

In the name of Allah, the Most Beneficent, the Most Merciful

FURQAAN ACADEMY

C O L L I N C O U N T Y



Elementary Enrollment Handbook 2010-2011

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1. KINDERGARDEN & ELEMENTARY SECTION – 2010 – 2011

1.1 VISION

Furqaan Academy aims to create and empower generations of students who are confident of their Muslim identity in America and are able to pursue and excel in any field of study with a strong grounding in Islamic Knowledge. Our vision is to establish an “exemplary” educational institute for the Collin County Muslim community that can provide Islamic Education as well as PISD approved curriculum. Furqaan Academy of Collin County will be managed as a division of Al-Furqaan Foundation of Chicago.

1.2 MISSION

To provide a balanced Pre-K to 12 education that combines both revealed and acquired knowledge by integrating a Qur’an centered Islamic education program with a comprehensive state education program, that prepares our students to:

- ✚ Display exemplary Islamic morals and character
- ✚ Meet the modern challenges of our diverse society without compromising their identity
- ✚ Attain excellence in any field of study
- ✚ Become contributing leaders of our Ummah and the society at large
- ✚ To teach regular subjects in a healthy Islamic Environment through qualified, experienced, teachers with high ethical and Islamic values

1.3 OUR CURRICULUM

- ✚ Complete Qur’an Memorization (Hifz)
- ✚ Mastery of the Arabic Language (Arabic as a second language)
- ✚ Traditional Islamic Knowledge, Islamic History, and Islamic values
- ✚ Comprehensive state educational program
- ✚ Extracurricular activities

1.4 GOALS

Currently we are accepting Day Care & Pre-K - 5th Grade Students. Insha’Allah our future vision is to expand to Middle School and High School levels. Upon the successful completion of 12th grade, Insha’Allah students will have completed the following:

1.4.1 Complete Memorization of the Qur’an

Students will be trained to memorize the whole Qur’an with proper Tajweed and Insha’Allah become Hafiz and Hafizas.

1.4.2 Mastery of Arabic Language

Learning the Arabic Language is important as this will help in the understanding of the Qur'an. Therefore, our students will be able to speak, read, and write Arabic.

1.4.3 Knowledge of the Qur'an and Sunnah

Students will be taught to follow the guidelines of the Qur'an and the Seerah of the Prophet (SAWS) and adopt his Sunnah in their daily lives. Possession of this knowledge will pave the way to not only be confident of their identity as they pursue any of the higher fields of study, but will allow some to pursue careers as Alims and Alimas in the future, Insha'Allah.

1.4.4 Traditional Islamic Knowledge, History and Values

Students will learn about our cherished Islamic History & Heritage, Islamic Values, and Hadith. The character component that is often neglected will be emphasized. It is our hope that by combining revealed and acquired knowledge, our students are prepared to meet the modern challenges of our diverse society without compromising their identity and displaying exemplary Islamic Morals and Character.

Students will develop into physically and psychologically healthy, self-disciplined, confident, humble, pious, God-conscious, service oriented, lifelong learners.

1.5 COMPREHENSIVE STATE EDUCATION PROGRAM

Our curriculum fulfills all the above goals without sacrificing state education. Our core curriculum includes Math, Science, Social Studies, and Language Arts which are in compliance with Texas Essential Knowledge and Skills (TEKS) and provides a basic framework of the curriculum while religious and social studies content is integrated by the teacher to provide a holistic perspective.

1.6 FACULTY

The qualifications of staff at FACC meet state guidelines. Administrators and members of academic staff are well qualified in their respective fields, averaging 4-6 years of experience. Our academic members of staff are experienced Educational professionals and are Texas Certified Teachers for Early childhood through 4th grade. (Generalist EC-4). We also have an onsite consultant/supervisor from PISD to oversee staff development and curriculum co-ordination.

As practicing Muslims, teachers present themselves as positive role models toward accomplishing our school mission. FACC boasts an internationally diverse faculty who bring a combination of educational training and experience from around the world. Environment plays a vital role in character building. Our character is to provide an Islamic environment and education for your children and to produce future generations of strong and committed Muslims.

1.7 COURSES & CURRICULUM

Students at FACC are trained to become proficient in the standard subjects provided for by the State of Texas Education Code § 4.002 which are listed as English, Mathematics, Science, and Social Studies. The Texas Essential Knowledge and Skills (TEKS) provide the basic frame work of the curriculum while religious and social studies content is integrated by the teacher to provide a holistic perspective.

1.8 ADMISSION POLICY

FACC is committed to:

1. Admitting qualified students that meet the Academy's academic and behavioral standards
2. Detecting the readiness and compatibility of prospective students
3. Acquainting students and parents with the school policies, environment, and expectations of both parents and students

1.8.1 Requirements for Admission

1. Kindergarten student must be five years old on or before December 31st of the current year
2. 80 skills inventory (Kindergarten)
3. 1st Grade students and above must have successfully completed the previous school year 70% or above in each subject and demonstrated behavioral compliance in the previous academic environment
4. Students with special needs, including but not limited to emotional, behavioral learning deficits or disabilities, and /or limited English proficiency, are not encouraged for admissions to FACC on the basis that the academy does not provide programs to adequately meet such needs
5. FACC is operated on a non-discriminatory basis according to equal treatment and access to services without regard to gender, race, national origin, or ancestry

FACC is currently accepting new applications for enrollment for 2010-2011.

Applicants must meet the following requirements to facilitate their admissions process.

1. Student's birth certificate
2. Completed Registration form
3. Student's social security card
4. Student's currently updated immunization record
5. Most recent Report Card and last year's final Report Card (1st Grade and above) including grades and teacher comments
6. Most recent standardized test results (CTBS, ITBS, TAKS etc.)
7. Registration fee (\$250/- non-refundable)
8. ESL documentation is mandatory for students enrolled in ESL classes previously

In addition to the required documentation, the following **optional** documents may increase your child's chances of admission:

1. Character reference from a former Teacher or Principal
2. Pre-school report card or testing data (for KG applicants)
3. Documentation of previous Hifz and/or Arabic language achievement
4. Documentation showing that your child has been screened for English as a Second Language (ESL) and does NOT require ESL services

Candidates turning in applications thereafter will be contacted within **two weeks** for the date of submitting a complete application including all required documentation of a date and time for the admissions test. The admission test is an aptitude test designed to measure the student's potential success at FACC. **There is nothing to study for this test.** Additionally, an observation or interview session may be scheduled at the discretion of the academy. **The academy reserves the right to decline and application for enrollment due to tardiness or failure to show for a scheduled test, observation or interview**

1.8.2 Admission Check List

- ✚ Kindergarten student must be five years old on or before December 31st of the current year
- ✚ Transcripts from previous grades
- ✚ Previous teachers' recommendations
- ✚ Birth Certificate
- ✚ Student's social security card
- ✚ Student's currently updated immunization record
- ✚ Most recent Report Card and last year's final Report Card(1st Grade and above) including grades and teacher comments
- ✚ Most recent standardized test results (CTBS, ITBS, TAKS etc.)
- ✚ Registration fee (\$250/- non-refundable)
- ✚ Registration forms
- ✚ Diagnostic assessment test (1st Grade and above)
- ✚ 80 skills inventory (Kindergarten)
- ✚ Parent interview
- ✚ Handbook compliance agreement

Students with special needs, including but not limited to emotional, behavioral learning deficits or disabilities, and /or limited English proficiency, are not encouraged for admissions to FACC on the basis that the academy does not have appropriate resources or provide programs to adequately meet such needs.

1.8.3 Acceptance Guidelines

1. FACC is operated on a non-discriminatory basis, according equal treatment and access to services without any regard to race, color, national origin, or ancestry
2. All admission candidates will be tested at times and dates set forth by the Academy. If any admission candidate does not arrive on time for the test, we reserve the right to decline his/her application for admission.
3. Returning students on academic/behavior probation will NOT be readmitted if their probation period expired and have not met the conditions of the probation.
4. Returning students that have met the minimum academic/behavior standards and are not on academic or behavior probation will be re-admitted upon completion and submission of any required re-enrollment package by the given deadline.
5. In the case of limited space, returning students will be preferred over new applicants even if both have the same qualifications.
6. New students identified as having minor academic or behavioral problems in their former school may be admitted on probationary status at the discretion of the admissions team if it is believed that the student may respond more favorably to the educational environment at the Academy.

1.8.4 Restrictions

1. After admission, any student diagnosed as inadequately familiar with the English language within the first nine weeks will be recommended a public or private ESL program and **may not** continue attending FACC
2. Children with emotional and severe learning disabilities **will not** be accepted at FACC
3. Any other students with any other special needs that cannot be addressed by FACC's resources will be referred to an appropriate institution.

1.8.5 Fees

All fees are mandatory and non-refundable except where indicated.

- 📚 **Registration: \$250 per child (once a year)**
- 📚 **Tuition: \$450 per month**
- 📚 **Book Rental and Supply: \$250**

The book and supply fee helps pay for the cost of maintaining the adoption of updated textbooks and covering other material costs for workbooks, worksheets, photocopying, CTBS & TAKS testing etc. It will be mandatory to purchase the prescribed textbooks from FACC. Teachers will distribute the required text books to each student at the beginning of the year.

- 📚 **Other Fees** – Other fees may include activity fees for field trips or other educational experiences that require additional funding. Such costs will be communicated to parents as the need arises in a timely fashion.

2. ELEMENTARY FEES & SCHEDULE – 2010-2011

Elementary Program	Registration	Books	Tuition
KG to 5th Grade (10 months!)	\$250 (non-refundable)	\$250	\$4500
Full Time Hifz (12 months!)	\$250 (non-refundable)	\$250	\$3500

2.1 OTHER EDUCATIONAL PROGRAMS OFFERED

After School Program	3:00pm – 6:00pm	\$200.00
After School Qur'an Mon - Thurs	3:00pm – 4:00pm 4:00pm – 5:00pm 5:00pm - 6:00pm	\$70.00 (per session of your choice)
Saturday Arabic Language Classes	10:00am – 1:00pm	\$60.00
Sunday Qur'an & Islamic Studies	10:00am – 1:00pm	\$50.00

2.2 EXTENDED PROGRAM

Before School Care	7:00am – 8:00am	\$50.00
After School Care	5:00pm – 6:00pm	\$50.00
After School Program	3:00pm – 6:00pm	\$200.00
Daycare services are available during school breaks and Summer for ages 3 & up at the rate of \$5 per hour or \$125 per week		

2.2.1 After School Care

After School Care is available from 3:00pm – 6:00pm at the rate of \$200.00 per month. Homework help is available.

2.2.2 Qur'an Class

After School Qur'an Classes are offered at the rate of \$70.00 per month. The classes are 45 minutes long and are offered four times a week from Monday through Thursday.

2.3 DUE DATES & PAYMENT PLAN OPTIONS

We accept checks only. Please make checks payable to 'Furqaan Academy of Collin county'.

Full tuition is due at the time of registration. Furqaan Academy payment plans are provided as a courtesy for parents. Accepting a payment plan does not absolve the parent to pay the whole tuition amount.

- ✚ **Plan 1:** One time Payment (\$100 Discount)
- ✚ **Plan 2:** 10 Monthly Checks in advance (\$50 Discount)
- ✚ **Plan 3:** 10 Monthly payments of tuition amount.

- ✚ A 10% reduction is granted for one child when two or more siblings are enrolled.
- ✚ No adjustments will be made for days missed due to illness or vacation.
- ✚ A two-week notice is required when removing a child from the Academy.
- ✚ A \$50 penalty will be charged for returned checks.

***Only one discount offer can be applied and cannot be combined with any other offer

2.4 LATE FEES & COLLECTION POLICY

- ✚ Any payment received after the 5th of the month is considered past due and a charge of \$25.00 per student will be applied.
- ✚ Accounts not rectified by the 10th 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 20th of the month, students on the account may be suspended until payment is received or appropriate arrangements have been made.
- ✚ No child may be re-admitted to the school if an outstanding tuition due remaining from a previous semester or year.

PLEASE NOTE: It is our intent to work with families to settle outstanding balances without disrupting a child's education; Furqaan Academy is under no obligation to make alternative payment arrangements for any account.

2.5 FINANCIAL AID

Furqaan Academy recognizes that Islamic education is essential for all Muslim children regardless of their financial status. InshaAllah, efforts will be made to reduce tuition for families who qualify. Availability of financial aid for the upcoming school year is under consideration and still under initial planning and depends on the amount allocated by FACC from the zakat fund, or the generosity of private donors.

To be considered for financial aid, families in need must complete a Financial Aid Application Form (which can be obtained from the school administration office) and

submit it with all supporting documents to Furqaan Academy. The school's financial aid award committee will review financial aid applications confidentially. Families who qualify for financial aid will still be responsible for the remainder of the tuition balance for each child. Financial aid does not cover book fees. Any change in the financial status of financial aid recipients should be reported in writing to the Furqaan Academy administration in order to make the allocated funds available to other families in need. Periodic reviews for changes in financial status may be made at any time and the amount of aid may be adjusted based on the recommendations of the reviewing team.

2.5.1 Withdrawal

In the case that a parent desires to withdraw a student from the Academy, the intent should be communicated with the Homeroom Teacher and the school office in writing one month in advance. Parents must also complete the withdrawal form. Each textbook must be submitted to the appropriate teacher who will sign off on the withdrawal form, all outstanding balances must be paid in full to the accounting department, and the Administrator's signature must be obtained before unexcused absences will stop being counted, records may be released, and applicable family accounts closed. Once knowledge of a student's transfer to another school is acquired or a child fails to appear within the first five school days and the tuition is not been paid, the withdrawal procedure will take effect and the collection on the account will proceed accordingly.

30-Day Notice for Intent to Withdraw: Furqaan Academy is a non-profit organization. We mainly dependent upon the payment of tuition, the direct loss incurred by a withdrawal of a student is significant and therefore requires parents to submit written notice of intent to withdraw thirty days prior to the intended withdrawal date.

In the case of withdrawal:

- ✚ Tuition will be charged for the final 30 days whether or not the student is in attendance.
- ✚ Students who are withdrawn without a 30-day notice will be billed for one month's tuition and collection procedures will be applied.
- ✚ Upon withdrawal, the registration fee is non-refundable and will be re-applied if/when the student wishes to re-enroll.

2.5.2 Donations

Donations are greatly appreciated. Please note that donations are accepted on the basis that the giving individual is providing the donation as a gesture of generosity and kindness with no expectation of anything in return. All donations are tax deductible, non-refundable, and non-transferable.

Congratulations! Let us develop a model school together.

FURQAAN ACADEMY DOES NOT DISCRIMINATE ON RACE, SEX OR ORIGIN.

3. GENERAL INFORMATION & SCHOOL PROCEDURES

7:00am-6:00pm: Office Hours Monday-Friday

Hours of Operation for Elementary School:

7:45am – 3:30pm - The academic school year is 180 days. The school day begins at 7:45 a.m. and concludes at 3:30 p.m. at the FACC campus.

- ✚ **7:45am:** Students may enter the building; supervision is provided by staff members
- ✚ **8:00am:** Start of Assembly; students *must* pick up **a tardy slip** from the front desk after **8:05am**

Students should try to arrive at school between **7:45am – 8:00am** Staff members will be available to supervise students beginning at **7:45am**
Students *must be picked up* within **15 minutes** after dismissal time (**3:30 pm-3:45pm**) **Carpool lane is operational only till 3:45pm. After this time, Parents are requested to park and come in to the office to pick-up their students.**

3.1 CONTACT INFORMATION

Front Desk: (972) 836-6322
Email: facc@furqaanacademy.org
Web: www.furqaanacademy.org/collincounty

3.2 ABSENCES

90% Presence is required to be promoted to the next Grade (180 Total School Days, 18 Maximum Days of Absence). Prior written notice along with a commitment to finish all make up work is required for Absences and Tardies to be considered excused. **Letter of excuse to the front office from Parents is required upon return of student after absence.** For early pick-up, (Doctors appointments etc.) the front desk and the homeroom Teacher need to be notified one day in advance. Parents need to sign out their students at the front office.

Please call the school office before 8:00am to inform of any absences or delays. It's important that parents request for make-up work from the homeroom teacher.

3.2.1 Your child will not be allowed at school

1. Temperature above 100.4 degrees orally
2. Conjunctivitis or "Pink – Eye" where the eye is generally red with some burning and there is thick yellow drainage being secreted
3. Rashes that you cannot identify and have not been diagnosed by a physician
4. Impetigo of the skin which shows up as red pimples. When the blister breaks, the surface is raw and weeping
5. Severe diarrhea
6. Vomiting (more than just common "spitting up")
7. Contagious diseases including measles, chicken pox, mumps and rubella.
8. When the student returns to school, they must bring a doctor's note stating that their return
9. To school is safe from a health stand point for themselves and others.
10. An ear or throat infection for the first 24 hours after a physician has begun antibiotics

3.3 CAFETERIA/LUNCH & SNACK PROCEDURES

Our staff will serve morning snacks in the classroom. Parents must provide lunch for the child. Food that needs to be kept warm or cold should be in an appropriate container or thermos. Members of staff are not allowed to warm up food for students. This is for safety and management reasons. **Children are not allowed to share their lunches or snacks with others.**

It is the family's responsibility to provide a nutritious lunch, and beverage(s) for the child. (Sodas and sugary drinks are not allowed. 100% fruit juices and flavored or plain milk is recommended)

Students should not bring snacks or lunches that are too messy for them to manage. Also, they should not bring containers they cannot manage or which are unsafe (e.g. glass containers).

If parents wish to provide snacks for their child's class, they need to notify the Front office and the homeroom teacher. Make sure food items and snack items comply with guidelines stated in the handbook '**A Comprehensive list of Halal Food Products in the U.S Supermarkets**' by **Syed Rasheeduddin Ahmed** or at **www.whatisinit.com**.

In order to maintain our Islamic teachings, we do not encourage or allow celebration of Birthdays during school hours. Parents are asked not to send items for that purpose (including food, invitations etc.)

3.4 PARENTS' VISITATION

If parents wish to meet with their child's teacher, they need to make an appointment at the Front Office. **Parents are not permitted to walk into the classrooms unannounced without the permission of the front reception.** We try to maintain an educational environment and minimize disruptions to the students. Furthermore, the teacher needs to focus on the students during instructional times.

3.5 ELECTRONIC DEVICES

Electronic devices including but not limited to cell phones, pagers, video games, laptops, MP3 players and cameras are not permitted at school. We try to provide the necessary educational resources for the students and maintain an atmosphere of equality without excess emphasis on material possession.

4. DISCIPLINE POLICIES

1. The school sets appropriate and realistic limits for behavior (according to age expectations) and maintains them consistently.
2. We avoid shaming or belittling children.
3. The staff protects the rights of all children.
4. Routine behavioral problems are dealt with by having the child “sit out” and discussing their behavior with them. A disruptive child will be removed to the office for a “cooling off” period and then returned to the classroom (See in-class discipline plan).
5. At no time will corporal punishment be used on a child.
6. A child, who causes frequent disturbances and bodily harm to other children or to school property, may be refused continued attendance at the school.
7. A child who is deemed to be unable to learn in this school environment may be refused continued attendance.


4.1 CLASSROOM RULES


1. Follow teacher’s directions
2. Keep your hands, feet, and objects to yourself
3. Raise your hand and wait patiently to speak
4. Be kind and respectful to others
5. Use a low-level classroom voice

4.2 POSITIVE RECOGNITION


Praise

Positive notes sent home

 **Special coupons and Star tokens** – coupons, passes or tokens signed by the teacher will be given to students for individual recognition. After collecting 7 the student will receive a special gift or treat.

 **Star of the Week** – each week a student from the class is chosen to be the Star based on good behavior, academic achievement, or any other positive recognition teacher deems worthy. Student receives a certificate and a prize on Friday.

Green conduct cards

 **Class Community Points** – class wide recognition sets higher standards. When the entire class is noticed for displaying good behavior, etc. the class is given one class community point. After 30 points, the class will be rewarded with a treat.

Number of Occurrence	Consequences
1st	Warnings (verbal with explanation as necessary)
2nd	5 minutes working away from group
3rd	Orange conduct card with note in behavior chart
4th	Counseling for positive behavior
5th	Red conduct card – inform parents and work personally with the parents towards a positive plan to improve behavior

Students will be referred to the Administrator’s office after the above number of occurrences:

**Remove from class- counseling at the Administrator’s office –
inform parents- seek professional advice**

5. TENTATIVE SCHOOL CALENDAR – YEAR 2010 - 2011



FURQAAN ACADEMY OF COLLIN COUNTY

Tel: (972) 836-6322
facc@furqaanacademy.org
www.furqaanacademy.org/collincounty

August 2010 - 7 days

	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	☾	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010 –18 days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010 – 20 days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010 – 17 days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010 – 16 days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Bad Weather Make-up Days
First Day – June 3
Second Day – June 6

FACC reserves the right to change the calendar as needed.

Ramadan Schedule: 7:45am – 2:30pm

August

- 2-6 Teacher In service
- 11 1ST Day of Ramadan
- 16-20 Teacher In-service
- 21 Parents Orientation – 12pm – 1pm
- 23 Bismillah - First day of School (Ramadan Schedule: 7:45 am – 2:30 pm)
- 1ST QUARTER BEGINS

September

- 6 Labor Day- Student/Teacher Holiday
- 8-10 'Eid'ul Fitr'- Student/Teacher Holiday
- 14 EID Celebration (class parties)

October

- 8 OPEN HOUSE:-7:00pm – 9:00pm
- 15 Parent/Teacher Conference/(Student Holiday)
- 28 1ST QUARTER ENDS-Report Card
- 29 2nd QUARTER BEGINS

November

- Field Trip to be announced
- 7 Daylight Saving Ends
- 12 Hajj Simulation
- 15-17 Eid'ul Adha'- Student/Teacher Holiday
- 25-26 Thanksgiving Break

December

- 22-31 Winter Break- Student/Teacher Holiday

January

- 1- 3 Winter Break continues
- 4 Classes resume
- 17 MLK Holiday- Student/Teacher Holiday
- 19 2nd QUARTER ENDS-Report Card
- 20 3rd QUARTER BEGINS

February

- Field Trip to be announced
- 14 Parent/Teacher Conference: (Student Holiday) - Staff Development
- 25 Spelling Bee

March

- 1 TAKS WRITING: Grade 4
- 13 Daylight Saving Begins
- 14-18 Spring Break- Student/Teacher Holiday
- 21 Classes resume
- 28-31 SCIENCE FAIR WEEK
- 30 3rd QUARTER ENDS- Report Card
- 31 4th QUARTER BEGINS

April

- 1 SCIENCE FAIR continues
- 4-5 TAKS MATH & READING: Grade 5
- 11-15 CTBS TESTING
- 23 OPEN HOUSE: 10:00am – 1:00pm
- 26-27 TAKS MATH & READING: Grades 3 & 4
- 28 TAKS SCIENCE: Grade 5

May

- 2- 6 Teacher Appreciation week
- 16-20 Final Exam Week
- 25 End of Year/Graduation Program
- 27 Field Day/International day
- 30 Memorial Day: Student/Teacher Holiday

June

- 3 4th QUARTER ENDS Final Report - Last Day for Students
- 6-8 Teachers In Service
- 8 Last Day for Teachers

January 2011 – 19 days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
26	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011- 19 days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011 – 18 days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011 – 21 days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011– 22 days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011 – 3 days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6.80 SKILLS THAT HELP TO EASE KIDS TRANSITION INTO KINDERGARDEN

READING READINESS	LISTENING & SEQUENCING	Hop	Identifies other children by name
Remembers pictures from a printed page	Follows simple directions	Alternate feet walking downstairs	Takes care of toilet needs independently
Repeats a 6 to 8 word sentence	Pays attention	March	Takes care of own belongings
Pretends to read (has been read to often)	Recognizes common sounds	Stand on one foot 10 seconds	Dresses self
Identifies own first name in writing	Retells a simple story in sequence	Walk backwards for 5 feet	Brushes teeth
Attempts to print own first name	Repeats a sequence of sounds	Throw a ball	Can be away from parents for 2 to 3 hours
Answers questions about a short story	Repeats a sequence of numbers heard	Paste pictures on paper	Joins in family conversation
Looks at pictures and tells a story	SIZE, POSITION & DIRECTION	Clap hands	Carries a plate of food
Understands words are read left to right	Big and little	Button clothes	Maintains self-control
Familiar with the letters of the alphabet	Long and short	Build with blocks	Gets along well with others
Knows some nursery rhymes	Up and Down	Complete simple 5 piece puzzle or less	Talks easily
Knows the meaning of simple words	In and out	Draw or color beyond a simple scribble	Meets visitors without shyness
TIME	Front and back	Zip clothes	Puts toys away
Understands day & night	Over and under	Control pencil and crayon well	MY CHILD KNOWS
Knows age and birthday	Hot and cold	Handle scissors	Body parts
RECOGNIZE COLORS & SHAPE	Empty and full	Cut and draw simple shapes	Own first name
Recognizes primary colors	More and less	SOCIAL-EMOTIONAL	Own last name
Recognizes triangles, circles, squares, & rectangle	Fast and slow	Express self verbally	Parents' names
	Top and bottom	Looks forward to going to school	Home address
NUMBERS	MOTOR SKILLS	Recognizes authority	Home phone number
Counts to 10	Run	Shares with others	When to use a handkerchief
Can count objects	Walk in a straight line	Helps with family chores	Own sex
	Jump	Works independently	

This list, which was compiled by researchers for World Book, Inc., on the basis of a survey of 4,500 kindergarten teachers; it represents the ideal---something parents can aim for.

*A project of the Florida Partnership for Parent Involvement
Center of Excellence ♦ Louis de la Porte Florida Mental Health Institute ♦ Florida's Children's Forum
Home Instruction Program for Preschool Youngsters ♦ Hillsborough County*

7. SCHOOL SUPPLY LIST

7.1 KINDERGARDEN

No.	Item Description	Quantity
1	Crayons Crayola, 24 Count	2 sets
2	Colored Pencils, 12 Count	1 set
3	Watercolors with brush	1 set
4	Markers Crayola Washable, classic – thick	1 set
5	Markers Crayola Washable, classic – thin	1 set
6	Pencils # 2 – 12 count	1 pack
7	Scissors (Fiskars for kids, blunt tip)	1
8	Glue bottle (Elmer's, 8 oz.)	2 Btls
9	Glue Stick (Elmer's, Size : Big)	2 sticks
10	Glue Stick (Elmer's, Size: Small)	2 sticks
11	Space Maker (School Box, 8"x5", no handle)	1 box
12	Construction Paper (Assorted Colors, 12"x18") 80 sheets	2 Packs
13	Manila Paper (12"x18") 100 sheets	2 Packs
14	Spiral Notebook (Wide Rule, 70 Count)	2 books
15	Primary writing Tablet	1
16	Kleenex Tissues	3 Boxes
17	Pink Eraser (Big)	2 Count
18	Solid color folders with pockets (no brads) No folders larger than 11"x14"please	4
19	Handwipes (Wet wipes)	1 box
20	Crayola washable kids' paint, 6 count, assorted colors	1 set
21	Sharpener	1
22	Ruler (inches & centimeters) 6"	1
23	Ziploc Bags Quart Size	1 box

7.2 GRADE 1

No.	Item Description	Quantity
1	Crayons Crayola, 24 Count	2 sets
2	Colored Pencils, 12 Count	1 set
3	Watercolors with brush	1 set
4	Markers Crayola Washable, classic – thick	1 set
5	Markers Crayola Washable, classic – thin	1 set
6	Pencils # 2 – 12 count	1 pack
7	Scissors (Fiskars for kids, blunt tip)	1
8	Glue bottle (Elmer's, 8 oz.)	2 Btls
9	Glue Stick (Elmer's, Size : Big)	2 sticks
10	Glue Stick (Elmer's, Size: Small)	2 sticks
11	Space Maker (School Box, 8"x5", no handle)	1 box
12	Construction Paper (Assorted Colors, 12"x18") 80 sheets	2 Packs
13	Manila Paper (12"x18") 100 sheets	2 Packs
14	Spiral Notebook (Wide Rule, 40 Count) – Primary rule if available	4 books
15	Primary vertical composition book	2
16	Kleenex Tissues	3 Boxes
17	Pink Eraser (Big)	2 Count
18	Solid color folders with pockets (without brads) No folders larger than 11"x14"please	8
19	Handwipes (Wet wipes)	1 box
20	Crayola washable kids' paint, 10 count, assorted colors	1 set
21	Sharpener	1
22	Ruler (inches & centimeters) 6"	1

23	Ruler (inches & centimeters) 12"	1
24	Ballpoint pen: Red	1
25	Tracing Paper	1 pack
26	Ziploc Bags Quart Size	1 box

7.3 GRADE 2

No.	Item Description	Quantity
1	Crayons Crayola, 24 Count	2 sets
2	Colored Pencils, 12 Count	1 set
3	Watercolors with brush	1 set
4	Markers Crayola Washable, classic – thick	1 set
5	Markers Crayola Washable, classic – thin	1 set
6	Pencils # 2 – 12 count	1 pack
7	Scissors (Fiskars for kids, blunt tip)	1
8	Glue bottle (Elmer's, 8 oz.)	2 Btls
9	Glue Stick (Elmer's, Size : Big)	2 sticks
10	Glue Stick (Elmer's, Size: Small)	2 sticks
11	Space Maker (School Box, 8"x5", no handle)	1 box
12	Construction Paper (Assorted Colors, 12"x18") 80 sheets	2 Packs
13	Manila Paper (12"x18") 100 sheets	2 Packs
14	Spiral Notebook (Wide Rule, 40 Count) – Primary rule if available	4 books
15	Primary writing Tablet	1
16	Kleenex Tissues	3 Boxes
17	Pink Eraser (Big)	2 Count
18	Solid color folders with pockets (without brads) No folders larger than 11"x14" please	8
19	Handwipes (Wet wipes)	1 box
20	Crayola washable kids' paint, 10 count, assorted colors	1 set
21	Sharpener	1
22	Ruler (inches & centimeters) 6"	1
23	Ruler (inches & centimeters) 12"	1
24	Ballpoint Pen: Red	2
25	Tracing Paper	1 pack
26	Ziploc Bags Quart Size	1 box
27	Highlighter: Yellow	4 Count

7.4 GRADE 3

No.	Item Description	Quantity
1	Crayons Crayola, 24 Count	2 sets
2	Colored Pencils, 12 Count	1 set
3	Watercolors with brush	1 set
4	Markers Crayola Washable, classic – thick	1 set
5	Markers Crayola Washable, classic – thin	1 set
6	Pencils # 2 – 12 count	1 pack
7	Scissors (Fiskars for kids, blunt tip)	1
8	Glue bottle (Elmer's, 8 oz.)	2 Btls
9	Glue Stick (Elmer's, Size : Big)	2 sticks
11	Space Maker (School Box, 8"x5", no handle)	1 box
12	Construction Paper (Assorted Colors, 12"x18") 80 sheets	2 Packs
13	Manila Paper (12"x18") 100 sheets	2 Packs
13	Spiral Notebook (Wide Rule, 3 Subject -Thick book)	2 Count
14	Spiral Notebook (Wide Rule, 70 Count - Thin book)	6 Count
15	Notebook Paper (Wide Rule, 200 Count)	1 Pack
16	Kleenex Tissues	3 Boxes
17	Pink Eraser (Big)	2 Count

18	Solid color folders with pockets (without brads) No folders larger than 11"x14" please	8
19	Handwipes (Wet wipes)	1 box
20	Crayola washable kids' paint, 10 count, assorted colors	1 set
21	Sharpener	1
22	Ruler (inches & centimeters) 6"	1
23	Ruler (inches & centimeters) 12"	1
24	Ballpoint Pen: Red, Blue, & Black - 2 Count each	2
25	Tracing Paper	1 pack
26	Ziploc Bags Quart Size	1 box
27	Highlighter: Yellow	4 Count
28	Binder, Zip up with pockets	1 Binder
29	Index Cards	2 Packs
30	Merriam Webster Dictionary	1 Count
31	Thesaurus Pocket version	1 Count

7.5 GRADE 4

No.	Item Description	Quantity
1	Colored Pencils (24 count)	1
2	White glue (4 oz)	2
3	Glue stick	2
4	Pencils (regular #2)	12
5	Facial tissues	3 boxes
6	Notebook paper (wide rule, 200 count)	1 package
7	Spiral notebooks (wide rule, 70 count)	8
8	Scissors (sharp point)	1
9	Plastic ruler, 6" (inch and centimeter markings)	1
10	Plastic ruler, 12" (inch and centimeter markings)	1
11	Manila drawing paper, 12x18, (50 sheets)	2
12	Construction paper, assorted colors, 12x18 (40 sheets)	2
13	Watercolors with brush	1 box
14	Crayola washable kids' paint, 10 count, assorted colors	1 box
15	Blue, black, and red pens (ballpoint)	2 count each
16	Solid color folders with brads and pockets	1
17	Solid color folders with pockets (no brads)	8
18	Highlighters, yellow	3
19	Binder 1½"	3
20	Merriam-Webster Dictionary	1

7.6 GRADE 5

No.	Item Description	Quantity
1	Colored Pencils (24 count)	1
2	White glue (4 oz)	2
3	Glue sticks	4
4	Pencils (regular #2)	2 Packs
5	Facial tissues	3 boxes
6	Notebook paper (wide rule, 200 count)	4 packages
7	Spiral notebooks (wide rule, 70 count)	8
8	Composition book – 200 pages	2
8	Scissors	1
9	Plastic ruler, 6" (inch and centimeter markings)	1
10	Plastic ruler, 12" (inch and centimeter markings)	1
11	Manila drawing paper, 9 x12, (50 sheets)	2 Packs
12	Manila drawing paper, 12 x18, (50 sheets)	2 Packs
13	Construction paper, assorted colors, 9 x12 (40 sheets)	2 Packs

14	Construction paper, assorted colors, 12x18 (40 sheets)	2 Packs
13	Watercolors with brush	1 box
16	Crayola washable kids' paint, 10 count, assorted colors	1 box
17	Blue, black, and red pens (ballpoint)	2 count each
18	Solid color folders with brads and pockets	1
19	Solid color folders with pockets (no brads)	6
20	Highlighters, yellow	3 Counts
21	Sharpie – black	2 Counts
22	Graph Paper	1 Pack
23	Merriam-Webster Dictionary	1
24	Arabic Dictionary – Hans Wehr	
25	Roget's Thesaurus	1
26	Tracing Paper	1 pack
27	Ziploc Bags Quart Size	1 box
28	Ziploc Bags Gallon Size	1 box
29	Handwipes (Wet wipes or baby wipes)	1 box
30	Binder with zipper	2
31	Binder 1"	4
32	Binder 1 ½"	4
33	Solid color folders with pockets (without brads) No folders larger than 11"x14"please	8
34	Large Index Cards	2 Packs
35	Small Index Cards	2 Packs
36	Protractor	1
37	Compass	1

8. LANGUAGE SURVEY

It is required that you answer the following questions to help us determine the placement of your child. Please complete this form and return to the office.

Student's Name: _____ Grade: _____

Date of entry in the school: _____ Date of Birth: _____

Languages spoken by parent at home:

- English
- Urdu
- Arabic
- Other: _____

Languages spoken by the student:

- English
- Urdu
- Arabic
- Other: _____

Please check the box (es) that apply to your child with respect to the Arabic language.

- Can Read
- Can Write
- Can Speak

Other Comments:

Parent/Guardian Name

Parent/Guardian Signature

Date

9. STUDENT EMERGENCY CARD

Date: _____

Please fill out and return this form to the front office as soon as possible.

Child's full name _____
Middle Last First

Date of Birth _____ Allergies _____

Home address _____

City _____ State _____ Zip _____

Home phone # _____ Email Address _____

Mother's name _____ Work # _____ Cell # _____

Father's name _____ Work # _____ Cell # _____

Person to contact in case of emergency _____

Emergency phone number _____

Authorized person for pick-up _____

10. FACC VOLUNTEER PROGRAM 2010-2011

Helping Our Kids... Helping our School

10.1 VOLUNTEER INTEREST FORM

Parent volunteers are essential to the success of Furqaan Academy. Giving your time, your talent and ability will not only help our school, but will enhance our children's learning. The FACC Volunteer Program is one of the best ways that parents can support the students, staff and administration. Your time and talents are appreciated.

IMPORTANT: ALL volunteers are required to fill out the volunteer application and submit at the front office.

NAME: _____ Date / /

ADDRESS: _____

HOME PHONE: () _____ WORK PHONE: () _____

Email: _____

CHILD/CHILDREN GRADE LEVEL: _____

TALENT/PROFESSION: _____

AVAILABILITY	Mon		Tue		Wed		Thu		Fri	
	AM:	PM:	AM:	PM:	AM:	PM:	AM:	PM:	AM:	PM:

Languages Spoken English Arabic Urdu Bengali Other _____

I would like to volunteer in the following areas: (check the jobs you would be most interested

Fundraising Volunteer

Open House Volunteer

Homeroom Volunteer

Parent Orientation Volunteer

- | | |
|---|---|
| <input type="checkbox"/> At-Home Volunteer | <input type="checkbox"/> Ramadhan Iftar Volunteer |
| <input type="checkbox"/> Copy Machine Volunteer | <input type="checkbox"/> Eid Party Volunteer |
| <input type="checkbox"/> Baker | <input type="checkbox"/> Library Aide Helper |
| <input type="checkbox"/> Field Day Volunteer | <input type="checkbox"/> School Accessories Volunteer |
| <input type="checkbox"/> Field trip Volunteer | <input type="checkbox"/> Teacher Appreciation Week |

10.2 FACC VOLUNTEER PROGRAM

Helping Our Kids... Helping our School

10.2.1 Fundraising Volunteer

Assist in the fundraising efforts of FACC.

10.2.2 Homeroom Volunteer

Assist the homeroom teacher as needed. This may include: preparing materials, setting up bulletin boards, monitoring the class during special events (eg: teacher luncheons, board meetings).

10.2.3 At-Home Volunteer

Creates and complete subject related class work at home as instructed by the teacher. Necessary supplies are provided by the teacher.

10.2.4 Copy Machine Volunteer

Makes photocopies for classes as instructed by the teacher.

10.2.5 Baker

Prepares a variety of treats for special occasions.

10.2.6 Field Day Volunteer

Field Day is a day for races and fun athletic events celebrating physical fitness. The PE staff needs volunteers to supervise the events for each grade level and assist in other areas. Time commitment is usually a full morning until 11:30 a.m. Many volunteers are needed for this event.

10.2.7 Field trip Volunteer

Parent is assigned to supervise a specific group of students throughout the field trip. They may also be required to assist during lunch, restroom breaks and other areas in which teachers need help.

10.2.8 Open House Volunteer

Open House is an event showcasing students' overall work. Help is needed to work behind the scenes. Volunteers will assist teachers in preparing and setting up displays for classes. Extra help is needed for setting-up, managing, and cleaning up booths.

10.2.9 Parent Orientation Volunteer

Volunteers are needed to help work the back-to-school big event. This is the night that parents come in with students to visit the school, and meet their teachers. They may also be helping in assembling information packets, managing tables, collecting school supplies.

10.2.10 Ramadhan Iftar Volunteer

Help organize the event. This may include sending out invitations, setting up, serving food at the dinner, and cleaning up.

10.2.11 Eid Party Coordinator

Responsibilities include coordinating and organizing the grade level parties. Assist in planning of grade level parties.

10.2.12 Library Aide Helper

Volunteers will assist the teachers by providing the requested library materials. They are responsible for taking out and returning the books to the library.

10.2.13 School Accessories Volunteer

In-charge of setting up the booth at various school events, managing a cashier box, and cleaning up.

10.2.14 Teacher Appreciation Week

Assist in developing plans for Teacher Appreciation week in the spring. Week-long themed events are planned for teachers during this week. This is a fun and great way to show your pride in our teachers.

10.2.15 V.I.P (Volunteers in a Pinch)

This very successful program was developed to meet some of the unexpected volunteer needs at school.

11. ENROLLMENT HANDBOOK COMPLIANCE AGREEMENT 2010-2011

Please Initial Each of the Following:

_____ I have read and understand the Furqaan Academy Kindergarten & Elementary Enrollment Handbook 2010-2011

_____ I am aware that it is the responsibility of every student and parent to have read and be aware of Furqaan Academy’s policies. This handbook sets forth the admission policies as well as other important school procedures and policies with which we need to be aware and comply. Lack of knowledge of the rules and regulations specified in this Handbook will not be considered a valid excuse for violations.

_____ I have read and agree to abide by the rules and regulations in this handbook and _____ support the school in its implementation to the best of my ability.

_____ I understand that school policy and procedural changes may occur periodically. I agree to comply with the most recent officially approved version of any policy or procedure.

Student Signature

Parent/Guardian Signature

Date

Sign this form, remove and return this page to the office.