

MCMC MAKTAB REGISTRATION FORM
1000 Hoes Ln, Piscataway NJ 08854



MONTHLY TUTION: Check the Fee Structure of Iqra and contact Rahmat Elahi for assistance.

CHECK PAYABLE TO: MCMC – In memo section state name of the child/month & MAKTAB

MAKTAB OFFERS: Learning of Quran Recitation with Proper Tajweed, Adaab, Aquidah, Seerah and Memorization of daily Sunan prayer.

PROGRAM TIMINGS: MONDAY, THRU FRIDAY (5:00PM –6:30PM)

MAKTAB ADMINISTRATOR: Rahmat Elahi @ Imams office on Mondays - Wednesday (4:30PM – 6:30PM).

Email: maktab@mcmcnj.org.

Parent / Guardian Information - PLS COMPLETE ONE FORM FOR EACH CHILD

First Name _____ Last Name _____

Home Street Address _____

City _____ Sate _____ ZIP _____

Telephone Home _____ Mobile _____ Office _____

Email Address: _____

Student Information

Name	Dt. Of Birth (MM/DD/YY)	Regular School Name & Grade	Any Medical Condition	Last year Sunday School Grade

Rules and Regulations:

1. Maktab is for children ages 6-11 years only.
2. Islamic dress code is required of all the participants in the program. Jeans are not allowed, both for boys and girls. For girls, an Abaya is preferred, recommended and needed. No tight clothing (boys and girls) is allowed.
3. Maktab hours are 5:00PM to 6:30PM (Monday Thru Friday), unless otherwise notified.
4. Children may not be dropped off before more than 5 minutes of the program start time. They have to be picked up no later than 5 minutes after the program time. No exceptions.
5. Grace time is allowed up to 5 minutes for being late on an occasional basis. If you know that the child will be more than 5 minutes late, an email to maktab@mcmcnj.org or call to Administrator no later than 5:05 PM is required to inform that the child will be late. Same rule applies if your child will be absent for the day.
6. Program fees should be paid to the teacher and is due on 1st of every month. No exceptions.
7. No electronic gadgets are allowed in to the program, with the exception of cell phones and voice recorders. Cell phones must be turned off during program hours. If you need to contact any participant (for emergency reasons only) during program hours, you may call the program

coordinator, Rahmat Elahi (908) 917-8981 or Mohammad Ali (347)723-3049 who will in turn contact the teachers and pass on the message.

8. Parents are required to pay for the books recommended by the program administrator. The book fee is approximately 20\$.

Responsibilities:

1. The following items should be brought to class on a daily basis; no exceptions:

- a. Quran
- c. All text books
- d. Home work book, completed and signed by parent.

2. If a child does not bring his/her required items (listed above) to the class on a consistent basis, disciplinary action may be taken against the child which may include expulsion from the class for the whole day and will be noted in the home work note book.

3. Parents have to personally ensure that the home work is done. The expectation is a minimum of 20 minutes should be allocated with your children on a daily basis including the days when the Maktab is not held with the exception of Saturdays.

4. Completion of homework is part of Maktab. The parent has to sign the home work book on a daily basis. By signing, it is agreed that the parent has gone through the notes and has taken the required/necessary action(s)/steps as emphasized. Blindly signing the home work book shows lack of responsibility of the parent; this inadvertently affects the child in a negative manner.

5. A child that comes to the Maktab is expected not only to learn, but to make progress. We understand that not all children are alike and some are better learners than others. However, if the child fails to make appropriate progress over a 6 month time period, it may be an indication that parental involvement needs to be increased. If this continues, after discussion with the parent(s), the child may be expelled from the Maktab Program at the discretion of the teacher and the program coordinator.

6. Any concerns should be brought forth to the immediate attention to Imam and/or the Program Coordinator.

Discipline Policy:

1. The participants are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property. A participant whose action(s) infringes upon the right(s) of others will be held responsible for the action(s), and disciplinary measures will be taken by the management.

2. Infractions of social behavior including lying, using inappropriate words, belittling/ridiculing others, being rude to teachers, performing improper gestures will not be tolerated.

3. 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).

4. If a child receives more than 3 notes in the home work book regarding behavioral infraction in a 30 day 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.

5. Any concerns with regards to student interactions amongst themselves or their studies should be discussed with the teacher and at the site of the incident. If the concern is not resolved, then it should be reported to the Program Coordinator.

6. Any concerns regarding a teacher should be brought forth to the attention of the Program coordinator.

Parent Signature

(Form Revised. 10/09/2010)