

Parent Handbook

2024 - 2025



ALHIDAYAH SCHOOL
RAISING SUCCESSFUL ISLAMIC GENERATIONS



About Us

Our school is a beacon of light, and our children are the shining hope of the future. Our mission is to protect the character of today's Muslim youth and shape them into life-long learners, future leaders, and selfless members of society by raising them in a safe, culturally diverse, well-rounded academic environment founded on the teachings of Prophet Muḥammad, peace be upon him.

Parent / Teacher Meetings

Our team will always do their best to speak with parents. Since staff days are devoted to the teaching of the students, it is usually not feasible to have long discussions during regular school hours. If a situation requires a long discussion, we will be happy to schedule an appointment with you, upon your request. Appointments can be scheduled via email or WhatsApp. During the academic year, we intent to have one parent-teacher conference – usually right after distributing the first report card. Sometimes, instead of a conference, we run scheduled 1:1 interviews, based on requests from parents and teachers.

Daily Schedule

The daily schedule of each grade consists of six periods and two breaks (recesses) - one for lunch and playground, another for either snacks and playground, or snacks and prayer. This depends on the age of the student. Every Friday, all students in Grade 1 and above attend the Friday prayer – SK students, sometimes, sit and listen to the Khutbah part of the Friday prayer.

Daily Schedule 2024 – 2025						
	Monday	Tuesday	Wednesday	Thursday	Friday	
	Arrival (School door opens from 8:25 am to 8:45 am)					
10	8:45 - 8:55	Assembly				A
5	9:00 - 9:40	Period 1 Teacher Name	Period 1 Teacher Name	Period 1 Teacher Name	Period 1 Teacher Name	P1
5	9:45 - 10:25	Period 2 Teacher Name	Period 2 Teacher Name	Period 2 Teacher Name	Period 2 Teacher Name	P2
5	10:30 - 11:10	Period 3 Teacher Name	Period 3 Teacher Name	Period 3 Teacher Name	Period 3 Teacher Name	P3
5	11:15 - 11:55	Lunch & Playground				R1
5	12:00 - 12:40	Period 4 Teacher Name	Period 4 Teacher Name	Period 4 Teacher Name	Period 4 Teacher Name	P4
5	12:45 - 1:25	Period 5 Teacher Name	Period 5 Teacher Name	Period 5 Teacher Name	Period 5 Teacher Name	P5
5	1:30 - 2:10	Snack and (Playground / Prayer)				R2
5	2:15 - 2:55	Period 6 Teacher Name	Period 6 Teacher Name	Period 6 Teacher Name	Period 6 Teacher Name	P6
	Dismissal (School door opens from 3:00 pm to 3:20 pm)					

Website:
www.alhidayah.ca
info@alhidayah.ca

Address:
2250 Sheppard Avenue West
North York, Ontario M9M 1L7

Phone:
+1 (647) 554 - 3215

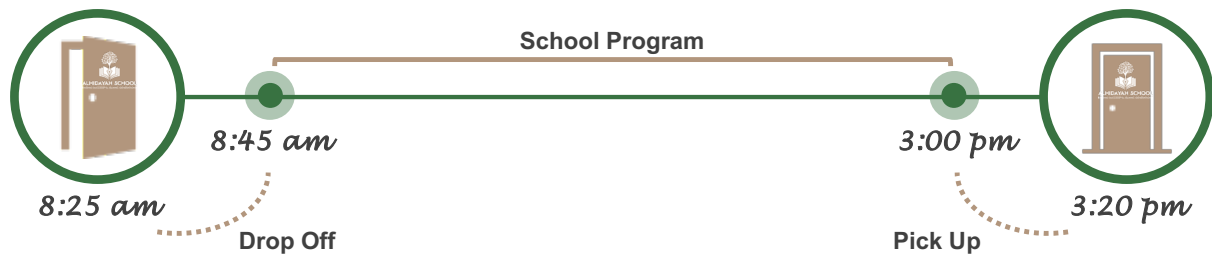




Pick Up and Drop Off

For safety purposes and to maintain appropriate flow of the drop off process and the pick up process, we ask all parents to abide by the following rules and best practices.

School Hours

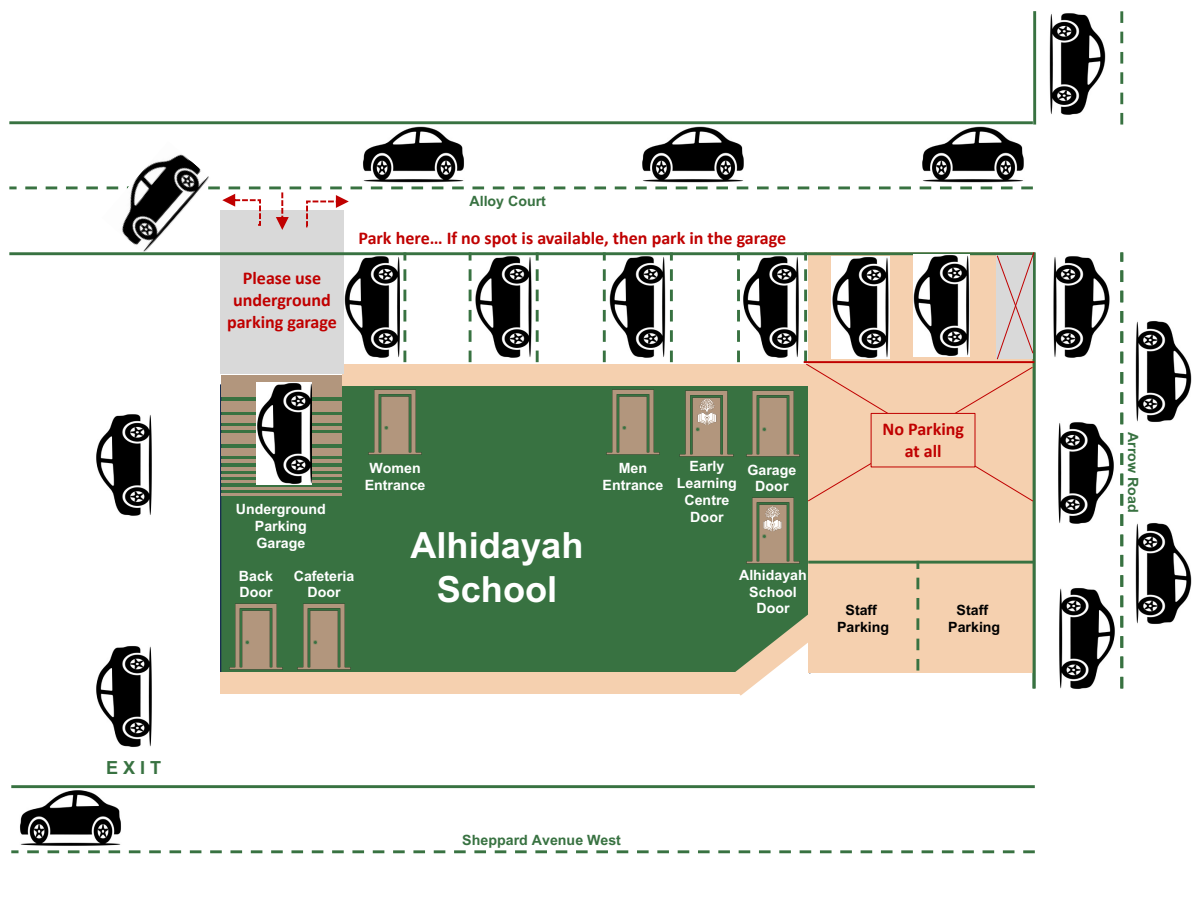


- Drop off and pick up your child within the drop off / pick up times (see picture)
- Drop off and pick up logistics, in their entirety, are the responsibility of the parents
- Parents will drop off and pick up their child without entering the school (detailed processes is explained below)
- Parents are not allowed to drop-in throughout the day to visit their child
- All doors will be locked at 8:45 am and will not be reopened until 3:00 pm
- Parents who arrive past 8:45 am shall come upstairs to bring their child to the school office. He/She will be signed late.
- Parents who arrive past the closing time of 3:20 pm will be expected to ring the door bell and come upstairs to the school office to pick up their child. **As the school needs to pay for a resource to stay with the child after 3:20 pm, we are required to charge a late pick-up fee.** The late pick-up fee is usually \$1 per minute. This is to be paid immediately via interac money transfer to info@alhidayah.ca

Drop Off Process

- Park your car in the underground garage or behind the building
- PreK & JK students shall be dropped off at the Early Learning Centre door.
- SK to G5 students shall be dropped off at the Alhidayah School door.
- A staff member will be there to welcome your child
- There is no need to show student ID in the drop off process





Pick Up Process

- Park your car in the underground garage or behind the building
- PreK & JK students shall be dropped off at the Early Learning Centre door.
- SK to G5 students shall be dropped off at the Alhidayah School door.
- A staff member will be there to welcome your child
- As a safety measure, you must show the student ID in order to pick up your child

Attendance and Late Procedure

Regular attendance at school is a very important factor, which contributes to the student's success. If your child will be arriving late or will be absent for the whole day, please send a WhatsApp text message **no later than 9:15 am** to the school phone number 647-554-3215





Excessive absences and lateness can have a negative impact on a child's ability to learn and grow. It is the responsibility of parents to ensure that their child is regularly attending the school.

Leaving Early

If you need to pick up your child early, please make sure to inform us by a message via WhatsApp (647-554-3215). We will make every effort to have him/her ready for pickup at the requested time. You are expected to come upstairs and request your child from the school office. You will be asked to show the student ID.

Emergency Closures

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, etc.) prevent us from opening on time or at all, a message will be sent by 7:30 am from the Alhidayah WhatsApp account to all parents.

Student Behaviour

Students are expected to work cooperatively, make good decisions, and take positive actions. Students are also expected to show respect wherever it should be shown to other students, teachers, staff, and volunteers. No physical, mental, or verbal abuse and/or bullying will be tolerated. We have a dedicated staff member who takes care of student behaviour matters. When the need arises, the following steps will be taken to address student misbehaviour.

1. Inform the student of the broken rule, and explain to him about the severity of the action and the consequences that it may bring
2. Counsel the student (which may include):
 - a. Give the student a warning
 - b. Ask the student to apologize (to the offended person)
3. Depending on the seriousness of the issue, we may
 - a. Inform the parents
 - b. Have the student spend some time at the office while reading stories about good behaviour and/or writing some sentences such as: I will not do this behaviour again.. A good muslim does not do this behaviour..
 - c. Suspend the student from the school (1 day, then 2 days, then 3 days)
 - d. Expulsion from the school





Payments Schedule

To ensure that all our deals and transactions are in line with the Islamic rules, we conduct all dealings at Alhidayah school by means of contributions (donations).

Due	Amount	Reason
Upon Registration	\$150 new / \$50 current. One-Time fee	Admission
August 1 st	\$300 One-Time fee	Books & Materials
	\$90 One-Time fee	Field Trip
	\$110 One-Time fee	Events
1st of each month September to June	\$500 Pre-Kindergarten	Tuition
	\$450 Junior & Senior Kindergarten	Tuition
	\$400 Grade 1 to Grade 5	Tuition

Please note...

- *We will be taking the students to either one or two school trips during the year. The trip might be a fun one or an educational one.*
- *All one-time fees are non-refundable and will be used in the specific category that they are assigned to or any other category that would benefit the students.*
- *Withdrawal from school requires one months' notice or payment.*

Extended Absence

Please discuss any plans for extended absence with the school management ahead of time. In the event of an extended absence for any reason full school fees are still expected whether the student is attending or not.





Transportation

Currently, we are not partnered with a bus service provider. However, we assist parents, after having their child registered in our school, by sending their car-pooling request to other parents.

School Checklist

The following is a list of items that we are expecting the child to bring with him/her:

First day of school

- One set of clothes (not a uniform): pants, shirt, socks, and underwear. Please place these items in a clear labeled Ziploc bag. These will be kept at school in case there is a need for a change of clothes. This is for PreK, JK, and SK students only. It is optional for G1.
- Indoor shoes
 - Mandatory for PreK and JK
 - Optional for SK and above
 - No slippers and crocs
 - No laces for G2 and below
 - Shoes will be kept in the classroom. Please make sure that they are labeled.
 - Shoes shall have white or light-colored bottom, because the black or dark-coloured bottoms make black marking on the floors, and then it is very difficult to clean them. Let's all participate in helping the school to always be clean and bright.

Every day

- Lunch bag
- Snack bag
- Water bottle
- Tissues (always inside their backpack)
- Backpack that can fit an A4 folder

Please put any necessary medications inside the backpack of your child with instructions on how and when to use them. ex: EpiPen. In this case, you need to notify the school office as we need to save it in a secure place.





Please clearly write the name of your child on all items that belongs to him.

Means of Communication

You may communicate with the school via the following means:

- **Email (info@alhidayah.ca)**

Please save our email in your email contact list. This will ensure our emails do not go to your spam folder.

- **Phone (647-554-3215)**

Either by calling directly or messaging us via WhatsApp

Please save our phone number in your phone contact list under this name: Alhidayah School. This will ensure our broadcast messages arrive to you.

Class Parties

Birthday parties are not permitted at the school. Celebrations related to having your child achieving a certain Islamic milestone is welcomed, such as a girl started to wear a Hijab consistently, a boy/girl started to pray consistently.

All parties must be authorized by the office at least one week in advance. Islamic celebrations and occasional classroom celebrations will be held during the school year and parents will receive a notice prior to these events.

HomeSchooling Procedure

As we are currently operating as homeschooling cooperative (parents helping parents), we would like to ask all parents who has registered their children with the school board previously, meaning that the child has attended the public school, to fill a notice of intent to provide homeschooling to their child and send it to the board. Please see the diagram below for details. Because JK and SK are optional in Ontario, this process is expected for the children who are going to Grade 1 and above only.

Parents are not required to fill a letter of intent for each single child; one letter for all children is sufficient. If you require assistance in filling the letter of intent form, please request an appointment from our office, and we will be happy to assist you. Appointments can be arranged by contacting us via WhatsApp at the school phone number (647-554-3215).

Please expect to receive an empty form of the letter of intent to provide homeschooling. We can also provide you with the email addresses that you need to send the letter to.





Example:

To: <Previous School Superintendent email address>

Cc: <Previous School email address>; <Previous School Principal email address>

Subject: Letter of Intent (HomeSchooling)

Hello,

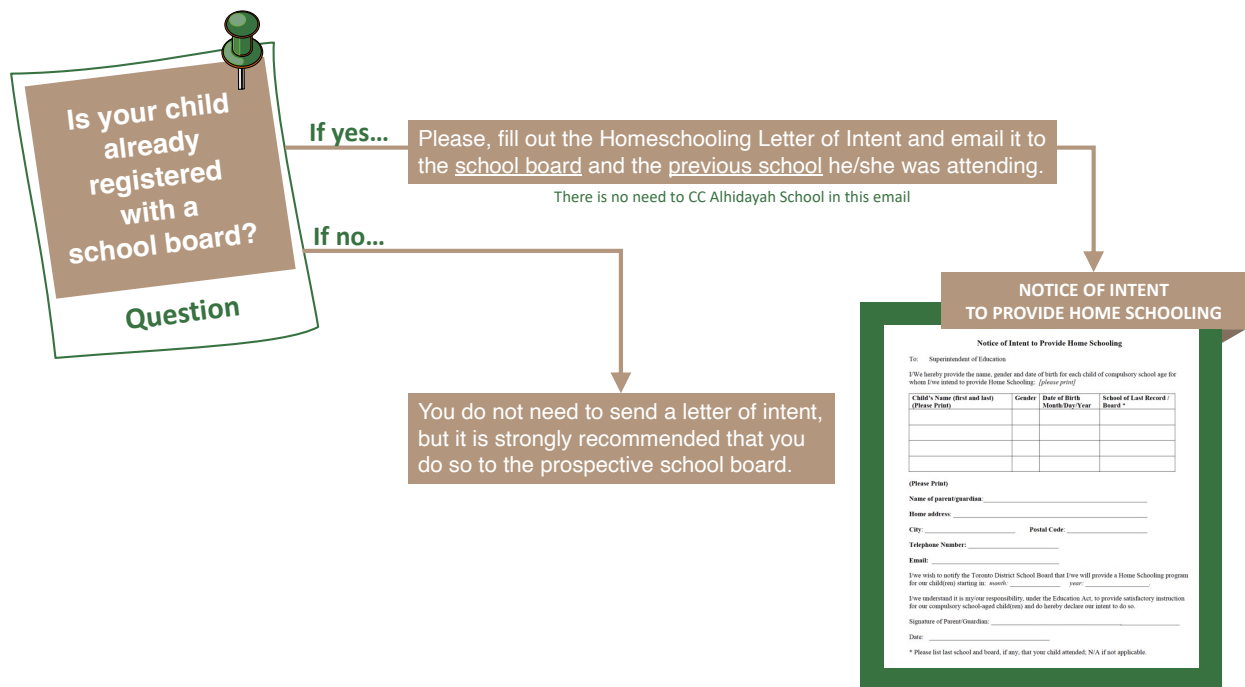
I hope this finds you well.

Please find a **Letter of Intent to Provide HomeSchooling** attached to this email.

Kindly confirm the receipt of this email.

Regards,

<Parent Full Name>



Nutrition

Good nutrition is essential. Alhidayah school promotes a healthy development of all children and recognizes the importance of a balanced diet. Please make sure your child eats a good breakfast before coming to school. Food brought from home is permitted under the following conditions:

- **Halal Food:** All food items must be halal (no exceptions). Therefore, meat must be slaughtered by hand according to the Islamic rules; Kosher products are accepted. Non-





halal ingredients (such as alcohol-based vanilla, gelatin, etc.) are not permitted and will be disposed immediately.

- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children (this requires approval from the school office a day in advance).

Parents are encouraged not to send sweet treats as this does not provide the nutritious value needed. We recommend fresh fruits, raw vegetables, healthy snacks and sandwiches. No chocolate bars are allowed. No lollipops are allowed. Please minimize sending pre-packed juice boxes with your children and instead replace them with fresh juice or water.

Food Allergies

Alhidayah school promotes a nut-free environment and we ask parents not to pack anything containing nuts (including foods that "may contain nuts") in your child's lunch or snacks. Parents are required to inform the school of any medical information or food intolerance their child may have. Thus, if your child has a food allergy, you must notify us in writing. Food allergies can be life threatening and thus we all need to be careful to ensure the safety of all the children attending Alhidayah school.

Some students have allergies to certain foods. These foods, even in trace amounts, may cause a severe reaction (anaphylaxis) that may lead to death. The following symptoms may occur: hives, difficulty breathing, vomiting and diarrhea, swelling of the lips, mouth, and throat, itching and sneezing, loss of consciousness, and death due to shock. Even touching contaminated surfaces may cause a reaction.

Please make sure the lunch you prepare for your child and all snacks **do not include** the following:

- Peanuts
- Tree nut
- Sesame

All students with allergies will be asked to sit in one table together during lunch/snack time.

Parent responsibilities:

- Child's lunch bag and containers are labelled with child's name
- Provide a nutritious lunch as suggested by the Canadian Food Guide





- Avoid, or at least minimize as much as possible, sending sweet treats and chocolates
- All items are Nut free

Labelling Personal Items

It is the responsibility of parents to label all belongings of their child. This includes, but not limited to, lunch bags/containers, water bottles, jackets, scarfs, backpacks, and shoes. If an item was not labeled and the child did not identify his/her item, the item will go into the lost and found box and will remain there for 3 months. Then, it will be donated.





School Calendar

School Calendar

2024 - 2025

July '24							August '24							September '24							October '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31	25	26	27	28	29	30	31	29	30	27	28	29	30	31										

November '24							December '24							January '25							February '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28						

March '25							April '25							May '25							June '25							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30									
30	31																											

Please note that, as an Islamic school, we aim to make sure our children enjoy all Islamic days and celebrations.

This calendar is tentative. Usually, most dates will be confirmed in July 2024 and an updated version will be sent to all parents.

- First / Last Day of School
- Report Cards
- School Closed
- Professional Activity Day
- Islamic Holiday

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