

Hikmah School

Parent Handbook

2019/2020

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About Us

The Kanata Muslim Association Hikmah School ("KMA Hikmah School") opened as the first weekend Arabic-Urdu / Islamic school in Kanata in September 2012. The school provides much needed education services to Ottawa families and strives to establish and strengthen bonds among members of the Kanata Muslim community.

KMA Hikmah School provides a balanced learning environment for students from junior kindergarten through grade 8 and includes instruction in Arabic or Urdu, Islamic Studies and Quran. Language instruction is offered as part of the International Languages Program (Arabic & Urdu). The afternoon program focuses on Islamic Studies and Quran.

Vision

Strengthen the Muslim community by establishing and reinforcing in our children a strong Muslim identity as positive contributors to society

A teacher's purpose is not to create students in his own image, but to develop students who can create their own image." - Anonymous

Mission

- Provide quality education in an Islamic environment that reflects the principles and values derived from the Quran and Hadith.
- Create a positive and engaging learning environment conducive to the personal growth and development of all our students.
- Deliver an exceptional Language and Islamic Studies curriculum using modern teaching methods and materials.

Highlights

- Modern Pedagogy
- Integrated Learning
- Student Centered Approach
- Engaging Curriculum
- Qualified Instructors
- Islamic Education in English
- International Languages: Arabic & Urdu
- Community Connections & Events
- Dhuhr Prayer in Congregation

Program

The school operates on Saturdays from September to June. It offers two programs to students in Junior Kindergarten through grade 8.

- 1) Morning International Language Program (Urdu or Arabic);
- 2) Afternoon Islamic Studies / Quran Program

Every student may enroll in either or both programs.

International Languages Program - 9:30 am to 12:00 pm

- We offer Arabic or Urdu language instruction. A child can only be registered in either Urdu or Arabic but not both.
- Language will be taught through songs, stories, visual art projects, drama, games, contests, reading buddies, hobby clubs and much more.
- This program is funded by the Government of Ontario and supported by French-Catholic School Board.
- For information on the Curriculum, please visit our website:
<http://www.hikmahschool.ca>

Islamic Studies and Quran Recitation Program - 12:00 pm to 2:30 pm

- Islamic Education is taught in English to better convey the desired message to our children. We believe that students need to fully understand, feel, engage and participate in their Islamic education and that can only be achieved if instruction happens in their first language: English.
- Islamic Studies will be taught through songs, stories, visual arts, drama, games, community involvement and much more.
- Students will participate in a short Quran lesson each Saturday during the Islamic Studies Program. The focus will be on learning to read, correctly pronounce and understand select verses from the Quran.
- For information on the Curriculum, please visit our website:
<http://www.hikmahschool.ca>

Highlights

The KMA Hikmah School is entering its 8th academic year Mashallah! The administrative team is constantly looking for ways to build on its successes and make the school even better each year.

School Hours

Language program is from 9:30 to 12:00pm and Islamic Studies with Quran is from 12:00pm to 2:30pm.

School Entrance

Hikmah school students will enter the school from the parking lot entrance on the side of the school. Pick up after Islamic Studies will take place adjacent to the main door of the school. The use of the parking lot door allows the office staff to better monitor the entry and exit of people. Please make sure to sign in at the office if you are a visitor at the school.

Cost of Teaching Materials Included in Tuition

The cost of teaching materials is included in tuition this year. This will help reduce unexpected cost and reduce the administrative hassle of collecting money from students after the beginning of the school year.

Meet the Teacher Day

Inshallah starting this year you will have an opportunity to visit your child's classroom and meet the teacher during the day. **Meet the teacher day** will be on the 28th of September 2019 from 9:30 to 10:30 for language students and on the 5th of October 2019 from 12:30 to 1:30 for the Islamic studies students. This will give you chance to ask the teachers questions about the curriculum, classroom rules and their assessment procedures. Please utilize this opportunity and come visit your child's class. The best way to improve your child's learning is to get involved in the child education.

Student Drop-Off (Morning Language Program)

- School doors open at 9:15 am
- Parents and students should use the school's side door (parking lot entrance)
- Teachers will be prepared to receive students starting at 9:15 am
- Parents may escort students directly to their morning classrooms between 9:15 and 9:30 am.
- Class lists are posted on the wall in the main hallway.

- Once the child is familiar with their classroom, parents should drop them off at the entrance to reduce traffic in the school.

Student Drop-Off (Afternoon Islamic Studies Program)

For students not registered in the morning language program:

- Student should be dropped-off at 12:00 pm in the school gym. They will need to join the line for their Islamic Studies class. For younger students, the parent should not leave until the child is with their Islamic Studies teacher.

Student Pick-Up (After Language Program)

For students not registered in the afternoon Islamic Studies Program:

- Students should be picked up at 12:00 pm from the school office.

Student Pick-Up (After Islamic Studies Program)

- Students should be picked up at 2:30 PM from the school yard adjacent to the main door. Students will exit the school from the rear side doors with their teacher.

No Early Drop-Off

- Parents should wait with their children until they enter the school at 9:15 am. The school is not responsible for children prior to 9:15 am.

Late Drop-Off

- Students that arrive after 9:30 am (JK to Grade 8) or after 12:00 pm (Islamic Studies) should report to the office for a late slip before proceeding to their classroom.

Early Pick-Up

- Parents that need to pick up their child early have to report to the office and sign them out. Parents should not go directly to the classroom to avoid disruptions.

Late Pick-Up

- Parents that arrive to pick up their child late: after 12:00 pm (morning program) or after 2:30 pm (afternoon program) should do so from the office. Late pickup charges may apply.

Walking Home Alone / Alternative Pick-Up

- Any parent / guardian requiring their child to be picked up by someone not specified on the registration form OR for their child to walk home alone MUST provide the office with a signed and dated letter specifying this intention.

Lost & Found

- A lost & found box is kept in the school office. All items left in the classrooms or hallways at the end of each school day will be placed in the box. Please check the box for lost items. After several months, items left in the lost & found box will be donated to charity or otherwise disposed of.

What students should bring to school?

- School Bag
 - Pencil Case (3 pencils, 1 sharpener, 2 erasers, 1 glue stick, 1 pair of scissors, 1 pack of colors (crayons or pencil crayons)
 - 1 Nutritious Lunch & 1 Nutritious Snack
 - Prayer Hijab for the Girls
 - Indoor Shoes**
 - Full Change of Clothes for Kindergarten
 - Weather-Appropriate Clothing (needed for outdoor recess)
 - In the winter, dress warmly in jacket and snow pants
- All other items will be provided. Please LABEL everything with your child's full name .

School Books

In the event the book is lost or damaged, the parent must pay for the replacement.

School Timetable

9:15-9:30	Student Drop off (All Language Students)
9:30-10:45	Language (Arabic or Urdu): Part 1
10:45-11:00	Nutrition Break
11:00 to 11:20	Outdoor Recess

11:20 to 11:55	Language (Arabic or Urdu): Part 2
11:55-12:05	Transition between Language and Islamic Studies program
12:05 – 1:10	Islamic Studies & Quran, Afternoon Snack : Part 1
1:10 - 1:30	Salat in Gym, Assembly
1:30 - 2:25	Islamic Studies & Quran : Part 2
2:25 to 2:30	Dismissal, Pick-up from School Yard

NOTES:

- *Kindergarten will have a slightly different time table including an afternoon snack and a 10 minute rest period in the afternoon.*

Communication with Parents

Office communication:

- The primary method of communication with parents will be by email.
- If you did not receive emails from the school, then please add your name to the email list by sending an email to kmahikmahschool@gmail.com, indicate your request in the message.
- On occasion, paper announcements or letters will be sent home with the students.

Teacher communication:

- Teachers will communicate with parents through weekly program sheets, email and phone.
- Parents can expect an introduction letter from their teacher in the first few weeks of school.

Contacting the School:

- During school hours, you can drop by to speak with the Administration
- Outside of school hours (and during the week), please email:
kmahikmahschool@gmail.com

IMPORTANT!!! Always speak to staff politely. Abusive behavior will not be tolerated.

Absences & Illnesses

- If a student anticipates being absent due to sickness or for any other reason, the family should notify the teacher by email as soon as possible.
- It is the responsibility of the student (family) to contact the teacher and collect information and work missed.

Responsibilities of Parents

- It is very important that all parents play an active role in their child's education.
- To the best of their ability, parents should assist their child by:
 - reviewing lessons,
 - ensuring the child completes homework and
 - discussing with them the subjects covered at school.
- Without parental support, students will not be able to reach their full potential.
- Parents should also communicate with the child's teachers any concerns they have about the child's progress or interest.

School Rules & Routines

School Access:

- To ensure student and staff safety, all parents, staff, students and visitors must enter from the parking lot door.
- Parents and visitors need a visitor pass to enter the school including for late drop-off and early pick-up. These can be obtained at the front office.

Allergies:

- Parents of children with life threatening allergies must request, complete and return to school an allergy information form prior to leaving their child at the school.
- Please do not send any products containing nuts to school. There is a strict nut-free policy in effect.
- Teachers will inform parents in their introductory letters about other food allergies in the classroom. Parents are kindly asked not to send any food items that are listed in the letter.

Code of Conduct:

- Students must respect each other and their teachers. Students who do not do so may, at the discretion of the principal, be temporarily or indefinitely suspended from the school.
- Students are required to respect the classroom environment and the teaching staff.
- Students (and parents/legal guardians) will be held liable for any damage caused by them to the school's property or that of the staff, teachers or students who attend the school during the week or on Saturday.

Nut-Free School Policy

Please note that the Saint Remi School is a 100% nut-free school. Some of our children also have nut allergies. Please do not send any food that contains nuts or sesame seeds.

Lunch Program

- This optional pizza program is for the morning language students Only, this program runs from October 5th to April 18th the form will be sent home with your child(No pizza will be served during Ramadan).
- The HALAL pizza is being supplied by Pizza Pizza Centrum Kanata.
- The profits raised from this program will go towards supporting students and programs at the school.
- COST: \$2.25 / slice (note: each pizza is 14 inches in diameter and cut into 8 slices)
- **ORDER DEADLINE:**
- PAYMENT: Please submit your payment as either exact change or by a cheque payable to "KMA School". You may submit one (1) form per family.
- NO REFUNDS: No refunds or replacement lunches will be given for missed days due to sickness, vacations or inclement weather conditions.
- NOTE: We regret we are unable to accept orders for individual days or months within the period.

School Fees

The fee per child per year is as follows.

Child #	All Day	Language Only	Islamic Studies Only
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			<ul style="list-style-type: none"> ○ Fee is for the entire year for one child and includes textbooks / supplies. ● Fee can be paid in one or two equal installments. ● The cheques to be drawn in the name of "KMA School"
1st and 2nd	\$270	\$65	\$250
3rd	\$240	\$65	\$220
4th	\$210	\$65	\$190
5th onwards	Free	\$65	Free

Cancellation Policy:

- Once a student is registered and has paid the fee, any cancellations will be subject to a cancellation penalty as follows:
 - Cancellation prior to October 1: \$50 penalty / child
 - Cancellation between October 1 and November 1: \$100 penalty / child
 - Cancellation after November 1: No Refunds

Volunteers

- Ø We welcome, encourage and value community members' involvement. If you are a high school student (grade 9- 12), a university student, a parent or a community member and would like to volunteer in our school, please fill an online volunteer application form.
- Ø High School students can earn volunteer hours.

Ø All adult volunteers have to present and submit a recent police record check in order to be able to work with children. The school can provide a letter confirming your intention to volunteer in order to have the police record check fee waived.

Location:

Saint Remi School
100 Walden Dr, Kanata, ON K2K 0G8

Contact Us:

Website: www.hikmahschool.ca

Email: kmahikmahschool@gmail.com

Have a wonderful school year inshallah !!

KMA School Team