



STUDENT POLICIES AND GUIDELINES

Drop Off:

- Students must arrive on time (10:00 am); tardiness disturbs the class and causes embarrassment to the students. Please teach your children the importance of punctuality.
- Student must be dropped off at the class. Do not drop your children off in the parking lot. (please not due to other activities at the center, class location may change from time to time)
- If your child is not registered, do not bring your child to the class.

Pick up:

- Please arrive on time to pick up your child; the school is not responsible for your child after his/her session is over.
- There will be a late pick up fee of \$5.00, for children picked up every 15 minutes after the end of their assigned session.
- If the child is causing disturbance, is sick, or crying, the school will contact you to pick up your child.

Attire:

- Shorts and skirts are not allowed.
- Please make sure girls do not wear tight or revealing clothes. Makeup is not allowed too.
- At an early age, please teach your children to dress modestly.

General Guidelines:

- Please make sure your child makes wudu, and brings his/her Qur'an to the class.
- Both staff and students should behave in an Islamic and responsible manner.
- Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other – especially to the younger students. Distracting the class, belittling others, vandalism, fighting, stealing, and other disrespectful behaviors will not be tolerated.

Fees:

- Fees are due on August 22 (Registration Day), please make sure to bring a check with you and make it payable to Apex Mosque.

*The guidelines above are a few examples of policies and procedures implemented to ensure a safe and enjoyable learning environment. Please acknowledge the receipt of these guidelines by signing below:

Parent's Signature _____ Date _____