



# An-Noor Learning Center

## مدرسة النور الثقافية



### Parent Information & Guidelines

### معلومات للأهالي ومبادئ توجيهية

#### E-MAIL

annoor@live.ca

#### WEBSITE

www.annoorlearning.com  
www.facebook.com/annoor.learningcenter

#### LOCATION

An-Noor Learning Center operates out of Forest Lawn High School (FLHS), 1304 – 44 Street S.E.

#### Dates & Times of Operation

Sept. – Dec. & Jan. – June (10 Months)  
Saturdays, 11:00 am – 2:45pm

#### OUR GOAL

*“Support our Children’s future through Community Assisted Religious Education”*

An-Noor Learning Center, is focused on providing a structured learning environment for our students. We are committed to upholding the values and teachings that are very important to children between the ages of 4 to 18 years.

Our curriculum is designed to benefit and stimulate a healthy focus towards understanding matters related to Islam. To achieve this goal, we focus our students’ learning towards subjects related to Arabic, Quran & Religion – whilst providing a fun, balanced & interactive learning environment for everyone!

**Our curriculum for teaching Religion is accredited and approved by the great institute of Al Azhar University of Egypt, which is in accordance with the teachings of Ahlus-Sunnah wal Jama^a.**

Our mission is to educate our children and equip them with the necessities of our Religion. Our children are the ambassadors of Islam and it is our duty to help them achieve this mission properly.

An-Noor Learning Center, encourages parents’ involvement in the learning of their children. We aim to be supportive of parents by encouraging open communication and good relations between students, parents and staff.

We welcome your feedback, in an effort to build on an educational environment that is of benefit to both students and parents.

#### SERVICES PROVIDED

An-Noor Learning Center provides religious instruction for children between the ages of 4 to 18 years old.

Staff can be contacted at the Center during normal hours of operation. Out of hours please contact our Centre Administrators.

Homework and any upcoming notice or events will be posted weekly on our website.

#### STAFF MEMBERS

##### **Principal:**

Br. Hajj Dr. Raafat El-Hacha ~ (403-830-3939)  
Languages: English, French & Arabic.

##### **Administrative Assistant:**

Sis. Sarah Nachar~ (403-235-1249)  
Languages: English & Arabic

##### **Newsletter Editor:**

Br. Hajj Ahmad Ghanem ~ (403-714-0033)  
Languages: English & Arabic

##### **Staff Members/Instructors:**

Abdulfatah A., Abdulkareem E., Ahmad G., Rima G., Souha G., Islam B., Sarah N., Shahid B., Wesam G., and Zabih W.

Every volunteering member of the An-Noor Learning Center and support staff has a passion for working with children and a genuine interest in their education. None of our staff members receive any payments. We strive to be friendly, approachable and fun; all for the sake of Allah!

#### REGISTRATION

We ask Parents to contact the Administration directly for matters related to registration of their child/children. All students must be fully registered prior to attending. Returning students must update their registration records for each year. *It is your responsibility to notify our administration of any changes of your information.*

#### FEES & PAYMENT POLICY

Fees of each semester are due at the time of registration and do not cover the costs of textbooks, photocopied materials, arts/crafts supplies & classroom supplies. The fees are subject to changes from a semester to a semester and are decided before the semester starts.



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Payments can be made via Cash or Cheque & receipts can be issued upon request.

*Missed payments will result in student's attendance status being placed 'On-Hold' until such time payments are up to date.*

If at any time a family experiences difficulty in providing payments, we strongly encourage you to talk to our Administrators ahead of time to make suitable arrangements.

All payments are for the successful operation of An-Noor Learning Center. We do not receive any funding from the government and none of the staff receive any payments. All payments are used strictly for the benefit of An-Noor Learning Center and its students.

*\*\* Additional donations are always welcome \*\**

### **ABSENT / LATE**

Parents are expected to contact the Administrators if their child/children will be late or cannot attend classes. Voicemail messages, and email can be left outside of operating hours.

Students who are late/absent on testing days - without - valid reason, will not be permitted to write missed tests/exams.

### **DROP OFF & PICKUP POLICY**

1. Parents must drop off their child/children to their classrooms in the morning before **11 am**. The person dropping off the child must ensure that their Teacher is aware of the child's presence before leaving – as attendance will be taken.

*\* FLHS Main doors will be open 15 minutes (10:45 am), prior to start of classes. Students dropped-off earlier to this time will be unsupervised, and are under the responsibility of the Parents \**

**NOTE:** As per The City of Calgary – For security reasons, Main doors will be locked 15 minutes after classes begin (11:15am). Students arriving after this time must not be left outside FLHS unsupervised by Parents. *Please contact our Center Administrators to arrange access to the facility – if you are late.*

2. Parents are required to pickup their children on time (2:45pm). We ask Parents not to be late, as pick-up after (3pm) will result in penalties being charged by The City of Calgary to An-Noor Learning Center as well students will be outside the school and unsupervised.

3. Students cannot leave the Center unless their parents/guardians have given prior consent to do so.

*\*(Refer to Drop off/Pickup Consent Form)\**

4. If a student is required to leave the Center mid-session, for reasons other than medical – Parents may be contacted by Teachers to address reason & approval for dismissal. If dismissal is approved - This information will be recorded.

*Parents must **not** collect their children from the Center without informing Center Staff & signing them out appropriately ~ this is a child safety matter and is for the protection of your children in our care.*

### **ATTENDANCE POLICY**

Parents are expected to contact the Center administration if their child/children will be late or absent from class. Attendance is taken each morning. Students arriving **after 11 am** will be marked as late. This information will also be reflected in the student's report cards.

Students, who are consistently late or absent, may be directed by Teachers to speak with our Center Administrators. If the matter persists, Parents may be contacted by Administrators to setup a meeting to further address this matter.

We understand that circumstances arise in everyone's lives; however, it is the Parent's responsibility to communicate with the Center on such occasions.

### **FOOD & DRINK POLICY**

Students are encouraged to bring a healthy snack or bagged lunch to school.

**Restrictive items:** nut products, candy, pop, chocolate bars, etc.

Sufficient breaks are provided during the day for the students to consume their food.

Food & Drinks can only be consumed when directed by the Teachers. No Food or Drinks are allowed to be consumed in the Hallways or Gym or classrooms at any time.

### **\*\* Food Allergies \*\***

Parents are to inform Staff of food & other allergies students may have. This information should also be recorded in the registration form.



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### DISCIPLINE & BEHAVIOUR POLICY

For the benefit of all children and the effective operation of the Center, a certain level of behaviour is expected from each student.

An-Noor Learning Centre has adopted the following Code of Behaviour and Rules which will be regularly reviewed with the students:

- Respect must be given to the Teachers & Support Staff ~ follow their instructions.
- Respect other student's rights and feelings.
- Treat others with kindness.
- No wandering of the hallways or skipping out of classes.
- No swearing or using foul language at any time.
- No bullying, fighting or intentional damage or theft of property. \*Automatic Suspension\*

In order for staff to maintain a certain degree of discretion with disciplinary matters, staff may deal with situations as they occur. When dealing with inappropriate behaviour, discipline will be both kind and firm. Verbal abuse or rough manner will not be used.

The following actions by the Teacher may be imposed on a student as a consequence of inappropriate behaviour:

- Removal from one class period.
- Withdrawal of privileges (e.g. Gym time).

If unacceptable behaviour continues, the following actions will be taken:

- Privileges withdrawn for an extended period of time
- Discussions with the Administrators
- Involvement of Parents & Administrators
- Suspension and/or Withdrawal from Center.

### **\*\* Suspension \*\***

Parent/Guardians will be informed of child's suspension - and - the student will miss the following week of classroom instruction (or longer), provided that their Parent/Guardian meet with the Administrators to discuss re-instatement.

### PERSONAL POSSESSIONS

Please do not allow children to bring games or toys to class. These items will be taken away by the Teachers, until the end of day, and returned to the Parents.

Staff will endeavour to make sure student's personal items are intact with the children; however, cannot assume responsibility or liability for missing, lost or damaged clothing or other personal possessions.

### MOBILE PHONES

Students are **NOT** allowed to use mobile phones (or similar devices) during class time. Mobile phones are allowed to be used only during break times or at the end of the day (after classes).

Students using mobile phones (or similar devices) during class time will be given:

1. A verbal warning for First offence.
2. A Second offence will see the phone being taken away by teacher, and returned at the next scheduled break or at the end of the day.

Repeat offences will be directed to administration and/or parents to resolve.

*An-Noor Learning Center will take no responsibility or liability for loss or damage to any such devices.*

### HEALTH & SAFETY

In the event of an accident, we have certified CPR/First Aid staff who may perform first aid, and/or seek further medical attention for your child.

In the event of an emergency; however, our staff may call upon Emergency services for immediate medical attention for your child. Follow-up calls with Parents or Designated contacts' are on a best-effort basis, once incident has been adequately addressed by staff.

We aim to provide a safe and clean environment for the students. **Parents are asked not to bring sick children into the Center, and are asked to promptly collect their children who are sick.** All care and consideration will be given to the child who becomes sick whilst at the Center.

### **\*\* Fire / Emergency Drills \*\***

A number of drills will be held throughout the year to practice safety procedures at the school.

### MEDICAL MATTERS

Parents are responsible for making any important medical matters related to their child known in the registration form and to the Staff.



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### PARENT EXPECTATIONS

We at An-Noor Learning Center believe that parents have an important role, and we value their feedback. We have an “Open Door Policy”. We aim to ensure that parents feel free to communicate any concerns they have in relation to the Center, staff, management, programs and policies without fearing negative consequences; and they are made fully aware of the procedures to do this. Our priority is to do everything possible to improve the quality of our service. Parent volunteers are welcome at any time.

All confidential issues or serious concerns, however, should be raised directly with the Administrators.

Parents are expected to show respect to Staff & students while at An-Noor Learning Center and to support our student activities whenever possible.

***Abuse to any staff members (Verbal or Physical) will NOT be tolerated.***

We expect that Parents will take an active role in the success of their children’s education at An-Noor Learning Center. These include matters such as, but not limited to:

- Making sure your child/children come prepared & on-time to the Center.
- Reminding them the importance of acquiring the Religious knowledge.
- Emphasizing **respect** & good behaviour with the **Teachers**.
- Following up with your child/children to make sure **homework** is completed.
- Purchasing the required **books & supplies** (pencils, notebooks) for your child/children’s classes.
- Assist Teachers in promoting activities and learning.

Parents must ensure that the Center is notified and information updated to registration forms when changes occur such as address, contacts, medical information, etc.

Parents are also expected to be familiar with the policies outlined in this guideline and are welcome at any time to discuss them with the An-Noor Learning Center Administrators.

If a Parent has a complaint or comment about the service, they will be encouraged to talk to the Administration who will arrange a time to discuss their concern and come to a resolution to address the issue. The Parent's complaint will be recorded and dated, indicating the issue of concern and how it was resolved. The Administrator will inform the parent of what has

been decided regarding the issue. Staff will also be informed of any relevant issues that they need to address or be aware of.

If Parents wish to withdraw their child/children from An-Noor Learning Center, a written notice must be sent by email to the Principal at [annoor@live.ca](mailto:annoor@live.ca)

An-Noor staff will work towards providing regular updates to all Parents through notices or newsletters, whenever possible

***Information contained within these Guidelines are subject to change.***

### NEWSLETTER

Every other month a newsletter will be sent home to parents. This newsletter outlines important dates, upcoming events and items of interests.

We encourage you all to review this newsletter and share in its benefits.

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### PRIVACY & CONFIDENTIALITY

All information given i.e., family matters, health issues provided by Parents to the Center are treated with confidentiality. All discussions held with Parents are held in confidence.