



Sunday School Parent's Handbook



Islamic Foundation of Toronto
441 Nugget Avenue, Toronto, ON M1S 5E1
416-321-3776 x 237

www.islamicfoundation.ca/religious-schools/sunday-school

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A Message from the Principal

Dear Parent/Guardian,

Assalamu Alaikum,

It is with great pleasure that I welcome you and your child to the Islamic Foundation of Toronto (IFT) Sunday School.

As Principal of the IFT Sunday School, it is an honor and a privilege to lead this learning community. The IFT Sunday School is committed to preparing students to effectively deal with the challenges of a modern society in an Islamic manner. We seek to develop in each student a positive identity as a Muslim who is equipped physically, intellectually, and spiritually to compete in today's world in accordance with Islamic principles. We hope to establish within each student a strong commitment to family, community, and humanity.

Our school helps shape the student's first and lasting impressions about themselves, their religion, their country, their culture, and the world as well as ensure the preservation of their Muslim identity.

It is our goal to instil in each student a love for and understanding of Allah (SWT), his Prophet (SAW), Islam and to nurture the identity of each child as a confident and faithful Muslim. We hope to accomplish these goals through Islamic and Qur'anic studies.

Since its inception, IFT has provided quality Islamic education to hundreds of thousands of students over the years. The IFT is committed to providing students with excellent quality Islamic Education according to the Qur'an and the Sunnah, based on high moral and ethical values in an Islamic environment.

This Handbook is your guide to Sunday School. Inside, you will find the rules and regulations regarding the Sunday School as well as our methodology.

Alhamdulillah, you have taken the first step of instilling the importance of our religion and the Holy Qur'an by enrolling your child in the Sunday School.

Insha-Allah, we will do our best to provide an enriching and enjoyable environment which will lay the foundation for your child's future. Our request is that you spend some quality time with your child reviewing the week's lesson and ensure that the homework is completed.

May Allah (SWT) reward us all for our intentions and keep us all on the Straight Path. Aameen.

Wassalaam,

Khaja Ghousuddin
Principal
IFT Sunday School

Virtues of Knowledge

Hadith #1: Seeking Knowledge

Anas (RA) relates that Rasulullah (SAW) said, "The seeking of knowledge is an obligatory duty (Fardh) on every Muslim man and Muslim Woman." (Ibn Majah).

Note: Learning about the Religion of Islam is a duty upon every Muslim. Through knowledge one can understand more about right and wrong. Knowledge makes one a better human being. It makes one's life easier, happier, and more fruitful.

In Islam, knowledge includes the proper understanding of Deen such as Qur'an and Hadith, as well as the general knowledge of all other useful subjects such as math, science, and language. We should continue to seek knowledge throughout our lives and put our knowledge to useful practice by teaching others what we have learned.

Hadith # 2: Health & Free Time

'Ibn Abbas (RA) relates that Rasulullah (SAW) said, "There are two blessings which many people lose: health and free time for doing good." (Bukhari)

Note: Health and time are two important blessings from Allah (SAW). When we are healthy, we have the energy and strength to do more. We should utilize our health to excel in doing good. Similarly, we should utilize our time wisely in doing virtuous deeds. We should never waste our energy or time doing frivolous things.

We should thank Allah (SWT) for keeping us healthy and granting us time. The best way to thank Allah (SWT) is to use our health and time to do good deeds and seek knowledge.

Frequently Asked Questions

Q. How will I know about upcoming events at the IFT Sunday School?

A. There are multiple ways to keep informed of upcoming events. Emails will be sent out periodically with any important notices or reminders. Notices and reminders will also be posted in the Sunday School section on the IFT website, Insha-Allah.

Q. What do I need to know about visiting the school?

A. We take educating your child seriously and try to keep distractions to a minimum. As such, we request that all parents arrange an appointment with their child's teacher either before or after class if you would like to have a meeting.

Q. How often will I receive information on my child's progress?

A. Report Cards are distributed twice a year: mid-term and at the end of the year. Parents are encouraged to contact their child's teacher any time they have a question or concern. Parent/teacher communication is vital for the success of your child.

Q. Who will contact me when my child is having difficulty?

A. If your child is experiencing academic difficulties, the classroom teacher will contact you.

Q. When will my money be deducted from my bank account?

A. Fees will be deducted between the 10th and 15th of every month, from September to June.

Q. How do I withdraw my child from Sunday School?

A. Parents who wish to remove their child(ren) from Sunday School can email sundayschool@islamicfoundation.ca with their child(ren) names(s), grade(s), and final day of attendance before the 5th of the month in order to put a stop on the withdrawals of fees.

Policies and Procedures

Admission

Admission to Sunday School is based on the following:

- Priority is given to returning students who were registered during the allocated time period. For any remaining spaces, waiting list students are contacted on a “first-come, first-serve” basis.
- Student’s acceptance will be conditional, based upon specific behavior for a specific period of time and is inclusive of attendance and punctuality. If this is not met, the School reserves the right to remove the child from the program.

Students who wish to register after the classes have been filled will be placed on a waiting list and will be contacted if and when space becomes available in their grade. The current grade they are in must be indicated when completing the registration form. Students will not be accepted in grades above or below their current grade.

Fees

Fees are to be paid through pre-authorized bank withdrawals, for which a “void” cheque is required. Please note that we will no longer be accepting full year’s payment of fees.

A charge of \$25.00 will be applied to all transactions which are returned by the bank as NSF, which means there were not sufficient funds in the account for the fees to be taken.

Please note that fees will not be refunded, in part or in full, for the month if the Office is not notified of a student’s withdrawal by the 5th of each month. Parents who wish to remove their child(ren) from Sunday School can email sundayschool@islamicfoundation.ca with their child(ren) names(s), grade(s), and final day of attendance before the 5th of the month in order to put a stop on the withdrawals of fees.

Automatic withdrawal of the fees from your bank account will not be stopped while a student is on vacation.

Books will be provided by the school. If your child loses a book or misplaces it, replacement fees will be charged.

Registration Requirements

- Completed registration form
- Health Card
- “Void” cheque for monthly withdrawals
- Child(ren) must be in Junior Kindergarten or higher at the beginning of the School Year.

Attendance

The process of learning requires consistency. Therefore, regular student attendance is a vital component of the education process and in the evaluation of a student's progress. When progress is disrupted by irregular attendance, both the student and his/her classmates suffer a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their progress cannot be fully assessed due to a lack in participation.

Punctuality

Students need to be on time for school. Students' arrival time is 9:45-9:50 a.m., those who come after are considered late. Announcements will start at 9:55 a.m. In the event of chronic tardiness, a meeting with the parents will be scheduled to discuss the reason for the student being habitually late.

Release from Class

Release of the student must be made through the School Office and only permitted for an emergency or a valid reason. Parents must sign the student out and back in if the child returns the same day. Please do not pick up your child directly from the classroom. Report to the office first.

School Cancellation

If IFT Sunday School is canceled due to inclement weather or emergencies, you will receive an email. A notice will also be posted on our website. Please notify the Office of any changes in contact information as soon as they occur.

Vacation

If you are going on vacation, you are required to contact the Office three weeks in advance. Students are not permitted to take more than one month of vacation during the year. The student will be responsible for completing any and all assigned work. Parents are required to fill out the vacation form and the teacher will assign homework for your child to be completed during the vacation period.

Please note that the automatic withdrawals of the fees from your bank account will not be stopped during the vacation period.

Dismissal

Classes are dismissed at 2:00 pm. Students are to be picked up on time as teachers and the Office will not be responsible for students after 2:00 pm. J.K-Grade 1 students must be picked up from their classroom.

Parents are requested to follow proper parking lot protocols for pick up and drop off. Cars should not block traffic and the instructions of the parking attendants must be followed for the safety of students and members of the congregation.

Please park your vehicle in the designated parking spots in the parking lot, and proceed to pick up your child from his/her classroom. If rules are not followed IFT reserves the right to remove your child from the school.

Parent/Teacher Interviews

The purpose of the Parent-Teacher Interviews is to have a formal time for discussion between parents and teachers regarding the student's academic progress. This type of interview aids the parents and teachers in working

together. Interviews also help discern areas that need reinforcement and extra attention in order to help the student reach his/her full potential. Scheduled conferences are held immediately after the Mid-Term Examinations.

Homework Policy

The goal of homework is to help students learn to make their school work a top priority. Assignments are intended to reinforce concepts learned in class. If excessive parent involvement is necessary to complete homework, please notify the school so this can be addressed with the staff. It is not the school's intention to overwhelm the student with homework.

Students of Sunday School are expected to spend 30 minutes a day for homework, which includes practicing the Qur'anic lesson assigned, reviewing surahs and duas to be memorized, and any homework assigned for the book's subjects.

Procedural Infractions

Students who miss homework assignments or fail to adhere to the appearance code will be sent to the Office. Parents may be contacted in order to help students take responsibility for meeting school requirements.

Appearance Code

Please help your child start the day in a positive manner by being well-groomed and appropriately dressed for school. Students who enter school inappropriately dressed will not be able to attend classes until the infraction is corrected. Parents may need to bring a change of clothes for their child if necessary.

The dress code for Grade 1 and above is as follows:

- Boys: Must wear long pants (no shorts) and a shirt with no pictures on it, as well as a topi.
- Girls: Must wear a Hijab (headscarf) as well as a black abaya. The entire body must be covered except the hands and face. No tight clothes or pants are permitted.

Safe School Infractions

IFT Sunday School has a Zero-Tolerance Policy and reinforces that school should be a safe place for students and staff. Subsequently, immediate action will be taken by the administration against all forms of threats including bullying, up to and including expulsion.

Rules of Conduct

Appropriate conduct is expected on school grounds and at school events.

Conduct expectations are as follows:

1. Show respect.
2. Keep hands, feet and objects to yourself.
3. Follow directions.

Whenever possible, consequences for breaking rules will be handled in the classroom. At the teacher's discretion, a student may be sent to the Office with a referral for fighting, insubordination, or in any way preventing the entire class from functioning effectively. Administration will meet with the student to review the behavior and determine the consequences.

Our goal is to maintain a safe and orderly learning environment for our students. The Administration reserves the right to immediately use any of the following consequences if the severity of the behavior deems it necessary:

1. Verbal warning by teacher
2. Verbal warning by Principal
3. Phone conference between parents and teacher
4. One day suspension
5. Two day suspension
6. One month suspension
7. Expulsion

Forbidden Articles

Tobacco, drugs, weapons, lighters, etc., are not permitted on school property. If any such article is found, it will be immediately confiscated and parents and law enforcement may be contacted. This action can result in immediate

suspension or expulsion from school. Cell phones are strictly prohibited on school premises. The use of pagers, laser pointers, toys, video games, music players (including iPods), magazines, make up and nail polish are also not permitted on Masjid property.

Damage to School Property

Students are required to report to the Office in the event of any loss of, accident, or damage to school property. This includes books and all other educational materials. Writing, scratching, or defacement of desks, tables, walls or any other school property will result in disciplinary action. Parents will be responsible for any monetary implications associated with their child damaging school property.

Break & Lunch

Students will have a break from 11:45AM to 12:05PM. Students are required to remain on school grounds and are not permitted to leave during the break (Tim Horton's, etc.). Any student found violating this rule will be sent to the Office and the necessary disciplinary action will be taken. Parents are requested to pack a snack/lunch with their child. With this, students will have the necessary energy to perform effectively in the classroom.

Food Policy/Allergy Warning

Any foods containing any type of nut or peanut products are strictly prohibited due to health concerns such as allergies. Please prepare your child's snack/lunch accordingly. If your child has allergies, please send medication with him/her.

Gym Period

Once a month, students will have a gym period where they can engage in physical activity. Students are reminded to be aware when their gym period is scheduled and to bring necessary change of clothes, and shoes.

Evaluation and Examination

The intent of evaluation is to ascertain as accurately as possible the extent to which each student has met the objectives of his/her course and to report these results to the parent. The results also provide valuable feedback regarding the effectiveness of instruction.

Please make note of the following policies for the students in regards to being permitted to write their exams:

- Any missed exams will not be rescheduled and students will be marked accordingly.
- Any student who has attended Sunday School less than 2 months will not have to write the exams in either term.
- Students who fail in Qaidah/Qur'an and/or fail in any three subjects, including du'aa, memorization of surah, tajweed, fiqh, akhlaaq, aqaaid, or Seerah (SAW) in the Mid-Term Exams will be issued a warning letter. Students who fail in Qaidah/Qur'an and/or any three subjects in the Final Exams will not be permitted to advance to the next grade.

Report Cards

The purpose of our reporting system is to track academic progress. Your child's success is our goal. Report Cards will be issued twice a year: after the Mid-Term Examinations and after the Final Examinations.

Annual Presentation

The annual presentation is an end of the year on-stage presentation by the students to display what they have learnt throughout the year. Awards are also given out to the top students in each class. Parents are encouraged to attend the annual presentation and to support the students.

Method Used for Teaching the Qaidah/Our'an

Term Used in IFT	Urdu Terms (Not Recommended)	Symbol	Notes
Fatha	Zabar	ˆ	
Dhamma	Paish	ˆ	
Kasra	Zair	ˆ	
Fathatain	Two Zabar	ˆ	
Dammatain	Two Paish	ˆ	
Kasratain	Two Zair	ˆ	
Sukoon	Jazam	ˆ	
Tashdeed	Tashdeed	ˆ	
Fatha Maddah	Khara Zabar	ˆ	Madd-e-Asli = Stretch for 1 second
Kasra Maddah	Khari Zair	ˆ	Madd-e-Asli = Stretch for 1 second
Dhamma Maddah	Ulta Pesh	ˆ	Madd-e-Asli = Stretch for 1 second
Alif, Waw, and Yaa Maddah			Madd-e-Asli = Stretch for 1 second
Small Madd	Choti Madd	ˆ	Madd-e-Munfasil = Stretch for 3 seconds
Medium Madd	Bara Madd	ˆ	Madd-e-Muttasil = Stretch for 4 seconds
Large Madd	Sabse Bara Madd	ˆ	Madd-e-Lazim = Stretch for 5 seconds

Method of Reading the Qur'an

General Rules

Use a line (|) to break a long ayah/line into parts.

Use a backwards arrow (←) after stopping for a breath or repeating.

Ghunnah

If after noon Saakin ن or Tanween these letters appear:

ي و ن م ك ق ف ظ ط ض ص ش س ز ذ د ج ث ت ب

There will be Ghunnah.

If after meem saakin م, the letters م or ب appear, there will be Ghunnah.

If the letters ن or م have Tashdeed, then there will be Ghunnah. These letters are called meem and noon mushaddad.

Without Ghunnah

If after noon Saakin ن or Tanween, if any of the following letters appear:

ل ر خ غ ح ع ه ء

There will be no Ghunnah.

If any letter appears after meem Saakin م other than the letters م or ب, then there will be no Ghunnah.

Qalqalah (Echoing Sound)

If any of the following letters have Sukoon or if they are the last letter of an ayah, then Qalqalah on that letter must be made:

د ج ب ط ق

Full Mouth Letters

The following letters will always be pronounced with full mouth:

ق ظ ط غ ض ص خ

The letter ر will be pronounced with full mouth in the following occasions:

- If Raa has a fatha or dhammah.
- If Raa mushaddad has fatha or dhammah.
- The letter before Raa Saakin or fatha or dhammah.
- The letter before Raa Mawqoof has fatha or dhammah.
- If there is fatha or dhammah before the name of Allah ﷻ then the laam in the name of Allah ﷻ will be pronounced full mouth.
- If before alif there appears a full mouth letter, then the alif will be read full mouth also.

Hurooful Maddah

These letters must be stretched for 1 second. The duration of one second can be determined by the normal opening and closing of a finger.

- Alif Maddah: If the letter before alif has a fatha.
- Waaw Maddah: if the letter before waaw Saakin has a dhammah.
- Yaa Maddah: if the letter before yaa Saakin has a kasra.

Additional Rules

- The last letter of a word before a stop of the following will be changed to a sukun: fatha, dhamma, kasra, two dhamma, two kasra, long dhamma, and long kasra.
- When you stop, if there is a tanween of two fatha on the last letter of the word, change it with Alif Maddah and stretch for 1 second.
- If you stop on a round “Taa” i.e. “آ” (Taa-e-Mudawwara), the round “Taa” will change to a small “ا”.
- If you stop on an Alif Madda of long Fatha, it will remain the same; it should be stretched for 1 second.
- The child will not be allowed to go ahead if his/her letters are not correct.
- When alif has a harakat on it, the alif will change to a Hamza.
- NOTE: These rules should also be implemented while reciting Qaidah.



Da'wah & Religious Education Department

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