



# Islamic School of Trenton

2012- 2013

*"He who taught (the use of) the Pen, taught man that which he knew not"*

H. Q. Surah Al-Alaq, 4-5

*"Oh, My Lord, give me knowledge".*

H.Q Surah Ta-Ha, 114



25 OXFORD ST.  
TRENTON, NJ 08638  
**Phone and Fax: 609-695-9900**  
Islamic schooloftrenton@gmail.com

Islamic School of Trenton is a New Jersey non-profit, 501(c)(3) tax exempt organization. All donations are tax deductible to the extent allowable by law

## History and Mission Statement

The Islamic School of Trenton was established as the I.M.B.I. Day School in September, 2001 as a service for families in the Trenton community with Pre-Kindergarten and Kindergarten aged children. One grade has been added every year. This year, Alhamdulillah, we will be providing classes through sixth grade.

In an environment based on Qur'an and Sunnah practices, we strive to educate the children at the appropriate grade level and, as much as possible, at each child's own pace. The students are taught all academic subjects in accordance with state guidelines, along with Islamic studies, Arabic language, and reading and memorizing Qur'an. Our mission is to give the children the tools they need to begin to understand and appreciate Allah t'Ala's creation and to practice the sunnah of our Prophet, *Salallahu Alaihi wa Salaam*.

The mission of this school is to encourage each child to begin to think for himself or herself with the critical mind of a Muslim and to develop the skills necessary to fulfill his or her God-given role in this life, with the understanding that life in the hereafter is a reality which must also be prepared for, Insha-Allah.

## Parents' Financial Obligations

1. Tuition is \$3,600 per year for the first child and \$3,240 for each additional children. This discount is applied for students from first grade to sixth grade.

1 child	=	\$3,600.00
2 children	=	\$6,840.00
3 children	=	\$10,080.00
4 children	=	\$13,320.00

2. A registration fee of \$300.00 per child is due at the time of registration. If a payment plan is made, all registration fees must be paid by May 15, 2012.

3. Please note that tuition is not based on days in school. The full fee for each month is due from September through June. Ramadan, 'Eid holidays, and other days off do not reduce the tuition.

4. Tuition will not be reduced for extended family trips taken at any time during the school year. June tuition will still be due for students who leave school in May.

5. Transportation to and from school is not provided by the school. New Jersey residents may be eligible for reimbursement for transportation cost from the state. Please ask for a transportation reimbursement form. We strongly encourage parents to carpool.

6. Lunch, snacks, school field trips and school supplies are the responsibility of the parents.

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## \*\*\*IMPORTANT NOTICE\*\*\*

The first day of school will be **Wednesday, September 5, 2012**, Insha-Allah\*\*\*

### **Rules and Regulations 2012 / 2013 School Year:**

1. Full school days are Monday through Thursday for all students. Fridays are half days for 1st grade and up; school closes on Fridays at 12:00 noon. Pre-school and Kindergarten students do not have school on Fridays.
2. School begins at 8:00 a.m. and ends at 3:00 p.m., except Fridays, as noted in number 1 above. Pre-K and Kindergarten students must arrive by 8:30 a.m. Hifz students will be required to arrive by 7:30 a.m.
3. Please help the children get to school early so that they will not be late. The building will be open by 7:30 every day, Insha-Allah.
4. Please call the school and let us know if your child will be absent or late to school. The school number is (609) 695-9900. Whenever possible, let us know in advance if the child will be absent or will be leaving early.
5. School books and other materials used for teaching belong to the school. Please help your child to take care of these things. Lost books will have to be paid for.
6. It is the parents' responsibility to make sure that their child completes homework assignments and is keeping up with his or her class work. Your child's teacher will inform you if there is a problem. You may also speak with the teacher if you have questions or if the child is experiencing difficulties.
7. Parents will be asked to participate in school activities and to support school fundraisers throughout the year. Parents are required to volunteer 20 hours a year or pay \$100.00.
8. Parents are required to attend our Parent-Teachers Organization (PTO) meetings in order to fully participate in the work of the school. You will be given information regarding the PTO.

9. Discipline and behavior problems are handled on a case by case basis. All children will be treated fairly and equitably. A Handbook for Parents and Students which includes discipline policy will be distributed to all families, Insha-Allah.

10. Every effort will be made to maintain a safe, comfortable environment, Insha-Allah. The school, staff and Masjid are not liable for accidents or injuries that may occur. Your contract with the school specifically states that you will not bring legal action against the school, its staff, its board of directors nor the board of directors of this Masjid.

### **Additional Information:**

1. Parents are encouraged to attend field trips with their children. You are always welcome to be with us. Please make an appointment with your child's teacher if you would like to observe your child classroom.

2. Please be prepared to help your child with homework. Have a regular homework time for the children and make sure they stay with the schedule. This is especially important for hifz and memorizing du'aa.

### **Pre-K, KG and 1st Grade:**

1. We accept 3-1/2 year old children for Pre-K, provided that the child's 4th birthday occurs by December 31, 2012.

2. Children must be 5 years-old by the end of September, 2012 to go to Kindergarten.

Children must be 6 years-old by the end of September, 2012 to go to first grade. The school maintains the right to make an individual assessment of all entering first graders to determine whether a child is prepared to successfully enter first grade.

3. Pre-K and Kg students are required to have a change of clothes and a blanket or sheet for nap time. Pillows are optional.

4. Parents of Pre-K and Kg students will be asked to contribute to class snacks and supplies on a rotating basis. The teachers will give you the necessary information.

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## Application for Enrollment: 2011-2012 School Year

Child's Name \_\_\_\_\_

Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Previous Schooling? Yes\_\_ No\_\_ (Check One)

If Yes, previous school and grade(s): Grade \_\_\_\_\_

School \_\_\_\_\_

School address \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Work phone \_\_\_\_\_

Father's Cell Phone \_\_\_\_\_

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

Mother's Occupation \_\_\_\_\_ Work phone \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School District \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Relation to  
child \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Doctor's Name \_\_\_\_\_

Phone \_\_\_\_\_

Allergies: \_\_\_\_\_

Please attach copy of Immunization record.

[Office note - complete/incomplete]

Languages spoken at home, parents' primary language First:

\_\_\_\_\_

Annual Household Income: under 25K \_\_\_\_\_ 25K-50K \_\_\_\_\_ 50K-100K \_\_\_\_\_ Over 100K \_\_\_\_\_  
Number in household: \_\_\_\_\_

[Financial Assistance Application: Requested \_\_\_\_\_ Returned \_\_\_\_\_]

Please indicate one or more of our committees for which you will be available to volunteer. Please write F for father; M for mother:

- Endowment and Capital Fund Drive \_\_\_\_\_
- Fundraising committee \_\_\_\_\_
- Jumu'ah committee \_\_\_\_\_
- Special events committee \_\_\_\_\_
- Information technology/website committee \_\_\_\_\_
- Accounting committee \_\_\_\_\_
- Infrastructure/Maintenance committee \_\_\_\_\_
- Field-trips committee \_\_\_\_\_
- Newsletter committee \_\_\_\_\_
- Parent Organization \_\_\_\_\_
- Other \_\_\_\_\_

Can you make a tax deductible monthly pledge:  
Amount per month: \_\_\_\_\_

Signature of Parent or Guardian:  
\_\_\_\_\_

Date \_\_\_\_\_

[Office note - Date filed \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Cash \_\_\_\_\_]

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## Contract for the 2012-2013 School Year:

Name of Child \_\_\_\_\_

Name(s) of Additional Children \_\_\_\_\_

I, \_\_\_\_\_, have read all of the Rules and Regulations for the School Year 2011-2012 and witness by my signature below that I accept and will abide by the stipulations of this contract.

I fully accept my financial obligation of (total yearly tuition)= \_\_\_\_\_ + (Total Registration)= \_\_\_\_\_, in the amount of (total)= \_\_\_\_\_, to the Islamic School of Trenton. I understand that I may withdraw my child from school at any time and that payments made during the month of withdrawal will not be refunded to me. I also understand that tuition due at the time of withdrawal will still be owed to the School.

### I agree to abide by the rules of the Islamic School of Trenton, which are as follows:

1. My child will attend school on a regular basis and will be on time.
2. I will work with my child at home as needed and will make sure all homework is done.
3. I will make myself available to volunteer at the school, and support fundraisers.
5. My child will be taught the importance of following the Sunnah of the Prophet Muhammad (SAWS) at home and every place he/she goes.
6. I agree to accept the decision of the school administration as final in case of any disputed matter.
7. I will not, under any circumstances or for any reason, bring legal proceedings against Islamic School of Trenton, nor any staff or board member of either organization.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_

Amt. Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_