

Thamarat Institute

Parent and Student Manual

(Protocols & Procedures)

A guide for Parents and Students

**Title: Thamarat Institute Parent and Student Manual:
Protocols and Procedures
A Guide for Parents and Students**

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1. Introduction

Thamarat Institute is an organized after school program under the Islamic Community Center of Laurel, operated and run by qualified, dedicated and concerned teachers, staff, and parents of the community have merged together to provide Quranic and

Islamic studies for children after school in a pragmatic and traditional manner.

As Muslims living in the United States of America, there are both challenges and opportunities we face every single day when it comes to Islamic beliefs and values. Muslim children attending 6-8 hours of public schooling and only a few hours of Islamic studies at the local mosque face these challenges which results in comprising Islamic faith, principles, and values. Parents aware of this understand how important it is to balance both religious and secular education so that they become faithful Muslims and competent citizens.

Just as the Holy Prophet Muhammad *peace be upon him* educated and trained the companions *Darul Arqam* in Makkah similarly parents must commit a daily segment of their schedule to educating and morally training their children.

Understanding the importance of this task, Thamarat Institute provides the education, moral training, and support to bring up youth with the love and respect of the *Deen*.

Importance of Islamic After-School Programs

To dispel ignorance of the Ummah that it is going through today, Thamarat Institutes' role is important and vital more than ever before. In numerous countries of the world, these such institutes have become a means of saving the faith of thousands and reversing the tide of renegading from Islam.

The global onslaught upon the Ummah is on many fronts. However, the most dangerous and unfortunately the most effective, is the silent battle that is waged on the hearts and minds of the Ummah, especially our children. The battle is waged with smiling faces, alluring fashions, deceptive articles and even "exciting" toys, which leave subtle messages in the hearts of our children. Eventually, Muslim children, with Muslim names but

un-Islamic hearts and minds grow up without any spirit of Islam in their lives. Apart from a few practices, which they perform in a ritualistic manner, their lives center on materialism and chasing "fun." The true purpose of our existence on this earth is then completely lost. Even when some of these youth do want to turn back to Deen, they fall prey to foreign un-Islamic and extreme ideas dressed up as Islam on the internet or through extreme fringe groups.

It is indeed, only by inculcating the awareness of Allah Ta'ala together with a sound knowledge of at least the fundamentals of Deen, that will serve as a protection for our children. Allah Ta'ala declares in the glorious Qur'an: "Verily We have revealed the Qur'an and We indeed are its Protectors".

The promise of Allah Ta'ala to protect the Qur'an-al-Kareem is in fact a promise to protect Deen. It is a promise to protect the efforts whereby the Qur'an is taught and its message established on the face of this earth. Thus, despite the utmost efforts of the forces of falsehood to destroy Deen throughout the chronicles of Islamic history, Allah Ta'ala alone protected His Deen in its pristine purity. While Allah Ta'ala the Almighty, the All-Powerful, is not in need of any assistance to protect His Deen, however, He selected fortunate souls in every era who were used as a means for the protection of the Deen of Allah Ta'ala. They presented all their resources, physical energies, time and wealth, and many even presented their lives. Allah Ta'ala accepted their sincere efforts and sacrifice and made it a means of guidance for millions of people. Ameen!

In the present era, there is a renewed fervor among the forces of baatil to annihilate Islam and the Muslims. However, there is no need for despondency or even fear. There is only a need for us to sincerely apply ourselves with increased vigor, determination and dedication. There is a need for us to present ourselves during these challenges without hesitation and beg Allah Ta'ala to accept

us as the means for the protection of His Deen. Allah Ta'ala alone will protect His Deen. It will be our good fortune if we are accepted.

In America, many youth have lost their Islamic identity due to not being nurtured in Islamic environments in their childhood or insufficient Islamic Tal'eem and Tarbiyyah. Much energy is expended by different Islamic organizations in trying to encourage these lost youth back to Deen. That is an incredible effort. In reality, these and similar institutes nip the "lost Muslim youth problem" in the bud, by creating an Islamic identity from childhood.

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By the grace of Allah Ta'ala, ICCL has embarked on this struggle in its own small way. There is an urgent need to establish and support this institute's efforts for providing elementary Islamic education to the children of the Ummah. For many young Muslims, this may be their first contact with structured Islamic teaching and learning; thus it is very important that this early experience is a joyful entry into the world of formal Islamic learning and that it is positive and engaging.

May Allah Ta'ala ease the path ahead and accept us all for this noble and great service to Deen and make it a Sadaqah Jaariyyah for us all. Ameen.

Why is Islamic knowledge important?

The first word revealed of the Qur'aan is "Iqra" or Read! And the Ulama have equated this with the seeking of 'Ilm (knowledge). The Qur'aan attaches great importance to 'Ilm and the acquisition thereof. In Islam the acquisition of 'Ilm is valued from amongst the many benefits and the following reasons stand out:

- It is the best means by which to attain Tazkiyah (spiritual reformation of individuals and communities).
- It is the foundation for any successful meaningful and successful worldly life.
- It is the successful route to winning the pleasure of Allah Ta'ala and easy entry into the hereafter.
- In the Qur'an many verses encourage Muslims to apply themselves diligently to seeking of knowledge.
- Children are invaluable assets of the future generations. Islam has given particular attention to their education and moral training (Tarbiyah) as well as for their respect, love, and affection.
- A major portion of the life of Nabi pbuh was spent in teaching and guidance.
- The best inheritance that we provide for our children in this life is Islamic Education. We always worry about the standard of education in schools, but why not about Islamic education. Islamic education is essential to protect children from evils and to bring them up as Allah fearing.
- By virtue of the role of the Maktab, generations will InshaAllah become the torchbearers of Islamic values. Today more than ever we need to empower the educational system

(the Maktab).

- It is proven over the centuries that this approach of sending children to the Makaatib is amongst the most important tools in preserving the Deen of Allah. It is said, “No man becomes truly a Muslim without knowing the meaning of Islam, because he becomes a Muslim not through birth but through knowledge.”

It is essential to understand that the greatest gift of Allah Ta’ala, for which we are to be eternally grateful, depends primarily on knowledge. Without knowledge, one cannot truly appreciate Allah Ta’ala’s gift of Islam. If our knowledge is limited, then we will always run the risk of losing this wonderful gift of Imaan, which Allah Ta’ala has bestowed upon us. Thus we need to remain on our guard in our fight against ignorance.

Providing children with an atmosphere as close to the Islamic ideal as possible, strengthens them to meet and deal effectively with the challenges of living in a highly secularised environment, and in most instances this being a multi-cultural, multi ethnic society, to instil in them a sense of belonging, by equipping them with Islamic knowledge to live in our ever changing world.

It is our responsibility as an Ummah (parents, Mu’allims/ahs) to give them, the learners, the education they need in order not to be trapped by this worldly life. There are ongoing challenges, but it is our responsibility to build-up ourselves and our children to achieve Islamic excellence, to be successful in both here and the hereafter.

A brief contrast of the Islamic value system with the secular

The Islamic value system sees man as	Secular value systems sees man as
Sees man as vicegerent	Sees man as sovereign
Obligations orientated	Rights orientated
Learn to serve	Learn to earn
Sacrifice	Pleasure
Humility	Pride
Accountability	Heedlessness
Transformation	Information

educational system:

We need to distinguish between an intelligent human being and an informed human being. Nabee J said: "An intelligent person is he who takes stock of himself and works for the hereafter (and is content with a little)." Intelligence ought to create Allah consciousness. Intelligence develops the heart, information develops the mind. Intelligence drives you to prepare for the hereafter, information merely acquaints you with the hereafter. This distinction is also made in the Qur'aan. Allah Ta'ala says: "Have you seen one who takes as his god his desire? Allah has led him astray, despite having knowledge...."

The difference between Ta'leem and Tarbiyyah

The difference is that Ta'leem relates only to the individual's intellectual development whereas Tarbiyyah (Islamic Education) is more comprehensive as it encompasses all aspects of the individual's development.

Tarbiyyah will influence the transformation of morally bankrupt, crime-ridden societies where incorrect/wayward behaviour prevails, to harmonious communities, Insha Allah.

Our Children

If we are not going to equip our children with Islamic knowledge, they will be sucked up into this world and forget who their Creator is. Remember that Rasulullah J said that after a person passes away nothing will avail him except 3 things:

- 1) Sadaqah Jaariyyah.
- 2) Beneficial knowledge.
- 3) Pious children, who will make dua for him after his death.

If we give our children, the correct and proper Islamic knowledge by sending them to the Maktab, Insha Allah these very children will be the ones who will assist us even whilst we are in our graves.

2 - Syllabus

The Thamarat syllabus is divided into two sections:

- Qur'an
- Qa'idah Nooraniyyah
- Mushaf (Qur'an reading or Nazhirah), Tajweed Rules
- Memorization of Surahs with approval from the senior ulamas, to pass the checklist given by them.

1. Islamic Studies (Al-Nasiha Series)

- Aqaaid (Islamic Creed and Belief)
- Fiqh (Islamic Jurisprudence)
- Akhlaaq (Islamic Morals)
- Adab (Etiquettes)
- Tareekh (Islamic History)
- Hadith (Prophetic Traditions)
- Dua (Supplications and Prayers)

How would a daily time schedule look like at Thamarat?

1. Roll call and Prayer chart
2. Short Motivational Pep Talk/Virtues of Prayer
3. Perform Prayer
4. Islamic Studies
5. Dua revision
6. Quranic verse (currently being memorized) revision.

7. Qur'an consist of Qaidah, Nazhirah (Basic Reading, Phonetics With practical Tajweed, Hifzh (memorization), and rules of tajweed (Theory).

Books and Materials

Thamarat will provide each child with An-Nasihah Curriculum based upon their grade level. This will include:

- Noorani Qaidah
- Juz Amma color coded Tajweed
- Quran- color coded, Tajweed
- Grade Level Course Book
- Matching Workbook
- Dua/Surah Book

Both parents and students can purchase books from the Thamarat Administrator at a discounted wholesale price or directly purchase them from An-Nasihah. The books are purchased along with a plastic pack in which the books are kept. This is included in the registration fee upon admission.

How many days and hours are taught?

Thamarat gives parents options to enroll their child in:

1. One-Four Day Program
2. Three Day Program
3. Two- Day Program

How is Qur'an education structured at Thamarat?

3 Day	10 Minutes	40 Minutes	10 Minutes	30 Minutes	10 Minutes	10 Minutes
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Akhlaq/Adab	Review Dua/ Hadith	Review Ayah/ Surah
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Hadith/Dua	Review Dua/ Hadith	Review Ayah/ Surah
5 Day	10 Minutes	40 Minutes	10 Minutes	30 Minutes	10 Minutes	10 Minutes
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Akhlaq/Adab	Review Dua/ Hadith	Review Ayah/ Surah
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Hadith/Dua	Review Dua/ Hadith	Review Ayah/ Surah
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Aqeedah/Fiqh	Review Dua/ Hadith	Review Ayah/ Surah
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Tareekh/Seerah	Review Dua/ Hadith	Review Ayah/ Surah
1:50 Minutes	Targheeb	Qaidah/ Naazirah	Prayer	Islamic Studies Review	Review Dua/ Hadith	Review Ayah/ Surah

The first phase of Qur'anic learning is to start with the primer Qa'idah Nooraniyya. This is taught according to the spelling method *and* phonic method (without spelling or just sounding it out). The second stage is to read from a Mushaf using the spelling method and phonic method in the last Juz. The class is then taught as a group from the start of the Qur'an until they are able to read on their own. If parents want the child to do Khatam, they can do so as a separate Khatam at home. The purpose of learning at Thamarat Institute is for the child to learn to apply Tajweed rules and become a lifelong proficient reader, not to do one Khatam only.

3. Administrative Protocols and Procedures

Thamarat Administration

The Thamarat Institute structure is part of the Islamic Community Center of Laurel where a specific syllabus is taught at a specific to children ages 7-11 after school. Below are guidelines and protocols for operating purpose for maximum work and functionality given a minimal time schedule

Physical Location

The Thamarat Institute is located at 7306 Contee Road, Laurel, Maryland 20707. The upstairs prayer hall of the existing building is used for both boys and girls Quran and Islamic Studies classes. The ICCL Academy located in the basement is also utilized for classes and to serve students snacks during break time.

Thamarat Office and Class Schedule

The Thamarat office operates for three hours 4:00-7:00 PM Monday thru Friday. Classes run from 4:30-6:30 PM Monday thru Thursday.

The Thamarat Administrator works from 4:00-7:00 PM Monday thru Friday for office related duties, student admission, communication, correspondence, and student arrival and dismissal duties.

Teacher Standards and Qualities, Protocols and Expectations

The requirements of a Quran and Islamic Studies teacher, in order of suitability, is he or she should be:

- i. An Aalim or Aalimah
- ii. A Hafizh or Hafizhah
- iii. Someone has done some of the Aalim course, or
- iv. Someone whose Qur'an reading (Tajweed, Makhaarij etc) is good.

If the teacher's reciting is not correct then the child will also learn incorrectly.

If the teacher is not an Aalim or a Haafidh but reads Qur'aan correctly, is educated (in English), adheres to the Shariah and is reliable and of sound mind, then they can also discharge the duty of a teacher.

The style of teaching must be appropriate for American speaking children. He/she must speak and be able to read and write English.

The qualities of a teacher should include:

- The teacher must have Fikr (worry and concern for the welfare and well-being of whom they are teaching) and also teach the syllabus in a systematic and organized manner with care, love, and affection. He/she must always be mindful of both Ta'leem (good learning) and Tarbiyat (Islamic moral training) of the students takes place.
- The teacher must have some prior training of teaching and has attended teaching workshops in the USA.
- Should work cheerfully and sincerely and should not see it as a burden.

- Should be experienced: i.e teach without corporal punishment and screaming.
- Should be local i.e. live near the facility.

Appointment of a Teacher at Thamarat Institute

New teachers are appointed by the SAP (School Advisory Panel) and the Thamarat Administrator. He/she should:

- Pray 2 rakats and beg Allah Ta'laa to send a good teacher to us by His grace and mercy.
- A legal and criminal background check must be conducted for all teachers regardless of race, color, or gender.
- Check references from all previous careers, jobs, and institutes.
- Any prospective teacher must submit a Curriculum Vitae/Resume.
- Any selection should be considered deeply by performing Istikharah and Mashwara as needed.
- Ensure that the teachers fulfil the requirements and qualities of a Teacher. If any teacher has not completed any teaching workshop, they should be told to do so prior to hiring them.
- A reasonable salary should be fixed and wage raise can be looked at on an annual basis.
- Prospective teachers should be evaluated by an Aalim or Qaari and the TI Administrator.
- Teachers should not be changed regularly. This may have negative effects on the children's education.

Guidelines for a teacher when interacting with students and co-workers:

1. **Effective Communication**:

- Be clear and concise in your communication.
- Listen actively to your students and colleagues.
- Encourage open and respectful dialogue.

2. **Respect and Inclusivity**:

- Treat everyone with respect and dignity.
- Create an inclusive and welcoming classroom or workplace for all.

3. **Professionalism**:

- Maintain a professional demeanor at all times.
- Be punctual and organized.

4. **Fairness and Equity**:

- Be fair and unbiased in your interactions.
- Provide equal opportunities for learning and growth.

5. **Support and Empathy**:

- Be supportive of your students' and colleagues' needs and challenges.
- Show empathy and understanding.

6. **Adaptability**:

- Be flexible in your teaching or work methods to meet individual needs.
- Embrace change and innovation.

7. **Collaboration**:

- Work collaboratively with co-workers to enhance the learning or working environment.
- Share ideas and resources.

8. **Feedback and Improvement**:

- Provide constructive feedback to students and colleagues.
- Be open to receiving feedback yourself for continuous improvement.

9. **Professional Development**:

- Stay updated with the latest developments in your field.
- Seek opportunities for professional growth.

10. **Safety**:

- Ensure the safety and well-being of students and colleagues.
- Follow safety protocols and guidelines.

11. **Ethical Conduct**:

- Uphold ethical standards in your teaching or work.
- Maintain confidentiality when required.

12. **Conflict Resolution**:

- Address conflicts professionally and calmly.
- Seek solutions that benefit all parties involved.

13. ****Positive Role Model****:

- Set a positive example for students and colleagues.
- Demonstrate a commitment to lifelong learning.

Enrollment and Admission

- The enrollment should be at a fixed time for all students (eg. Beginning 2 weeks after Eid-ul-Fitr). This will make it easy to organize classes, group teaching and administrative-related issues such as fees and book purchases. If more time is required it should be decided and announced that general admissions are open.
- Preparations for a new year will be made in minimum of 4 weeks before school starts.
- Children less than 5 years old should not be enrolled. Any child who cannot express their needs (such as using the washroom) should not be enrolled.
- Girls and boys should be taught separately.

Enrollment Form

- An enrollment form should always be filled in each new year or updated as required.
- If there is a 1-2 months absence, students will be considered withdrawn from the maktab. A new enrollment form should be filled.
- The enrollment form shows the Maktab as being professional and creates respect in the heart of the parents. Also the essential details of the child are available to the Maktab.
- Administration and decision making is easier.

- Important details that are required in the form include: Details of child, parent, contact information, previous learning (reasons for stopping/changing schools and level/results from previous schools), fees, Maktab conditions for enrollment and timings.
- A student manual and copy of the conditions of the school should be with the parents.

Enrollment Conditions

- To participate in exams, students must have attendance of 85% or more.
- Students can be expelled, but this is only the very last resort.
- The conditions should not be so rigid that children are deprived of education.
- Maximum of 10-12 children per class. Unless the teacher is skilled, then a maximum of 15.
- Meeting with individual parents should be arranged with the TI Administrator for important issues like student discipline, behavior, attendance, homework, and syllabus related matters. Upon enrollment the TI Administrator will require and stress the active participation of parents for the success of the enrolled student.
- A student is considered to be late if they arrive more than 10 minutes after the starting time.
- Parents must purchase and pay for books before their child can be accepted in class.

- Classes are divided according to the child's age. The Grouping of several closely-aged students in a single class at times may be necessary based on the skill level of the child.

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- Qur'an - There should be a stock of Juz Amma in the TI Bookstore. After Juz Amma, students should move onto a Mushaf.
- An-Nasihah Books - Students should have their own books which makes group and individual study easier and creates an educational environment. There should be teachers' sets of books in identifiable pouches. Any replacement teacher can easily utilize these resources to teach their class with little interruption to the students.
- Blackboard/Whiteboard - It is easier to teach in a group using a board and it helps the whole class focus on a single lesson.
- Qa'idah Nooraniyya - Available in the Bookstore for students starting the Arabic Alphabets and letters.
- Surah/Hadith/Dua/ Chart - These will be used by teachers. The Large laminated prints will be placed on the wall for group learning and memorization purposes. The templates are available from the An-Nasihah website.

Desks shall be used to:

Create a structured atmosphere in the classroom.

Respect the Quran and Islamic Books by placing on desks.

Accommodate the Teacher instructing from the book and other needed material can be stored.

Accommodate students to follow the teacher during lessons and to store their books and school materials.

Attentative

***Schedule:**

4:30-5:25PM:Quran /NQ reading 5:25-5:35 PM - snack in their classes

5:35-5:45PM-Quran memorization

5:45-6:30 PM - Islamic studies 6:30 PM - Dismissal

- ***subjected to change according to salah times.**

Dress code:

Students should always be encouraged to wear Sunnah (ie. dress Islamically) especially when attending the Masjid and Madrasah. Teachers should also ensure that pupils attend Madrasah in appropriate dress:

- Clothing should have no faces on it or inappropriate language. No tight clothing for boys and girls is allowed.
- It is preferred for boys to wear a white Thowb/Jubba. Boys must wear a cap (Kofi/Topi) in class. Shorts above the knees and singlet tops will not be allowed. Un-Islamic haircuts will not be allowed.
- Girls are required to wear, a non-see-through Hijab and must be dress modestly with long dresses / skirts below the ankles, and should be encouraged to wear Abaayah's. Girls must not wear jeans and tops or anything resembling boys clothing. They must wear loose fitting clothes that do not reveal their body shapes. Girls should not be made to wear any jewelry .

Cleanliness and Purification

- Internal and external of the school should be clean.
- Classrooms, Desks and bookshelves should be clean.
- Clothes, hands, feet, nails and hair of the students should be checked for cleanliness. Clean clothes and clean socks should be worn at the masjid. Students should brush their teeth before coming to the masjid.
- Trash cans should be used.
- A janitor should be used for regular services to ensure the environment of the Masjid, school, and bathrooms is clean for staff, teachers, and students.
- Students will make sure they are sitting with wudhu during Quran and Islamic Studies classes.
- Parents should make sure they have their child use the bathroom and perform wudhu before coming to the school.

Salah Procedures

- Routinely One congregational prayer will be performed in the Masjid, either Asr in summer or Maghrib in winter. It is the duty of the teacher to ensure that all children perform their Salah at one time. Students must remain silent in their places until the teacher completes their Salah, Tasbeeh, and Dua. Students should be encouraged to perform Dhikr after the performance of

Salah.

Food and Drink

- No food or drink is allowed to be consumed within the premises, unless a practical activity is organized related to eating and drinking.
- No students are permitted to bring food only small snack from home to the Maktab and if any food is found, this should be confiscated and returned to the student at the end of the day.
- If any Mu'allim/ah wants to distribute sweets within the Maktab, prior permission should be sought from the Supervisor, which includes stating the products/brand to be purchased. This is to avoid any complaints from the parents relating to allergies, or other issues.
- Strictly no chewing gum allowed.
- Homemade items can be brought by students for end-of-year programs.

End of Class/Dismissal

- Class should be ended daily with Dhikr of Allah, and the Dua for conclusion of a Majlis. The teacher should ensure that the student book are placed back into their book pouches.
- The reward chart should be completed daily after the conclusion of the class. A sticker/reward can be awarded to an individual students for good behavior and actions.

Miscellaneous

Sufficient lighting should be in the classroom.

Heating and cooling should be adequate.

The drinking fountain, bathroom, and toilets should be kept clean at all times.

Footwear should always be placed on the provided racks in an orderly manner.

Yearly Calendar

Thamarat Institute operates Monday thru Friday from 4-7 PM. Important holidays and other breaks are observed according to Prince Georges County Public Schools. There will be no school on/during:

- Weekend
- Long weekends
- The Blessed Month of Ramadhan
- Day of Eid-ul-Fitr
- Day of Eid-ul-Adha
- Three Days following Eid-ul-Adha
- PG County Public School Winter and Spring Breaks
- The yearly timetable is available from the ICCL website.

Communication with Parents/Guardians:

- By having parent-teacher meetings, the link to guardians is made stronger. It creates a great support and aid to the Maktab teacher in regard to learning and Tarbiyah. One individual meeting should be held at the end of each month or as required with the child's teacher or TI Administrator.
- Parents should be kept in touch with the latest information about TI, emails, newsletters, etc. Parents should be informed

about matters such as attendance, fees, annual gathering, parents meetings, etc.

- A daily student log, in which a teacher can make a note to parents, is a good way for teachers and students to keep in touch.
- Meetings reduce absenteeism, non payment of fees and protect a child's environment at home. Parents are made aware of their children's strengths/weaknesses.

Parent-Teacher Meetings

The purpose of parents and teachers meeting may be one of the following:

1. Targheeb: Motivation to the child as parents and teachers in key to the success of the student.
2. Attendance-record: Punctuality is necessary for the child to make progress, as each lesson will develop the child's proficiency and knowledge level by regularly attending class.
3. Tarbiyah (moral training): Character building will help shape and form the behavior and mentality of the child. This starts with daily eating and sleeping habits, small and effective chores, and taking responsibility of actions.
4. Practice of Ilm: Islamic knowledge is only considered real knowledge when implemented, inculcated and practiced upon. We encourage both the teacher and parents to be role models for students at all times.

5. Dress code: simple and clean clothing makes for spending less time fashion and style and enables concentration and attention to attaining higher objectives and goals.
6. Parent should be commended for the great effort they are making for sending their children to learn Deen and Qur'aan. Feedback should be requested from parents.
7. Points of emphasis in meeting:
 - Importance of parent's responsibility and communication
 - Encouragement to change the environment of the home to a more Deeni one. Parents should ensure that their children practically implement their Islamic education and uphold their Islamic identity at home and elsewhere.
 - Importance of Dua for children and to do tarbiyah with love and affection.
 - Be the means of their children becoming pious and learning good habits, traits and values.
 - Treating both boys and girls fairly and encouraging them to become the best they can be as Muslims and Citizens.
 - Teach Duas and Sunnahs of every situation. Duas and Sunnahs should be practiced on their respective occasions, eg. Upon entering and leaving the toilet, eating, sleeping, etc.
 - When they can speak to teach their children the name of 'Allah' and the Kalimah.

- Teach Salah when children reach seven years of age.
- Encourage parents to stay away from sins and protect their children from unIslamic or harmful literature, activities or media. They should protect their children from tools of sins such as phones, computers, internet, or TV. Supervise their usage and teach them appropriate usage.
- Parents should ensure that their children revise lessons daily and listen to everything they have learnt daily.
- Make sure the daily student log is filled correctly
- When they reach an age of 10 years to separate their beds.
- Tell them stories of Prophets and Sahabah
- Make sure the parents and children are punctual. Students should not be dismissed early, unsupervised, dropped off early or picked up late.

Fees and Paying Wages

- Fees, on average, are \$120 per month Plus New Student Registration of \$60. Books are separate and can be purchased at ICCL. Fees are calculated at this rate at a monthly basis, but an annual payment of approx \$1080 for 9

months can also be paid which includes student registration.

- Fees are due at the 5th of each month. There will be a \$25 late fees after this date.
- Fees are structured for discounts in 2nd and 3rd child (and subsequent children thereof) who are enrolled in Thamarat Institute.
- A receipt should be issued for any cash/check payments received by parents or sent with students.
- 4 days attendance:\$120 plus sibling discount.
- 3 days attendance :\$105
- 2 days attendance:\$95
- Plus New registration fee of \$60
- Any TI teacher is entitled to have one child studying in the institute for 20% off, and any other child after that will be given a discounted tuition fee at the jurisdiction of the TI Administrator.
- Sponsors/donors can support low income parents who want enroll their child can the Thamarat Institute, so they are not deprived of Islamic Education.
- The TI Administrator should collect fees and send reminders. Arrangements can be made with parents, such as single mothers, to pay fees in installments.
- Teachers can teach on a voluntary basis or be paid at an agreed hourly pay rate.
- Teachers must fill and sign an attendance register showing arrival and departure times. These are used to ensure punctuality by teachers and for administering of wages.

Examination Schedule:

- Students Exams will be administered at the middle of the year and end of year.
- Exams are graded and marks given. Afterwards, teachers and parents will meet to discuss the results.
- Parents will be contacted or emailed by the TI Administrator, to set up Parent/Teacher meetings.

Annual School Gatherings

- Thamarat Institute will hold orientation for parents and students at the beginning of every school year.
- Student Graduation Ceremonies will be held near the end of the school year.
- Visits from Prominent Imams and Islamic Scholar and Special Gatherings in which parents will be encouraged to attend.

Daily Routine at Thamarat Institute:

***Attendance and Punctuality*:**

Each student should arrive to TI on time and must not be absent unless in an emergency. If your child is late by even 15 minutes, he/she will lose instruction and testing time. Remember the students are learning 10 subjects throughout the year and each day of absence will make them fall behind.

We kindly request that you keep us informed in advance if your child will be absent or arriving late, providing a valid reason. When students miss classes, it puts additional pressure on our teachers to help them catch up on missed material.

Required Books

Books can be purchased from ICCL, and they will be given to the student once the payment is made. Each student must bring their textbooks, notebooks, and stationery to class daily. All worksheets should be stored in a folder.

Preparation: Please ensure that students have used the bathroom from home and they come to class with wudhu. Ensure that their clothes and socks are clean.

Lessons: Please give your child 15-20 minutes before coming to maktab to prepare his/her lessons. Otherwise, they will fall back in lessons. It's crucial for students to maintain their daily memorization of surah and lesson readings, even if it's just a verse a day. Consistency is the key, and we recommend using Quran apps or YouTube resources. Please take a moment to review your child's dua book. We've marked the du'a they need to focus on learning.

Observe whether they are practicing: Encourage your child to implement what they are learning in the Maktab. For example: observation of salaah , giving Salam to parents and family, following the Sunnah etiquettes, reciting Duas of eating, drinking, sleeping, etc.

Communicating with the Maktab teacher or admin: Parents should communicate regularly with their child's teacher. Be sure to mention any concerns regarding your child's development and studies.

Give monthly tuition fees on time: This will help run the Maktab smoothly. ***All fees are due by the *5th of the month.*** Payments can be made by cash or check or by Zelle. Zelle payments are made : finance@icclmd.org

Please put Thamarat and child's name in the memo line.

Snack Break

Please ensure your child brings a snack as we have a 10-minute snack break.

Lastly, during *dismissal*, we kindly request that parents of children aged 8 and under to step out of their vehicles to pick up their child.

Jazakumullahu khair for your cooperation.