

SADIQ SCHOOL'S BIBI SAKINA DAYCARE PARENT'S HANDBOOK



O MY LORD! ADVANCE
ME IN KNOWLEDGE
(SURA TA-HA 20:114)

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We are very excited to welcome your child and family to Sadiq School's Bibi Sakina Daycare at Somerset! We look forward to partnering with you in providing an exceptional educational experience for your child.

Our Parent Handbook is designed to make sure you have answers to common questions.

Please be sure to carefully review your handbook before your child starts school.

We serve children between the ages of 2.5 years old and 3 years old in our childcare.

Our daily program promotes your child's school readiness while boosting their intellectual, social, physical, and emotional development. We continually train our staff using the most current research in child development and early education. If you have questions about the handbook, your child's experience, or any other aspect of the school, don't hesitate to reach out to our leadership team.

We also encourage you to actively share feedback about your and your child's experience throughout the year. We are grateful that you are entrusting us with your child, and are thrilled to have your family as part of our community.

Here's to a wonderful year!

Sincerely,

Leadership Team of Sadiq School Somerset, NJ



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IT'S ALL ABOUT YOU

The mission of Sadiq School is to provide students with the skills and knowledge in an Islamic environment that they will need to succeed in their lives and become active participants in their communities. A core tenet for Sadiq School is to form a powerful relationship between the students, parents, and their teachers and empower our youth with the necessary religious and academic education to reach their highest potential. Sadiq School will aim to graduate young men & women who can think critically and creatively, have acquired an excellent academic foundation, and have a deep understanding of their Creator, the Quran, and the Ahlul-Bayt. We strive to provide the best possible educational experience for your child, excellent communication with you, and a warm and welcoming school community for your family. We're so glad you're here!

OUR PROGRAMS

Children's Community

The Sadiq School Children's Community is a place where your child can acquire language skills, practice both fine and gross motor activities, and master toilet learning. Your child will learn how to work with other children, express his needs and practice sustaining focus during various activities and manage those big emotions!

Our classroom is designed to engage children in hands-on exploration of practical life, sensorial, math, language, and cultural (science, geography, history) activities in the classroom along with practicing "grace and courtesy" in his relationships with other children.

Extended Day Program

Sadiq School is now offering before and afternoon extended day programs as well. During these times,

We have recreational activities, like building with blocks, gardening, art projects, reading, sensorial play and more. We follow the Montessori approach at all times throughout the day.

Calendar

For your convenience, our school is open year-round with minimal closure days to ensure that you can plan vacations and holiday celebrations on the timeline that works best for your family. The current school year calendar is always available in the Parent Portal of our website, Sadiqschool.com.

Please save the calendar in a convenient place for your ongoing reference.

Daily Schedule

Before Care and flexible drop-off time	7:30 – 9:00 a.m.
Work Period	9:00 – 11:30 p.m.
Lunch / Pick up for half day program	12:00 – 12:30 p.m.
Quiet time	1:00 - 3:00 p.m.
Extracurricular Activities /aftercare/ Pick up	3:00 – 5:30 p.m.



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DROP-OFFS AND PICK-UPS

Drop-Off and Pick-Up Safety

Please use extra caution and drive slowly in areas where children may be present. Please remember to sign your child in and out each day, as is required by state law. To ensure that our children are supervised at all times, once a child is signed out, the person who signed out the child is immediately fully responsible for that child.

Late Pick-Ups

Staffing is organized based on your child's planned schedule. If you are not participating in our all-inclusive extended day program, please pick up your child promptly at the end of his or her class time. Remember there is a five-minute grace period for pick-up after the end of your child's class time, after which a late fee of \$25 for each 15 minutes (or portion thereof) will be incurred. This late fee will be charged automatically to your account. Please note: Our building closes at 6:30 p.m. sharp, so there is no grace period for 5:30 p.m. pick-ups.

Emergency Protocol for Late Pick-Up

In the highly unlikely event that your child is not picked up by 5:30 p.m. and we are unable to reach you, we will begin contacting those listed on your child's emergency contact list. If we are unable to reach any of your emergency contacts, we will contact our local childcare licensing office.

FOOD

Allergy Policy

Children are not permitted to share food at school. We are a nut-free facility, because unidentified allergies to nuts are common in young children and because of the open, shared nature of the Montessori classroom, this policy is in place to protect children with known or unknown allergies.

Breakfast/AM SNACK

Breakfast/ AM snack is not provided by the school. Please be sure that your child has a nutritious breakfast every morning, avoiding simple sugars. This healthy breakfast will help your child to learn and concentrate better at school. Children attending during morning extended time should eat breakfast before arriving at school or bring a prepared breakfast to be eaten before 8:00 a.m.

Lunch

Parents are responsible for providing meals for their children. Please pack food in containers that your child can open. Microwaves are not available, we recommend sending an ice pack or thermos, as needed, to regulate the temperature of your child's lunch. Children bringing their lunch and/or snacks to school should bring:

- a healthy lunch including proteins and complex carbohydrates (such as fresh vegetables, whole grains, and fresh fruits)
- a water bottle or bottled water (labeled with your child's name)
- two napkins
- a placemat
- utensils when required for the meal



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• a child-sized lunch box clearly labeled (near the handle) with your child's full name.

Forgotten Lunches/Late Delivery

If your child is dropped off at school without a lunch, we will call you to request that you drop off a lunch as soon as possible, and before the mid-day break is over. On any occasion when your child's lunch is brought to school late, please leave the lunch with the school office staff to avoid disrupting your child's class. If you are unable to provide a lunch, a simple lunch will be provided for your child and a \$15.00 fee will be charged to your account.

COMMUNICATION

Communication between home and school is the cornerstone of your child's positive school experience. Our ongoing open-door policy, clear communication before and during transitions, and frequent parent-teacher exchanges nurture a home-school partnership that will be to your child's benefit. We will use emails to share important news, announcements and updates.

DISCIPLINE POLICY

Supporting the Development of Self-Discipline. When minor discipline issues occur, we first ensure that the child is enthusiastic about his or her work and appropriately challenged. Our goal is to support each child to develop an ever-increasing understanding of grace and courtesy, a strong sense of responsibility, and inner discipline using a nonpunitive discipline style. In the classroom and throughout the school, children are expected to treat themselves,

their peers, and the adults around them with courtesy and respect. Your child's teachers and other adults in the school carefully model grace and courtesy, and encourage each child to do so, appropriate to his or her age level.

In the case of a conflict, when a gentle reminder is not enough to shift the behavior, the adult will intervene, firmly and respectfully, to stop the behavior or the conflict.

The response to a conflict is dependent on circumstances and the needs of the children involved. In general, we draw attention to the natural consequences of a behavior (another child's tears, a broken material), rather than implementing punishments that have little or no relationship to the behavior. We intend is to resolve the issue and help the child to identify and practice alternatives to the behavior, rather than punish the child. Many disciplinary and behavioral concerns (e.g., biting, minor instances of physical aggression, disputes between friends) are age-appropriate and natural to group settings, and they can often be resolved with the methods above.

In severe circumstances, if it appears that the school does not have the necessary resources to resolve an ongoing situation, if sufficient cooperation cannot be gained from the parents, if the child's safety, or the safety of other children appears to be at risk, or in other circumstances that we deem to warrant it, we may advise parents to employ outside resources to assist, and/or we may find it necessary to discontinue the child's enrollment.

Expulsion Policy

Our goal is to provide the best educational environment for every child in our program. If our school is not prepared to support the range of behaviors or issues that a specific child



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presents, expulsion may be necessary. If, at any time, the School administration concludes that

a child may not be a good fit for our school (due to a social-, emotional-, or academic related concern), the School administration will request a meeting with the parents to discuss the situation. In the case that that meeting does not achieve a mutually agreeable solution to the concerns, we reserve the right to discontinue enrollment. Reasons for discontinuing enrollment may include, but are not limited to, physical or verbal aggression toward other children or adults, disruptive or disrespectful behavior, chronic lateness, or failure to meet classroom standards.

Sadiq School Childcare reserves the right, in its sole discretion, to discontinue the enrollment of any student, for any reason, at any time, with or without notice. Further, Sadiq School Childcare reserves the right, in its sole discretion, to discontinue the enrollment of any student, at any time, with or without notice, whose parent(s) fail(s) to abide by the policies and procedures included in this handbook, or who behave(s) disrespectfully or inappropriately toward any member of our staff or any member of our student or parent community.

HEALTH AND SAFETY

Bumps, Bruises, and Scrapes

As children learn new ways to move their bodies, bumps, bruises, and scrapes are normal and to be expected at school, on the playground, and at home. Play is an essential part of a child's development, though it does include some risk of injury.

Injuries may also occur in the classroom or school. If a more serious injury occurs, you will receive a call from the school advising you of the situation and the action taken by our staff. By enrolling your child with us, you acknowledge these and other risks to your child connected with attending school.

Illnesses — When to Keep Your Child Home

Children exhibiting one or more of the following symptoms must stay home from school:

- Diarrhea • Head lice • Vomiting • Runny nose (with yellow or green mucus)
- Fever of 100 degrees or more • Red eye(s) with white or yellow discharge
- Nausea • Sore throat • Unidentified rash • Persistent cough • Earache.

If any of these symptoms are identified while your child is at school, you will be contacted and required to pick up your child within 30 minutes. To help prevent the spread of illness, and in accordance with federal, state, or local regulations, your child will be kept comfortable outside of the classroom (in the front office or other appropriate area) until he or she is picked up.

After displaying any of the symptoms above and before returning to school, your child must be free of illness and without the aid of medication for at least 1 full day.

Immunization

Sadiq School Childcare requires that all enrolled students be vaccinated in accordance with the



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recommended state schedule. We require an updated immunization records be kept in the school's files for the duration of each school year. If an unvaccinated child exhibits symptom of

a communicable disease, the child's parents will be contacted as soon as possible and may be required to pick up the child from school within one hour.

Families seeking an exemption must fill out any and all required state paperwork and must also acknowledge and agree to our vaccination policy.

Administering Medications at School

Parents must fill out and sign a Medication Administration Authorization form in order for school administrators to administer over-the-counter or prescription medications.

This form grants your consent and describes when and how to administer the medication to your child.

With written parental consent, we will administer over-the-counter medications according to the label instructions and prescription medications according to the pharmacy's prescription label. The following information must be included on the label: name of medication, dosage, time interval, and the child's name. Medications will be stored in a medicine box in an appropriately secure place in the front office, never in a child's backpack or cubby.

Allergies

For students with diagnosed allergies, parents are responsible for informing school, providing medicine, epi-pen and action plan in case of emergency. This form should be completed and signed by child's pediatrician.

School Closure Due to Inclement Weather

In general, the school will follow the guidelines of the local public-school authority for closings, delays, and early dismissals due to inclement weather. Please consult the local news to hear about closures, and watch for an email update from the school in the case of any variance. Please be aware that in the case of closure due to inclement weather, all our regular school programs and our extended day programs will be closed.

Disaster Preparedness

In case of a natural disaster, Sadiq School Childcare has the following precautions in place:

- Emergency contact information for each student is on file and accessible at all times. Please be sure to update information for each of your child's emergency contacts immediately if there are any changes.
- Sadiq School Daycare is equipped with food, water, first aid, and other recommended emergency supplies, and is prepared to provide shelter and care for all enrolled children. In addition the Daycare is located at the Sadiq School Campus and more help is available from the School.
- Regular fire, lockdown, and earthquake/tornado/hurricane (where applicable) drills are conducted to prepare all staff and enrolled children to respond safely and effectively to a disaster.



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Lockdown

If a potential threat is identified on or near school property, a “lockdown” will be implemented to

safeguard all students, staff, and visitors to the school. A lockdown response may be employed, for example, in the case of a weather-related emergency, a wild animal outside the building, a

hazardous chemical in the area, or suspicion of criminal activity in the neighborhood.

Lockdowns are practiced with students, and all staff members are trained to implement a lockdown under certain circumstances.

If a lockdown occurs, whenever possible and reasonable, School administration will email parents with information and updates about the situation. Parents will be kept informed to the extent possible throughout, and as soon as a potential threat has abated.

Preventing Abuse and Neglect

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). All members of our teaching staff receive training upon initial hiring and an additional hour of training on an annual basis. This training spans a range of topics, including factors indicating a child is at risk for abuse or neglect, warning signs indicating a child may be a victim of abuse or neglect, procedures for reporting child abuse or neglect, and raising awareness of community organizations that have training programs available to childcare center staff members, children, and parents.

FINANCIAL POLICIES

Registration Fee

A non-refundable registration fee of \$200 will apply for each enrolled child upon application to Sadiq School Childcare. Registration fee will be charged every year to maintain/hold children spots.

Tuition Deposit

A one-time deposit of \$500 is required upon initial enrollment in the school. Tuition deposits are not refundable or transferable under any circumstances. There are no exceptions, so we ask that you place your tuition deposit only when you are 100% confident in your choice to enroll your child with Sadiq School Childcare.

Your deposit will “roll forward” each year that your child remains with the school, so you will not be required to pay a new deposit in order to continue your child’s enrollment each year. If you choose to withdraw your child at any time, you will be asked to give a minimum of one month’s notice. Your child’s last day will then be the last day of the month that follows the month in which you give notice (e.g., if you give notice on April 22, your child’s last day will be May 31). Your tuition deposit will cover tuition for your child’s last month of school, and if tuition owed for that last month is less than the amount of the deposit, we will refund the difference on your child’s last day.



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Tuition Payment Options and Late Fees

A monthly tuition installment is always due on or before the 1st day of each month, even if the first day of the month falls on a Saturday, Sunday, or holiday. Any payment received between the 2nd of the month incurs a late fee of \$25.

Consistently late payment of tuition may result in the discontinuation of your child's enrollment, or we may require that you pay the balance of the school term tuition in full.

Tuition During Absences, Illnesses, and Vacations

If your child starts partway through the school year and on a day other than the first school day of that month, your first tuition installment will be prorated according to your child's start date. Other than the first month, monthly tuition installments are never pro-rated for any reason. For your convenience, monthly tuition installments are calculated as equal payments. Therefore, each tuition installment holds your child's spot for that full month, regardless of whether your child is present for the entire month, whether it is a short month, how many days of school there are in that month, holidays, vacations, or any other factors. In addition to being more convenient for our families, this approach is fiscally responsible and creates stability for the school and staff members, who are paid monthly while school is in session.

Sibling Discounts

Sadiq School Childcare offers a 10% sibling discount for families with more than one child enrolled. The sibling discount will be applied to the tuition(s) of all younger siblings of the oldest child enrolled.

Change of Schedule

Please submit requests to change your child's schedule (e.g., half-day to full-day). Only one schedule change is permitted each school year.

ADDITIONAL OPERATIONAL POLICIES

Photos, Videos, and Work Samples

We may use pictures or videos of your child and/or samples of his or her work on our website, in advertising, in newsletters, classroom displays and materials, and/or in local newspapers. If the school has a private Facebook page, photos or videos may be used after parent's approval only.

Non-Discrimination Policy

We do not discriminate on the basis of race, sex, national origin, disability, religion, or any other protected status. We will make reasonable accommodations to meet the needs of any child whose parents wish to enroll the child in our program
make reasonable accommodations to meet your child's social, learning, and behavioral needs.

Complete File Requirements

As a condition of your child's enrollment, all registration paperwork, medical forms, and payments must be complete and submitted before your child attends school.



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Custody Considerations

If there are current legal documents regarding custody issues, please provide a copy to the School administration. We are required to release a child to his or her natural parent unless we have a legal document on file that addresses custody. We cannot deny a parent the right to pick up their child, even if we have been asked to do so, without a legal document on site.

Your Parent Handbook

This Handbook is designed to give you the information you'll need to support your child throughout the school year. Our goal is to continuously improve in all these areas, and we encourage you to actively share your feedback and suggestions. Thank you for choosing Sadiq School Childcare! It is our honor, and our privilege, to share the upcoming school year with your family.

Tuition information for school year 2023-2024

Children's Community – 2.5yrs to 3 yrs old

5 half days = between 7:30am to 12:30pm = \$1200 per month

5 full days = between 7:30am to 5:30pm = \$1500 per month

Before care only for Sadiq School Students

7:30 am = \$300 per month

After care only for Sadiq School students

3:30pm to 5:30pm = \$300 per month