

ICJC SUNDAY SCHOOL PARENT AGREEMENT

OVERVIEW

The Islamic Center of Johnson County Sunday School (hereinafter referred to as the “School”) emphasizes teaching Islam as a religion rather than a set of cultural practices. The School is an extension of the Islamic Center of Johnson County (hereinafter referred to as “ICJC”), is run as a community service by volunteers, and is administered by the Sunday School Board and Board of Trustees. We are blessed to have staff and students who come from diverse backgrounds. It is open to all Muslim students, subject to this Agreement.

A significant part of the student’s educational experience will be derived from classroom relationships, activities, discussions and group participation. We hope to have an interactive teaching atmosphere and will incorporate a variety of teaching techniques into classes including audio/visual aids, games, competitions and quizzes.

We offer grades from kindergarten to 8th grade (5-12 years of age).

In order to be admitted into kindergarten, a child **must be 5 years old by Aug. 31st** of the current academic year **AND** attend kindergarten in a public/private school.

REGISTRATION

Registration requires the submission of the registration form with mandatory auto payment forms and agreement to the provisions of this Agreement (*see* Declaration on the final page of this Agreement).

A continuing family is guaranteed priority in enrollment if the registration fee for the continuing family is paid by the announced date.

All students, in the new academic year, are promoted one (1) grade level from the previous academic year, unless the School determines otherwise.

Siblings of returning students are given priority for new enrollments. The School reserves the right to exercise discretion regarding all enrollment decisions.

Enrollment will be on a first come, first served basis.

Registration is closed after one (1) week from the start of the new academic year - except in cases where a class size meets the class limit, in which case registration is closed.

To cancel registration, requests must be made via email in writing by parents/guardians to sunday@icjc.org

**** THE SCHOOL RESERVES THE RIGHT TO REFUSE ADMISSION TO ANYBODY****

CLASS SIZE/SUPPLIES

Each grade level has at least one (1) teacher and at least one (1) teacher's helper, and every effort is made to limit each class to fifteen (15) students. The School reserves the right to increase or decrease the limit with or without notice at any time.

The School provides school supplies, including textbooks.

In the case of lost textbooks, parents/guardians can either purchase the textbook from the School or buy the textbook on their own.

The School is a nut free facility.

TUITION/FEES

The School is a non-profit entity, and its expenses are funded through nominal tuition and donations from community members. All students are charged a one-time registration fee of \$25 every year to cover the costs of books and materials.

All parents/guardians are, for their enrolled students, automatically invoiced for the monthly payment plan option.

For all monthly payments, parents/guardians are responsible for the entire semester (Aug-Dec) and/or (Jan-Apr).

Parents/guardians may request the invoice to be converted to a one-time yearly payment.

Full or partial financial assistance is available upon request, which must be made in writing by the parent/guardian. Information related to such financial assistance is kept strictly confidential.

The School reserves the right to verify the eligibility of the parent(s)/guardian(s) requesting financial assistance.

The School guarantees admission irrespective of a parent(s)/guardian(s) ability to pay if registration for an eligible student is completed before the registration deadline.

Tuition and/or fees are **NON-REFUNDABLE** for reasons including student absence from school due to trips (e.g., required and/or discretionary trips), illnesses, withdrawal, dismissal from the School (e.g., expulsion), or any other reason as determined by the discretion of the School.

LATE FEE

Tuition not paid by the 10th of the month will be subject to a late fee of \$10.

DROP-OFF/PICKUP

School is in session from 10:30am to 1:45pm every Sunday, subject to holidays, or as determined by the School.

Arrival time is between 10:15am to 10:30am.

The School will **NOT** provide and/or guarantee any adult supervision for students dropped off before 10:15am. The School is not liable for students dropped off before 10:15am

Tardiness will not be tolerated, as it will impact student performance. Continued tardiness may require an explanation from a parent/guardian regarding such tardiness. A parent/guardian must provide an explanatory note should a student be absent for any period. Excessive absences and tardiness will result in a teacher-parent/guardian meeting to resolve the issue. The School reserves the right to expel a student for excessive tardiness, absences, persistent bad behavior, or any reason as deemed appropriate by the School.

All students must attend the Dhuhr prayer, and a parent/guardian may not pick up their student(s) before the prayer unless an explanatory note has been submitted to the Principal in advance.

Parents/Guardians who are picking up their child(ren) early (e.g., during School hours) shall send an email to Sunday@icjc.org with the child(ren)'s name and level. Early pickup will be from the north side of Learning Center 1(Salsabil) Building, and NOT the Masjid nor Learning Center 2 (Manaar), nor the playground.

Early pick up will **ONLY** be during times given below.

1- 11:35 am - 11:45 am

2- 12:40 pm - 12:50 pm

All early pick up students not picked up within the 10 minute time period will be returned back to their classes for the rest of the school day.

Please protect the safety and well-being of all students by not attempting to pickup anywhere else on campus.

The School will NOT provide and/or guarantee any adult supervision for students after school hours. The School is not liable for students after 2:00pm.

After 2:00pm, any remaining student(s) will be moved to the Learning Center. Parents/Guardians will need to park their car and come inside the Learning Center through the double glass door to pick up their child(ren).

A late fee of \$25 will be charged if a child is not picked up by 2:00pm. Repeated violations may result in termination of this Agreement and the removal of your child(ren) from Sunday School.

DRESS CODE

Modesty is an essential feature of our faith and an important element of the learning environment; therefore, we want to remind students and parents/guardians of the expected Dress Code. The Dress Code ensures that everyone has the same information and is held to the same standard.

- Boys should wear long pants. Shorts are not acceptable
- Girls should wear an Islamic headscarf and loose clothing that is not revealing
- Torn clothing is not acceptable
- Attire of any kind with inappropriate messages, slogans, or symbols that are obscene, offensive, or vulgar is not acceptable
- Visible undergarments are not acceptable

If a student needs to change clothes for an after-school activity, the parent/guardian must send the clothes and a note with the student, and the school will allow the student to change their clothes.

BEHAVIOR

Students are expected to exhibit good moral character, including:

- Being respectful to all teachers, staff members and fellow students
- Being courteous and helpful, especially towards younger students
- Refraining from the use of bad or inappropriate language

Any form or incident of physical or verbal aggression will not be tolerated, including:

- Behavior injurious to the physical well-being of others such as inflicting or encouraging others to inflict offensive contact or bodily harm on another person
- Inflicting verbal (oral or written) comments of a sexual, racial, or otherwise offensive nature that hurts an individual or group of individuals
- Threatening physical harm, offensive contact, bullying, or harassment
- Using any form of discrimination

Constant or prolonged disruptive behavior may result in:

- Students being asked to leave the classroom
- Parents/guardians being asked to pick up students from the School

A student with two (2) or more incidents will result in a conference between the Principal and the parent(s)/guardian(s) of the student.

The School reserves the right to expel a student with three (3) or more incidents.

It is the responsibility of the parent/guardian to read all reports, emails and notices sent to them from the School. Parents/guardians should make every effort to attend school events, as these are related to and form an important aspect of the education of their student(s).

ICJC and the School are not responsible for any monetary or physical loss, or for any injury of any nature to a student.

Parents/guardians are responsible for any damage caused to the property of ICJC and/or the School by their student(s) and shall pay the cost of such damage.

BEHAVIORAL COMPETENCY

Students are expected to interact with and understand the material taught at the School. Every reasonable effort is made to teach all students in all classes. If, for any reason, a student faces difficulty in learning material at a level required by the grade in which they are placed, parent(s)/guardian(s) must advise the School of any competency limitations related to their student(s) BEFORE enrollment and/or as soon as they become aware of such a competency limitation. The School is not responsible for any actions arising out of the parent's/guardian's lack of advising the School regarding such a competency limitation.

The School is run strictly by volunteers on a tight budget, with no paid positions. Accordingly, the School lacks sufficient resources to adequately educate students who face difficulty in learning material at a level required by the grade in which they are placed. Thus, the School reserves the right not to enroll students and cancel the enrollment of existing students who face difficulty in learning material at a level required by the grade in which they are placed.

CLOSED CAMPUS

We operate on a CLOSED CAMPUS policy.

- Permission from the School is required if the parents/guardians want to visit the classroom
- If a parent/guardian must pick up a student early, the parent/guardian must sign the student out.

Students shall not leave the premises of the School during school hours without permission and proper authorization of the School. NO EXCEPTION is provided for this policy. Failure to adhere to this rule may lead to immediate expulsion of the student from the School without warning or notice.

MEDICAL EVENT

Students that are sick (including lice infestation) should not be brought to the School.

In case of illness during school hours, a parent/guardian will be notified and asked to pick up their student.

A parent/guardian will be notified in case of an accident or illness to their student and shall arrive at the School within 15 minutes of the notification. If the parent/guardian cannot arrive within 15 minutes of the notification or cannot be reached to make necessary arrangements, or in a critical emergency or life-threatening incident requiring immediate medical care, the parent/guardian authorizes ICJC and the School to call 911. All medical expenses related to an accident occurring on the premises of ICJC and/or the School is the sole responsibility of the parent/guardian of the injured student. Under no circumstances will ICJC or the School pay or reimburse the parent/guardian, student, or any other injured parties for medical care or medical expenses.

SEVERE WEATHER

In the event of severe weather during school hours, parents/guardians will be notified and asked to pick up their children. All contact information on the registration form should be current, so that such notifications are properly delivered. ICJC and/or the School is not responsible for any incidents arising out of or relating to a failure to receive such notifications. ICJC and/or the School is also not responsible for incidents arising out of adherence to such notifications. The School maintains discretion in determining whether such a notification should be sent.

If school must be cancelled due to inclement/severe weather, parents/guardians will be notified by 8 AM on the day of cancellation via email, text and/or the ICJC Facebook page.

Fees will not be refunded for a cancellation of class(es) due to inclement/severe weather.

ELECTRONICS AND TOY USE

Students shall not bring toys or electronics (phones, tablets, etc.) to the School. The use of such items is prohibited during school hours.

In some cases, teachers, at their discretion, may use electronic means for teaching a specific subject. In that case, the teacher shall provide the medium or device necessary.

If a student needs to bring their phone, the student must keep the phone in their backpack during school hours.

Students found talking or messaging on their phones during school hours will have their devices confiscated and will be subject to disciplinary action.

PHOTO CONSENT

I/We, (Parent/Guardian), the Parent/Guardian of (child), give permission for our child, while

participating in any activities by Islamic Center of Johnson County, to have photos/videos taken, displayed, or used for but not limited to record keeping, promotion, outreach, and celebratory purposes. I/we authorize ICJC staff, ICJC members, ICJC volunteer teachers and other volunteers to photograph, video record, and use said media for Islamic Center of Johnson County.

In this digital age the Islamic center takes many pictures of special events, activities, camps, etc. We use these photos/videos/images to record, promote, and celebrate our Islamic center through various venues including, but not limited to ICJC website, ICJC Facebook page, ICJC Instagram, slide shows, bulletin boards, etc. Photos/videos/images are almost always in public areas and/or at public events. We will not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in photo/video/image.

Having understood the above, I hereby disclaim, release, and agree to hold the Islamic center of Johnson County, ICJC volunteers, ICJC staff, ICJC members and ICJC board members harmless from any liability to us, to our youth, or to any other person or entity as a result of or in connection with the use of said photographs/videos/images, including but not limited to, any claims for invasion of privacy or defamation.

This consent form will remain in effect until revoked by Parent/Guardian via a written notification to ICJC at sunday@icjc.org

LOST AND FOUND

Lost & Found items - such as clothing, books, or stationery - that are left behind at the school will be placed in the Lost & Found box.

- Items in this box will be saved for one (1) month.
- Any item not claimed within that time period will be donated to charity.
- The School is not responsible for belongings left at the School and/or donated to charity.

Writing the student's name on all of his/her books and belongings will make it easier to identify a misplaced item.

FORUM SELECTION

Any dispute arising from this contractual relationship shall be governed by the provisions of this Agreement. To the extent this Agreement does not resolve such a dispute, further dispute shall be governed by the laws of the State of Kansas and shall be decided solely and exclusively by the courts in the State of Kansas or the United States District Court for the District of Kansas. ICJC and/or the School reserves the right to dispute any claim via ICJC's or the School's choice of alternate dispute resolution including mediation, arbitration, and/or neutral evaluation.

ICJC GENERAL RELEASE OF LIABILITY

As the parent/legal guardian of the minor student(s) listed herein, I hereby grant permission for the student(s) to participate in the activities of the School. I fully understand and agree to all of the provisions and limitations of this Agreement. I assume full responsibility for any injuries or damages which may occur to the student(s), in, on, or about the premises of ICJC and the School, or arising out of its activities, whether occurring on the premises of the School or at any other location, and do hereby fully release, indemnify, discharge and hold harmless the Islamic Center of Johnson County, its Trustees, and all associated with it, including teachers, administrators, and volunteers, from any and all claims, responsibilities, liabilities, legal actions or suits, damages or losses of any kind or description, both at law or in equity, arising out of, or in any way connected with, any of the above-mentioned acts and activities.

Declaration

By checking the box on the applicable web page, I, the parent of the Student, affirm that I have received and read This Agreement and shall abide by all provisions contained herein.