

# North Penn Mosque Islamic School



600 Maple Avenue, Lansdale, PA 19446  
Tel: 215 361 2229, Fax: 215 361 2759  
A nonprofit Religious Organization

Tax ID No: 23-2819188  
State of Pa, Entity No: 2842078  
Ref: \_\_\_\_\_

## Maktab Enrollment Form Year 2015 – 2016

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

PLEASE FILL OUT THE FORM COMPLETELY AND HAND IT TO IMAM OR MAKHTAB RESPONSIBLE BROTHER.

### I. STUDENT(S) INFORMATION

1) Student's Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Male:  Female:  Grade in School: \_\_\_\_\_

2) Student's Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Male:  Female:  Grade in School: \_\_\_\_\_

3) Student's Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Male:  Female:  Grade in School: \_\_\_\_\_

### II. PARENT/ GUARDIAN INFORMATION

Father's (or Guardian's) Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Occupation: \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mother's Name \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Preferred Telephone (circle one) Home Cell

Emergency Contacts:

1. \_\_\_\_\_

# North Penn Mosque Islamic School

## Rules and Regulations

### Eligibility

1. Children ages 5 years and up are eligible for the Maktab.

### Maktab Time

1. Maktab hours are (Tuesday to Friday) 5:30PM to 7:30PM and Saturday (10:30AM to 1:30PM), unless otherwise notified.
2. Parents are requested to bring their children at least 5 minutes before the Maktab starts.
3. Children may not be dropped off no earlier than 15 minutes of the Maktab start time. They have to be picked up no later than 15 minutes after the Maktab time.
4. Parents are requested to ensure the child is relieved from all necessities (toilet and wudhu) before coming to Maktab.
5. The teachers should not be disturbed during Maktab time.

### Attendance & Punctuality

1. Attendance and punctuality is of outmost importance as absenteeism and late coming seriously retard the student's progress as lessons cannot be repeated for one child due to limited time.
2. Any absent student shall be required to bring a note signed by the parent/guardian.
3. Students shall not be permitted to leave Maktab early unless the parent/guardian has notified the teacher in advance.
4. Please try to avoid making any appointments or plan any journeys during Maktab hours.
5. Continued absence and lateness without a genuine reason is unacceptable.

### Dress Code

1. Islamic dress code is required of all the Students in the Maktab.
2. No tight clothing (boys and girls) is allowed.
3. Boys should wear a jubba/thobe with Islamic trousers and Islamic headgear.
4. Boys should wear trousers above the ankles.
5. No wedge or mushroom haircuts will be allowed.
6. Girls must be modestly dressed with cloaks and abayas.

### Conduct

1. The students are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property of the NPMIS.
2. Any form of bad behavior, disrespectful act or rudeness will not be tolerated.
3. Students shall be disciplined for bad behavior.
4. Salah is part of the Maktab and behavioral infractions during the Salah will be considered as violations of the Maktab rules and are subject to disciplinary action(s).
5. If a child receives more than 3 warnings regarding behavioral infraction in a 30 days period, the child will be excluded from the class for 1 full day. Readmission will be accepted only after the child gives a written statement of apology for actions and rectification methods for the problem. This statement should also bear the signature of the parent.
6. Cell phones, MP3 players or any other electronic gadgets are not allowed in Maktab and will be confiscated items can be collected by the parents from the office.
7. If you need to contact any participant (for emergency reasons only) during program hours, you may call the Program Coordinator, Br. Brother Fozlul Haque 215-500-3186 or Br. Ali Ghorbal 267-864-7402 who will in turn contact the teachers and pass on the message.
8. The Maktab has the right to suspend any student who violates any rule of the Maktab. Anyone dismissed has no legal remedy against the Maktab.

### Responsibilities

1. Quran, all text books and required items should be brought to class daily.
2. Disciplinary action may be taken against the child if he/she does not bring his/her required items to the class on a consistent basis. This may include suspension from the class for the whole day.

# North Penn Mosque Islamic School

3. Any homework given should be completed. Parents have to personally ensure that the homework is done.
4. Parents should ensure that children revise their Qaidah/Quran and other Maktab lessons daily.
5. Parents should ensure that their children practically implement their Islamic education
1. And uphold their Islamic identity at home and elsewhere.
6. Parents should encourage their children to perform their five times daily Salah and they should also perform it themselves as an example.
7. Duas and Sunhats should be practiced on their respective occasions, e.g. upon entering and leaving the toilet, eating, sleeping, etc. Our homes will InshAllah be enlightened with the noor (light) of the Sunnah.
8. Parents are encouraged to discuss matters concerning their children with the teacher.
9. Any constructive criticism or suggestions should be addressed to the Canton Islamic Center office.

## Fees

1. The Maktab fee is **\$30 per child per month, \$270 full year.**
2. Maktab fee is due in full at enrollment, or on the 1<sup>st</sup> day of each month.
3. Parents are required to pay for the books recommended by the North Penn Mosque Islamic School.

## Student Pledge

1. Students shall refrain from using inappropriate languages, obscene languages; excessive grumbling and complaining will not be tolerated.
2. Students shall exercise courtesy and kindness when dealing with others, as well as not harass abuse, bully, and tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Students shall respect the authority of the faculty and staff of North Penn Mosque.
4. Students shall show respect for the N.P.M.I.S facilities by keeping hands and writing implements away from the walls, tables, floors, and windows. Unnecessary waste or damage to N.P.M.I.S property or facilities will not be tolerated.
5. Students shall show respect for others by not taking things that do not belong to them.
6. Students shall exercise honesty at all times.
7. Students at all times must follow the Sunnah of Rasulullah (S.A.W).
8. Students are required to be punctual with their Salat.
9. **Students shall be representatives of their Maktab and the Deen of Allah in the community in which they live and shall observe this conduct code at all times.**

Note: Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy.

Student's name:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

By checking this box, I \_\_\_\_\_ agree that the above mentioned information is true and correct. We also agree to the terms and conditions that are explained above. We pledge that there is no fraudulent intent in the submission of this form.

Signature of Parent: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

May Allah Ta'ala accept this teaching and learning process from all of us and make us means of guidance for the entire mankind Ameen.