher.
- The student will only graduate when they recite the whole Quran to the teacher.
- The student will spend time up to one year in revision after completion of the Quran.

## Behavior and Conduct

In order to make this program successful, certain behavior guidelines will need to be followed.

- There should be no unnecessary talking during class time.
- There should be no bad mouthing or talking back to the teacher.
- If something needs to be said, the student must raise his hand and wait for teacher's acknowledgement.
- If student needs to use the restroom, the student needs to ask for permission from teacher.
- There should be no play fighting during break time.
- The child must return from break on time.
- Students need to respect each other.
- The student must bring his new lesson daily, without mistakes, if this is not done, then he has to sit during his break to learn their lesson.
- If a student fails to deliver their lesson correctly, then the teacher reserves the right to call the child back at the 6-8 PM evening class.

## Health and Safety

- Students are expected to wash their hands before and after lunch.
- Parents are advised to keep the students at home if they have a fever over 100.3 °F within 24 hours of school.
- If the child has a fever over 100.3 °F, the parents will be called to pick up the child.
- A medication authorization form must be completed. No medication will be given to the child unless it is in a container dispensed by the pharmacy with clearly marked directions.
- Students with life threatening allergies must inform the school beforehand and must submit required medication and treatment plan.
- Parents should educate their kids about their allergies and encourage them not to share lunch.
- The school will not administer any life threatening allergy medication (for example Epi-Pen). A consent form needs to be signed by parents for a doctor to administer such medication. Please consult the school administration for further details.

## Parent/Guardian's Expectations

- Parent/ Guardian is expected to encourage their child to review their assigned lesson.
- Parents must check and sign the student's daily log.

- The parent is requested to drop off the child at the entrance of the Masjid, one at a time, in an orderly manner. Once the parent in front of you is done dropping of their child/children, you can pull up your car in front of the door and drop off your child/children.
- Parents/Guardians are expected to pick up their child/children in the same manner, and on time.
- Parents are responsible to update any changes to email, address, phone numbers, and emergency contacts.
- Email is the primary means of communication except on emergencies.

## Class Timings/ Schedule

- Students must be at the school by 7:45 AM, Class will start at 8:00 AM sharp.
- Monday to Thursday 8:00 AM – 2:00 PM
- Friday 8:00 AM- 12:30 PM
- Saturday 9:00 AM- 12:00 PM\*

7:55 AM – 8:00 AM	Assembly and Attendance
8:00 AM - 9:40 AM	New Lesson/New Review
9:40 AM - 9:45 AM	Break
9:45 AM - 11:30 PM	Old Review/New Review
11:30 PM – 12:00 PM	Lunch
12:00 PM – 2:00 PM	Old Review/New Target
2:00PM	Dhuhr and Dismissal

\*Note: Saturday class timings may change due to other programs at the Masjid

## Secular Studies

We highly encourage parents to enroll their kids into a Homeschooling Program. EPIC does not have any supportive staff for Home Schooling.



## Compliance Agreement

- I have read and understood the policies of Dar-ul-Quran
- I have read and agree to abide by the rules and regulations in this handbook
- I understand that the school policies and process may change; I agree to comply with the most recent approved versions.
- The school reserves to modify the policies and processes during the school year. Parents will be notified in a timely manner.
- I understand the school is not liable if I do not my child by 2:20 PM

I, \_\_\_\_\_ (Name of Parent/Guardian), parent/guardian of  
\_\_\_\_\_ (Name of Student), have read and understand the stated  
policies of the Hifz Program.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Note: Parent and student must sign and return the compliance agreement within one week of admission.