



# TAJWEED QURAN PRESCHOOL

## TERMS & CONDITIONS 2025-2026

### Hours & Attendance:

School hours are 8:00 - 2:50 pm Monday through Thursdays and 8:00 am - 11:45 am Fridays. Drop off begins at 7:45 am, Kinder and above students are tardy after 8:00 am. Dismissal starts at 11:30 am (half day) and at 2:50 pm (full day students). Dismissal for all students starts at 11:45 am on Friday. Please inform of any early pickup latest by 2:00 pm. There will be no pickup between 2:40 - 2:50 pm (Monday through Thursday) and between 11:30- 11:45 am on Fridays. Students need 70 percent attendance in a term to be given a report card.

### Fees and Withdrawals:

A \$200 Supply fee, \$150 registration fee, and an undated security deposit check of one month fee is required at the time of enrollment. The monthly tuition is \$500 full day and \$400 half day. Academic classes are for full day students only. All fees are nonrefundable, kindly pay before the 8th of each month to avoid a \$10 late fee. A 30 day notice is required for withdrawal to return the security deposit. No withdrawals are accepted after March.

### Late Pick-Up Policy:

A \$10 late pick-up is due 25 mins after dismissal time begins. Pickup after each 30 minutes past dismissal time will incur an extra \$10.

### Supplies:

Parents will provide a backpack, lunch, and water bottle for their child(ren). We provide a water bottle for \$1 for each bottle, if needed. Students ages 5 and under, should bring extra clothing (a shirt, pants, an underwear, and socks) in a labeled (full name) zip lock bag before the first day of school.

### Uniform:

Our uniform is Navy blue shirt/dress with khaki or beige pants and closed-toed shoes. No hanging jewelry. No uniform for preschool students.

### Parent Involvement:

A progress report will be available every 9 weeks. Please note, regular attendance, homework and daily review is crucial in achieving set goals. The Institute is responsible for student's progress provided they come on time. regularly, complete assigned homework and review.

To enrich the program, we are asking each family to volunteer a minimum **3 hours** in an academic year. This may be done by any member of the family and includes volunteering for prepping for school events.

### **Communication:**

For communication, check emails regularly. We are using the Google Classroom platform to post our newsletters, important announcements, and report cards. Please join the Classroom to ensure you receive relevant details.

### **Behavior Management/Discipline Policy:**

Tajweed Institute staff will create a fun and safe environment for all students in the program. Praise and positive reinforcement are used as effective methods of behavior management. Students who do not respond to these methods or who are destructive to others or to property will be dealt with in a professional, positive, and timely manner to correct the behavior. The following procedures will be followed for behavior management. All incident reports will be discussed privately with parents/guardians and a copy of each report will be kept on file at the Tajweed Institute.

1. In the event a student's behavior is a repeated behavior and cannot be corrected by the Tajweed Institute staff with a verbal warning or other form of behavior modification, a first incident report will be written to document and correct behavior. A copy of the report will be given to the parent/guardian.
2. A second incident report will be written if the behavior is repeated or new behavior problems occur with the same child. This report will follow the same process as the first, but a one- or two-day suspension could accompany this report, and no refund will be provided for suspended days. A copy of the report will be given to the parent/guardian as the second incident.
3. A third incident report will be completed using the same process as the first two. The Tajweed Institute staff will write this report. Staff will provide this report to the parent/guardian. Incident reports will be discussed privately with a parent/guardian by a Tajweed Institute staff and Director. Dismissal from a program can occur at this time.

**NOTE: Immediate dismissal from the program can occur at any time given severe circumstances.  
Refunds for missed days due to a discipline dismissal will not be granted.**

I have read this agreement, understand its terms, understand that I have given up substantial rights by signing it, have signed it freely and without any inducement or assurance of any nature, and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law on behalf of myself and my child(ren). I also agree that if any portion of this Agreement is held to be invalid, illegal, or unenforceable, that portion of this Agreement shall be deemed separate, distinct and independent, and shall be ineffective to the extent it (i) invalidates the remaining provisions of this Agreement under applicable law or (ii) affects the legality, validity or enforceability of this Agreement.

I certify that I am at least 18 years of age and that no other representations have been made to me that change, alter, or modify anything within this Agreement.