



AL-IHSSAN SUNDAY SCHOOL

Registration Form 2019 - 2020

This Form is hereby a contract between AL-IHSSAN SUNDAY SCHOOL and the Parent/Guardian who signs this form

1st Child's Name: _____ DOB: _____

Gender: _____ M _____ F Age: _____ Grade at School: _____

2nd Child's Name: _____ DOB: _____

Gender: _____ M _____ F Age: _____ Grade at School: _____

3rd Child's Name: _____ DOB: _____

Gender: _____ M _____ F Age: _____ Grade at School: _____

4th Child's Name: _____ DOB: _____

Gender: _____ M _____ F Age: _____ Grade at School: _____

Address: _____

City: _____ State: _____ Zip: _____

Mother's Name: _____ cell: _____

E-mail address: _____ Home/work Phone: _____

Father's Name: _____ cell: _____

E-mail address: _____ Home/work Phone: _____

Tuition: (Non-Refundable & cannot be prorated)

Tuition fees include books and education material. Full year payment is made at registration time. Optional to pay tuition on 2 installments ((September & January). To secure a spot starting May 2019, a non-refundable amount of \$40 needs to be paid at the office and that amount will be deducted from your tuition.

----- FOR OFFICE USE ONLY -----

# of Students	\$40 save spot	1 st Installment Amount/Payment method	2 nd Installment Amount/ Payment method	Zero balance

# of students (siblings only)	Full Payment per academic year	Comment
1st	\$375	
2nd	\$300	(20% discount) total for 2 students \$675
3rd	\$265	(30% discount) total for 3 students \$940
4th	\$225	(40% discount) total for 4 students \$1165
5th	\$190	(50% discount) total for 5 students \$1355

Method of Payment:

ACH/Electronic Payment, check or Cash.

For ACH/Electronic Payment: Your account will be automatically debited according to your choice of one payment or 2 installments down here. (ACH form is part of the registration packet)

Please fill in the bubble with your choice:

- Yearly payment by (September 1st, 2019)
- 2 installments by (September 1st, 2019 & January 5th 2020)

EMERGENCY/PICK UP CONTACT INFORMATION

I am authorizing the school to allow the following adults to pick up my child(ren) any time without prior notice.

Name: _____ relation to child _____

Cell: _____ Home: _____ Work: _____

Name: _____ relation to child _____

Cell: _____ Home: _____ Work: _____

Name: _____ relation to child _____

Cell: _____ Home: _____ Work: _____

Name: _____ relation to child _____

Cell: _____ Home: _____ Work: _____

Medical Information (REQUIRED)

Physician: _____ Phone: _____

Dentist: _____ Phone _____

Hospital: _____ Medications: ____ Yes ____ No

Serious health/medical problems: _____

Does your child have allergies ____ Yes ____ No Explain: _____

Does your child have special needs (developmental, emotional or physical)? If yes, Explain _____

Medication instructions: _____

Is your child's shot record up to date? ____ Yes ____ No

Medical/Special Needs: I give permission to Al-Ihssan Sunday School staff to assist my child with medical/dental needs noted, at my expense, and/or to take immediate emergency action, including ambulance transportation, or obtaining medical treatment, should my child become ill or injured. Medical and Dental Care will be obtained through the above directed hospital.

Liability Release: I am 18 years or older and the legal parent/guardian of _____. I understand and assume all risks of participation in this program, I agree to waive, release and forever discharge any claim for injury or damage and hold harmless Al-Ihssan Sunday School, their officers, agents and employees against any claim, loss, liability, or expense, including attorney fees, resulting directly or indirectly from participation in this program.

Confidentiality: All information given to Al-Ihssan Sunday School, whether on this application or any other document is strictly confidential and will not be shared with anyone outside the staff under any circumstances, unless the Apex Mosque or Al-Ihssan Sunday School are legally obligated to give information to law enforcement.

Photo Waiver: Your child's photo might be occasionally posted on our school newsletter, our face book page, website, brochures, articles in a newspaper, ...etc. for advertising our programs and public relations, where we use photos of staff members as well. This is the only purpose your child's photo would be used. Please indicate your preference:

I give permission for Al-Ihssan Sunday School to publish my child's picture.

I DO NOT give permission for Al-Ihssan Sunday School to publish my child's picture.

I DO NOT give permission for Al-Ihssan Sunday School to publish my child's picture except for the following: _____

Parent/Legal Guardian Signature: _____ **Date:** _____

Al-Ihssan Sunday School

PARENT AGREEMENT

These are some of the main rules and regulation that we have put in place to ensure the safety and security of the children. Please read each of the following items/procedures and initial beside each item title.

School Hours _____

Sundays 10:00 am – 1:45 pm

Entering and exiting the building _____

For security reasons, all doors are locked from the inside. Please come through the door on the back side of Mosque to be admitted to the building.

Classroom drop off _____

- Parents are not allowed in the building before the start of the school day as this is our teachers' preparation time.
- Parents should sign in their children and walk them to the Musallah/prayer area.

Pick up _____

- Children will not be picked up by anyone other than a parent, legal guardian or someone you signed their name authorizing them to pick up your child.
- Please be respectful of the teachers time and do not engage in any lengthy discussion after school since they have other obligations.

Late pick up _____

There is a \$1 per minute late pick up fee charged after 1:50 pm.

Medical concerns _____

Please inform the school of any medical, psychological issues or concerns in regard to your child. We may need to ask you to pick up your child if we see that he/she is sick and can't be in school that day.

- Fever, vomiting and diarrhea – your child must be kept at home for at least 24 hours.
- Rashes/spots – we require a note from the doctor stating that it's not contagious.

Tuition _____

- A nonrefundable fee of \$40 may be paid to secure your spot starting May 2019.
- Tuition should be paid in full even if your child is out sick or travelling.
- Students will not be allowed in class unless the initial payment are made.

Registration requirement _____

- Completed and signed registration form.
- Completed and signed parent agreement form.
- A copy of the birth certificate or passport
- For PreK students, the child MUST be fully potty trained.

Holidays _____

We follow the Wake County Public School traditional calendar holiday closings, plus Eid Al-Fitr and Eid Al-Adha. If Wake County Public Schools are delayed, we will send an email or text if Alihssan Sunday School will be delayed. If you don't receive an email from us that means school we will start at the regular time 10:00am.

Withdrawal _____

We require a 30-days' notice if you wish to withdraw your child from the school. You are required to fill in the withdrawal at the office. You may be charged for the final tuition installment depending on the date of filling the withdrawal form.

Communication _____

Teachers and principal communicate both verbally and in writing with parents. If a parent wishes to have a meeting with the teacher or the principal regarding their child, an appointment needs to be scheduled in advance by emailing us at sundayschool.alihssan@gmail.com or by stopping at the office on a Sunday anytime from 10:00 am – 1:15 pm

I/We agreed to the following items that I/We initialed. If only one parent is signing, I agree to inform the other parent of each and every component of this agreement.

Parent/Guardian Name

Parent/Guardian Signature

Date