



WALNUT CREEK ISLAMIC CENTER (WCIC) SUNDAY SCHOOL  
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# WALNUT CREEK ISLAMI CENTER SUNDAY SCHOOL

**Registration Packet/Principles and Guidelines**

### **A Message from the Principal**

Assalamu Alaykom,

The management of the Walnut Creek Islamic Center Sunday School would like to welcome your child/children to our school and hope that the educational experience will be fruitful.

Since all teachers and school administrators are volunteers, it is essential to have the parents allocate a sufficient amount of time when the school is in session to insure safe, supervised, and organized activities in and outside the classroom. This cooperative school model requires the active participation of one of the parents in carrying out special tasks and in providing services as requested by the school administration. It is estimated that a maximum of 3 to 4 hours per month would be sufficient for each family to help in the running of the school.

Parents should know that the school does not carry any form of insurance and request that parents hold the school harmless against any accidents that may occur and are not within the control of the school administration. This is one of the reasons active participation by the parents in the running of the school is essential.

None of the teachers or administrators receives monetary compensation for their time and efforts in conducting classes and/or overseeing the administrative activities of the school. The school fees that you pay every semester are spent entirely on school material, books, and other direct needs of your children. To help us be responsive to your children needs, please make sure that you make timely payment of the required fees.

Additionally, we strongly suggest that parents take an active role in the learning process of their children through supervising their study and doing the assigned homework at home in preparation for the school sessions. Giving encouragement to your children and informing them of how proud you are to see them learn the principles of Islam and the Arabic language would certainly make the children more serious about their schoolwork. 30 minutes on average per day would be quite sufficient for you to help your children in optimizing their learning processes.

**Also, as parents, please make sure that your children bring their notebooks and other school material, which are dedicated solely to their Islamic schoolwork.** Children should have a good breakfast before coming to school. They should also bring a nutritional snack to eat during the school breaks. Please do not send cash. When you bring your child/children to the school, **please remember to sign the “drop off and pick up sheet**, even when you have school duties, and leave them *in the custody of one of the teachers or one of the on-duty parents.*

We certainly appreciate your cooperation and feel privileged to have the opportunity to teach your children Islam and the Arabic language. InshaAllah, we hope our modest efforts along with your commitment will enable our children to grow up as good Muslims in this community.

**Please read the school by-laws, which are available on our website: [www.darulislam.org](http://www.darulislam.org)**

Assalamu Alaykom,  
Khalid Saleh, Principal

## **Bylaws and Operating Guidelines**

### **Article 1- Mission Statement:**

Sunday Islamic Cooperative School is established to provide Islamic and Arabic language studies to Muslim children in the East Bay region to strengthen their religious and morale character in their service to Allah and to their community.

### **Article 2- School Board:**

2.1. School Board is appointed by the Executive Committee of DARULISLAM Masjid to serve for a two-year term, renewable automatically unless one party otherwise notifies the second party.

2.2. The membership of the School Board will range between three (3) to five (5) members, with a fair representation of the community.

2.3 A member of the School Board may be replaced if he/she does not attend board meetings or participate in board activities.

2.4. The main duties of the School Board include, but are not limited to:

2.4.1. Approve the school curriculum, teaching programs, textbooks, and reading material

2.4.2. Approve the class schedule as per recommendation from the Principal and teachers

2.4.3. Appoint or discontinue the services of the school principal and/or the teachers

2.4.4. Set tuition fee and other fee schedules

2.4.5. Grant scholarships to assist needy families in paying the tuition and other school fees

2.4.6. Approve school policies and operating procedures

2.4.7. Disqualify students for bad behavior, irregular attendance, and/or breaking the schools policies and operating procedure

**Article 3- Cooperative Educational Model:**

The school adopts a cooperative model, calling on the active participation of parents in carrying out some of the necessary tasks outlined below as a required condition for the enrollment of their child/children in the school.

3.1. One parent is expected to spend at least an average of three (3) to four (4) hours per month, carrying out some of the tasks that the school administration deems necessary for the efficient and safe operation of the school.

3.2. The types of services include but are not limited to the following:

3.2.1. Service on the School Board, appointed by the Executive Committee of the Masjid.

3.2.2. Supervising children at their arrival and/or departure times and during school breaks.

3.2.3. Organizing and cleaning the Masjid facilities at the completion of classes.

3.2.4. Carrying out administrative responsibilities, such as collecting monthly school fees, keeping school accounting books, maintaining school records and files, organizing school special events, and other necessary administrative duties. This duty will be appointed by the School Board

3.3. Lack of fulfillment of assigned service duties by parents would be grounds for disqualifying their child/children from the school.

3.4. Parents are expected to supervise their children in their studies and doing their homework assignments in order to enhance the learning processes of their children. They should communicate any special needs their children may have to the teachers in a timely manner.

**Article 4- Educational Program:**

4.1. The educational program offered by the school includes but is not limited to the following:

4.1.1. Teachings and principles of Islam

4.1.2. The Holy Quran

4.1.3. Teachings of the Prophet (pbuh)

4.1.4. The Arabic language

4.2. The School Board approves changes to the educational program when recommended by the Principal and teachers.

4.3. The current educational program is described in detail in the attached Appendix A.

4.4. School and class schedules are prepared by the Principal and teachers and approved by the School Board. Current school and class schedules are detailed in Appendix B.

#### **Article 5- Tuition and Other School Fees:**

**5.1. School fees should be paid at the beginning of each semester and are non-refundable for any reason. Any delay may result in a 10% fine.** Payments on a semester or annual basis are encouraged as it saves the parents and school administration time and effort.

5.2. The current fee schedule, subject to changes, is as follows:

5.2.1. \$ 150 for one child per semester

5.2.2. \$ 250 for two children per semester

5.2.3. \$ 350 for three or more children per semester

5.2.4. \$100 increment per child per semester.

5.3. Scholarships to cover all or part of the tuition fees are available for families needing financial assistance. Applications for these scholarships should be made to the Principal of the school.

## **Appendix: A**

### **Educational Programs**

The school educational program has been configured at three levels: entry level, intermediate level, and advanced level. Each level has been designed to meet specific student needs based on their previous preparation and applicable competency levels. The three educational levels are detailed below:

- 1. Entry Level Educational Program:** Students will learn the basics of the Islamic religion including the Shahada, Salah, Saum, Hajj, Zakat, and Searah of our Prophet Mohammed (pbuh). The students will also learn the Arabic alphabet and memorize short suras from the Quran. The materials used to assist this level are:
  - a. Computer program
  - b. Huroof Al-Hejaa Book.
  - c. Al-Hroof Al Abjaddea Book.
  - d. Stories about our Prophet Mohammed (pbuh).
  
- 2. Intermediate Level Educational Program:** Students will learn the Arabic alphabet in depth and compose Arabic words. In the religion class the students will continue to memorize short suras from the Quran, study the life of our Prophet Mohammed (pbuh), sahaba, and stories of the Prophets. The material used to assist this level of learning are:
  - a. Our Prophet Mohammed's (pbuh) life in Makkah.
  - b. Our Faith (Lesson 1 through 13).
  - c. Computer programs.
  
- 3. Advanced Level Educational Program:** Students will be introduced to an in-depth learning of the Prophet Mohammed's (pbuh) life. Arabic studies will continue with alphabet review and the combining of Arabic words to make simple sentences, as well as, read and write Arabic. The materials used to assist this level are:
  - a. Our Prophet Mohammed's (pbuh) life in Medina.
  - b. Our Faith (Lesson 14 to the end of the book).
  - c. Quranic Reader.
  - d. Computer programs.

### **Why Do We Assign Homework?**

The amount of time students spend learning a skill and acquiring a new knowledge base will undoubtedly affect their ability to master it. It is important to remember that homework helps students learn better and faster.

Homework will also help families become involved in their children's Islamic and Arabic education. To achieve the best results, the parents and the school must work together. When students see how committed and involved their parents are in their learning processes, they invariably work harder and perform better.

**Appendix: B**

**School and Class Schedules**

**Class Schedule**

Classes meet on Sundays from 10:00 am to 1:15 p.m. School is closed on local and major Islamic holidays.

<b>Classes</b>	<b>Time</b>
<b>First Class</b>	<b>10:00 AM – 10:40 AM</b>
<b>Second Class</b>	<b>10:45 AM – 11:20 AM</b>
<b>Break</b>	<b>11:20 AM – 11:50 AM</b>
<b>Third Class</b>	<b>11:50 PM – 12:30 PM</b>
<b>Fourth Class</b>	<b>12:30 PM – 1:15 PM</b>
<b>Duhr Prayer</b>	<b>1:30 PM</b>

**School Schedule 2015-2016 Academic year**

<b>DATE</b>	<b>HOLIDAY</b>
<b>8/30/2015</b>	<b>First day of school</b>
<b>9/6/2015</b>	<b>Labor Day</b>
<b>11/29/2015</b>	<b>Thanksgiving break</b>
<b>12/27/2015</b>	<b>Winter break</b>
<b>1/17/2016</b>	<b>Martin Luther king Jr. Day</b>
<b>2/14/2016</b>	<b>President’s Day</b>
<b>3/27/2016</b>	<b>Spring Break</b>
<b>5/22/2016</b>	<b>Final Test Day</b>
<b>5/29/2016</b>	<b>Graduation Ceremony</b>

**2014-2015 School Year - SEMESTERS**

<b>FALL SEMESTER</b>	<b>September</b>
	<b>October</b>
	<b>November</b>
<b>WINTER SEMESTER</b>	<b>December</b>
	<b>January</b>
	<b>February</b>
<b>SPING SEMESTER</b>	<b>March</b>
	<b>April</b>
	<b>May</b>
<b>SUMMER BREAK</b>	<b>June</b>
	<b>July</b>
	<b>August</b>

**\*\* NOTE: Tuition is due first week of each semester.**

## **DROP-OFF/PICK-UP PROCEDURES**

**\*\*\*PLEASE READ\*\*\***

Dear Parents,

Alsalam Alaykum.

Your children's well-being and safety are our first priority here at Darulislam. As such, we have pick-up and drop-off procedures to ensure your and our awareness of you children's whereabouts **at all times**. Please read below the process to be followed by all parents of children who attend the WCIC Sunday School:

- **Drop-off:**
  - All children must be signed in upon arrival
- **Pick-up - \*\*\*PLEASE READ CAREFULLY\*\*\***
  - All children **must be** signed out at pick-up
  - There are 2 Pick-up time options:
    - 1:00pm sharp
    - Right after Duhr prayer – parents who are not present at 1pm for pick-up must wait until Duhr prayer is over in order to ensure an assigned staff member can escort the child to their parent (or delegate – read below).
  - Ensure that any non-parent whom you expect to regularly pick up your child is listed in your child's file.
  - A parent who has delegated pick-up to an individual who is not listed on file must do the following:
    - A parent **must inform the office** (in person or by phone) prior to pick up time, providing the delegate's full name as it would appear on a photo ID.
    - The delegate must provide a photo ID that matches the name provided by the parent during step 1.
    - If either of the above 2 steps have not been followed when a delegate is assigned pick-up, a staff member will attempt to reach the child's parent for clearance prior to releasing any child to a non-parent.

Thank you for your support and understanding of these requirements to ensure your children's safety.

WCIC Staff



## REGISTRATION FORM

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### Student Information

**Student Name** \_\_\_\_\_

**Fathers Name** \_\_\_\_\_

**Mothers Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender:** Male OR Female

**School Grade** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

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### Student Information

**Student Name** \_\_\_\_\_

**Fathers Name** \_\_\_\_\_

**Mothers Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender:** Male OR Female

**School Grade** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

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**Student Information**

**Student Name** \_\_\_\_\_

**Fathers Name** \_\_\_\_\_

**Mothers Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender:** Male OR Female

**School Grade** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_

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**IN CASE OF EMERGENCY**

*(please list someone other than parents)*

**Name** \_\_\_\_\_

**Relationship** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name** \_\_\_\_\_

**Relationship** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Students General Physician**

**Doctor's Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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### **Additional Information**

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I acknowledge that the WALNUT CREEK ISLAMIC CENTER (WCIC) SUNDAY SCHOOL does not carry insurance against accidents. We hold the school harmless against any claims arising from any accidents.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

I would like to participate in the following services at the school in fulfillment of my family's service obligation (Check one or more):

\_\_\_\_\_ Supervise children (on arrival, departure, and during breaks)

\_\_\_\_\_ Organizing and cleaning Masjid facilities

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Fees per Semester**

One child: \$150 per semester

Two children: \$250 per semester

Three children: \$350 per semester

Four children: \$450 per semester

**\*\* Note \*\***

- 1.** \$100 increment per extra child
- 2.** `School Fees are non-refundable

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**WALNUT CREEK ISLAMIC CENTER SUNDAY SCHOOL**

**Parent Release Form**

I, the undersigned, hereby authorize the Walnut Creek Islamic Center (WCIC) Sunday School to allow my child/children whose name(s) is/are listed below to leave the school premises during the class break that takes place between classes and/or after school dismissal.

Name Of Child \_\_\_\_\_

Name Of Child \_\_\_\_\_

Name Of Child \_\_\_\_\_

Name Of Child \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please check this box and sign below if you do not authorize the WCIC Sunday School to allow your child/children to leave the school premises during the school break that takes place between classes and/or after school dismissal.

Parent Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I, the under signed, also agree to release and hold harmless WCIC Sunday School, Darulislam Masjid Inc. and its board of trustees, executive committee, employees, and/or volunteers, from any claim, demand or cause of action for accident, illness, injury to my child/children, or for damage to her/his personal property or others' property which arises out of or is in any way connected with WCIC Sunday School.

Parent Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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