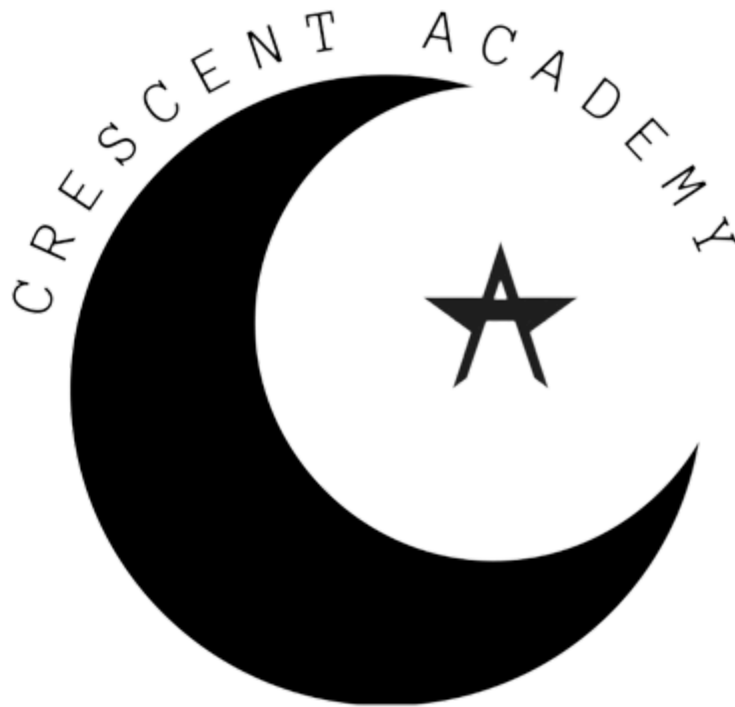




An Islamic School
for South Atlanta

PRESCHOOL STUDENT - PARENT HANDBOOK

288 E Lanier Ave.
Fairburn, GA 300214
iccatlanta.org/crescent-academy

Revision History

June 22 2023	Original Version
Sept 02 2023.....	DECAL Updates
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Dear Parents,

On behalf of Crescent Academy, I would like to welcome you to our school family. We are pleased that you have chosen to entrust your child's learning experience to us. We understand how important a school is in helping to shape and develop each child as they grow during these important years. It is our hope that as parents you will be as involved in our program as much as your time and interest allow.

This handbook has information about our school and explains our policies and procedures. The school calendar will be provided separately. Please read the handbook thoroughly and refer to it first to answer questions that you may have during this year. Your child's teacher will provide you with a handbook acknowledgement form. We ask that you sign and return that form when you have finished reading this handbook.

Thank you for selecting us to be part of your child's life. We look forward to an exciting year and are eager to make each day a happy one for your child.

Sincerely,

Maha Hosain
Director of Crescent Academy

1 PROGRAM OVERVIEW

School Philosophy

Our goal is to help each child develop an eagerness for learning, social growth, and the ability to think and work independently in a loving, Islamic setting. Children learn through hands-on activities in which they are allowed to mature and develop at their own pace. The curriculum is based on developmentally appropriate, success-oriented learning experiences. We focus on all areas of a child's development: cognitive, social, emotional, physical, and spiritual. We believe that we are partners with parents working toward a shared goal of fulfilling each child's potential. Our purpose is to create an atmosphere in which children will not only experience the joy of learning but will also look forward to coming to school each day, developing a lifelong love of learning.

Program Goals

Based on our philosophy, the broad goals of our program are to:

- Provide age-appropriate experiences that will foster the physical, social, emotional, spiritual, intellectual, and creative growth in each child.
- Instill in each child a positive self-concept and feeling of self-worth.
- Provide for each child's physical well-being.
- Provide an Islamic atmosphere in the classroom to promote respect and love for one another and religion.
- Help each child develop self-discipline by learning to be responsible for his/her actions.
- Help each child develop the ability to problem solve and make decisions through active involvement in the learning process.
- Provide opportunities for social interaction with peers.
- Provide opportunities to develop large and small motor skills and coordination.
- Provide success-oriented, happy experiences which encourage a lifelong love of learning.
- Work with parents, as partners, in reaching our goals.

Classes

Our preschool offers classes for children ages 3 years old to 5 years old. Ages for each class are based on the child's age on October 1st of the school year. Classes will be offered Monday through Friday. Alternate schedules for preschool children must be discussed with the director and lead teacher for approval.

Classroom Ratios, teacher:student

Preschool 1:15, with additional classroom attendant

All classes will take place at 288 E. Lanier Ave, Fayetteville GA 30214, within the Islamic Community Center of Atlanta (ICCA)

Operating Hours

All preschool classes are from 8:15 am to 11:50 pm. Doors open for drop-off at 8:00 am. All children must be picked up by 12:00pm. According to Georgia DECAL Bright from the Start, programs for

ages 2-6, may run up to 4 hours each day, and cannot be combined with other categories for the same children attending.

Please see the School Calendar for the first day of school, breaks, and the last day of school. important dates will also be announced by teachers and staff.

Registration Process

Registration for the following school year begins in mid-January with notification to current families. You may register your child as soon as you receive notice that registration is open. All registration is done online at www.iccatlanta.org/crescent-academy and acceptances are done on a first-come, first-serve basis.

Tours of the school are available throughout the year during school hours if staff available, appointments preferred.

2 REGISTRATION FEES AND TUITION

Registration & Monthly Tuition Rates

Student	Early Registration	Late Registration	Monthly Tuition
General	\$250	\$350	\$500
*Staff	\$250	\$350	\$400
**Sibling	\$250	\$350	\$450

*Children of staff who opt into the “child discount” will receive a 20% discount on tuition only

*2nd sibling and additional enrolled for the school year will receive a 10% discount on tuition only

Registration Fee Policy:

Registration fees are due in full at the time of registration to complete the enrollment process. All registration fees are non-refundable and non-transferrable to other children in the family or to another school year. The registration fee covers the administrative cost of the program, including all enrichment activities. This is a one-time fee for each school year.

Early Registration begins mid-January of the previous school year.

Late Registration is from June of the current year onwards.

First Month's Tuition Payment Policy:

The 1st month's tuition payment will be applied to the first month your child begins school, and is due by the end of the second week of classes. The school year starts in August.

Registrations after August of the school year: For students enrolling from September onwards, the 1st month tuition and registration fee is due at the time of registration. If a student begins mid-month, tuition may be pro-rated in accordance with start date.

Any pro-rated tuition rate must be approved in advance by the School Director. Special circumstances will be handled on a one-on-one basis.

Additional First Month Payments:

- Technology Fee: \$150, one-time
- Book Deposit: for K-5th, \$300, funds not used will be reimbursed at end of the year.
- School Supply Fee: \$30, School will purchase all supplies for classes. Parent responsibility will be Back-Packs, Lunch Boxes, and any containers or additional resources wanted.

Monthly Tuition & Auto Draft Policy:

All monthly tuition payments are due in full on the date indicated on the invoice, regardless of the number of days your child attends. Tuition payments are non-refundable and non-transferrable from student to student or from one school year to another school year.

Withdrawal from the school requires a 30-day written notice and you will be responsible for all payments due within these 30 days, which may include a full month of tuition.

Rejection/Return of Auto Drafts: Should your auto-draft be rejected for any reason, a late fee of \$25 may be applied to your account and you will be asked to submit another form of payment. Exceptions may be made on a case-by-case basis for application of a late fee.

Please notify administrative staff if you have any change in payment method which may impact the auto-draft process, prior to the 1st of the month to ensure that payment is not rejected.

Staff Discount: The “child discount” will only be applicable to the employees who select the child discount during the hiring process or each on-boarding year.

Sibling Discount: The sibling discount will be applied only for families enrolling two or more children in the school at the same time.

Financial Aid/Scholarship Program:

If you foresee a need for financial help, please reach out to our administrative staff or director directly. Limited financial aid is available each year, and applicants must reapply each year. Request Forms from Admin if needed.

Charitable Contributions to School

All tuition and other fees paid to the Crescent Academy are not tax-deductible, because a service is being provided in exchange for payment.

Any charitable contribution made to support Crescent Academy is tax deductible. Any charitable contribution made as part of a fundraising campaign for the School is also tax-deductible. All charitable contributions must be made through ICCA directly. Statements are sent by ICCA on an annual basis, which will indicate tax-deductible contributions made for tax purposes.

The tax ID number for ICCA is 03-0428964. The School does not have a separate tax ID number as it is a program of ICCA.

3 SCHOOL TEAM

Crescent Academy is a program of the Islamic Community Center of Atlanta (ICCA). As such, School governance and operational structures are embedded within the masjid. ICCA has oversight of financial operations for the School. All teachers, staff, and Directors of the School are employees of ICCA. Day-to-day operations of the School are the responsibility of the School Director who has full direct supervision of all teachers and staff. The School Director reports to the ICCA Board of Directors.

Crescent Academy has an Advisory Panel for the School outside of the governance of ICCA. The Advisory Panel is made up of experienced educational professionals, who voluntarily assist with strategic planning and program development of the School. All members of the Advisory Panel apply independently and are selected by the ICCA Board of Directors and Crescent Academy Director. The Panel includes currently employed School Lead Teachers as well as education professionals outside of the School.

The School Team consists of Crescent Academy Staff, Volunteer Coordinators, and Advisory Panel.

The School Team

Staff:

Maha Hosain, M.S.EE Crescent Academy Director/Administrator

Laiba Farooqi, B.A. Liberal Arts Preschool Teacher

Rubina Rahman, M.A. Islamic History Preschool Teacher

Samira Jabbar, B.A. Elementary Teacher

Noor Tabbaa, B.A., Elementary Teacher

Samah Akid, Arabic and Qur'an Teacher

Imam Kababa Drame, Islamic Studies and Qur'an Teacher

Volunteer Coordinators:

Edward Mitchell, J.D. ICCA Board Member and delegate

Advisory Panel:

Jelena Naim, Principal of Al-Falah Academy

Ghazala Nizami, Executive Director of Happy Home School Network

Naoman Malik, M.A. Ed former Public High School Teacher

Ameena Nabi, Private School teacher and former homeschool Director

Nisreen Qasdem, former Private School Board Member

Saleha Ahmed, Public School Teacher

4 SCHEDULE

First Days at School

School drop-off/pick-up, including sign-in and health checks, will occur outside the building and the children will be escorted into the building by staff. You will pick-up and drop-off at the same entrance and exit you use during your classroom visit. Parents and authorized guests are allowed to enter the building and pick-up their child, with ID verification for first time guests. If ID not available, a floater or office administrator will retrieve your child.

Please see school calendar for the first day of school.

Lunch

All children bring their own lunch. The child's name should be on the lunch box, thermos, and any other containers used for food. Glass bottles or containers should not be sent to school. Sodas should not be sent. Utensils needed for yogurt, soup, applesauce etc. should be sent by the parent. Lunch should not require refrigeration or heating. Because of the growing number of children with peanut allergies, we ask that you verify with your child's teacher if you can send peanuts or peanut butter.

Snacks

All parents must provide 1 snack for your child daily, packed separately from lunch. Please confirm with your child's teacher before sending any nut or peanut items as a snack. Please do not send fruit roll-ups, popcorn or whole grapes since they pose a choking hazard. Candy is not considered a healthy snack and will be sent back home. You may send grapes if they are cut in small pieces.

If your child has a severe food allergy or multiple food allergies, please confirm it is noted in their registration and on file with their teacher.

5 CURRICULUM

CORE

Students will be taught English Language, Science, Mathematics, and social concepts appropriate with their age and grade and in accordance to GELDS and GKIDS standards.

For Pre-K and Kindergarten, concepts will be integrated into daily activities, story time, and arts and crafts. Focus will also be given on development of:

- practical life skills (pouring, sorting, stacking)
- sensorial exploration (sand and water play)
- large and small motor skills (outdoor play and arts-and-crafts)

ENRICHMENT PROGRAM

We offer an enrichment program that is included in your tuition. The program includes Qur'an, Arabic Language Study, and Islamic Studies that will be integrated into the daily general lesson plan.

Qur'an Memorization

Periodically depending on the student age, Surahs and important Ayahs will be introduced to the students. Our goal is to have each child develop a familiarity with the Qur'an.

Arabic Language

Our teachers will use a variety of techniques to introduce basic Arabic vocabulary and the Arabic alphabet to the students. Techniques include games, books, songs, and art projects.

Islamic Studies

Our Islamic Studies units will cover stories of Prophets, Companions of the Prophet, and important concepts, such as Hajj and Ramadan. Children will have hands-on activities and experiences to help them remember stories and concepts.

Friday Worship

Friday Worship is held every other Friday in the prayer area beginning in October for children in the 3 and 4-year-old classes. The program begins at 9:30 am and ends at 9:45 am. The program will consist of salat practice, wudu practice, or group recitation of duas/dhikr/ or Surahs.

6 GENERAL INFORMATION

Arrival

Your child's day is from 8am until 12pm. It is very important for your child to be on time in order to enjoy all the activities planned for the first hour of school.

Morning drop-off will be from 8:00 am-8:15 am. Please ring the doorbell for the staff to let you in. For the safety and security of the children, the doors will remain locked at all times. Parents and authorized guests are welcome to drop children off to the classroom during drop-off time.

After 8:15 am, please message on the school app and ring the bell on arrival. Staff will escort children to their class after 8:15 am to reduce distraction to other students.

Dismissal

Dismissal time is 11:50 pm. You will have until 12:00 pm to pick up your child. You will be charged a late pick up fee after 12:00 pm. Details below. On Fridays, children must be picked up directly from the classroom due to Friday Prayer. On Fridays, all of the children's belongings must be picked up from the classroom at dismissal, even if they are staying for Friday Prayer.

Release of Your Child to A Different Person

IF YOUR CHILD IS TO GO HOME WITH ANYONE OTHER THAN HIS/HER APPROVED ADULTS, WE MUST BE INFORMED AT LEAST 10 MINUTES PRIOR TO PICKUP VIA THE SCHOOL APP. Please state the guest's full name in the message. Staff will conduct ID verification for all guest pickups.

Delayed Arrival/Dismissal during Severe Weather

In the event of severe weather (i.e., tornado warning or lightning) during arrival or dismissal, please follow this policy. If weather is severe enough to impede the safety of our teachers and children, then children and teachers will stay inside the building and arrival, or dismissal will be delayed until conditions are considered safe.

Late Pickup Fees

Dismissal is from 11:50-12:00 pm every day. After 12:00 pm a late fee of \$5 will be charged for every 10 minutes of delay. Each family is permitted one late pickup per school year without penalty.

Booster Seat Law

Under Georgia law, children under age eight are required to be in a car seat or booster seat appropriate for their height and weight and used according to the manufacturer's instructions. The law also requires children under the age of eight to ride in the rear seat. For further information go to: www.gahighwaysafety.org/newbooster.html.

Things to Bring to School

Each child should bring a backpack or school bag with handles that is large enough to hold a lunch box, daily school supplies, and letter-size folder. Children must be able to carry their own backpack without assistance. Please write your child's name on his/her bag. Necessary school supplies will be provided to the student and are included in the school fees.

We encourage children to bring nature objects and articles pertinent to their classroom study. If your child has a special book they would like to share, please allow the teacher several days notice, so it may be worked into the lesson plan.

We will periodically request parents to save and send scrap materials that may be usable in art activities. Please do not send material unless it is asked for.

Things Not to Bring to School

No toys should be brought to school except for special share days designated by the teachers. Toys are distracting and easily lost.

Under no circumstances should guns, knives, whistles, balloons, or friction toys be brought to school. Candy, chewing gum, and money have no place in school. Please check your child's school bag and remove these items. Thank you for your cooperation.

Field Trips

Students may have the opportunity to go on field trips at various times during the school year. Parents will be informed in advance and provided with a field-trip permission slip and chaperone form. All information will be at that time for the specific field-trip.

Celebrations

We do not celebrate individual birthdays of the students at the school. You are more than welcome to send a treat/snack/gift to be distributed, but it will not be announced if it is for a birthday. Please coordinate with the teacher before sending ANY items to be distributed in the classroom, since we may have children with allergies.

All classes will participate in school-wide Eid-al-Fitr and Eid-al-Adha celebrations if they fall during the school year.

7 HEALTH POLICIES

Each child must have on file by the first day of school a state approved immunization form. All children must have immunization form #3231. Children five years and older must have ear, eye, and dental form #3300. These forms are available through the local health department or the child's pediatrician.

The Official Code of Georgia (O.C.G.A) provides for only two types of exemptions from immunization requirements. Exemptions for immunizations may be made for medical and religious necessity only and must be documented with a letter from your pediatrician or religious leader, respectively. Please see O.C.G.A. §20-2-771 for more information

Children who are prescribed an epi-pen and/or inhaler must keep an epi-pen and/or inhaler at school. Please confirm teacher is informed and use of either is documented on school records.

Children should not be sent to school if any of the following symptoms are evident:

- fever of 100 degrees or more
- sore throat
- body aches
- green or yellow discharge from nose
- bronchial or deep chest cough
- undiagnosed rash
- red eyes or discharge from eyes
- Diarrhea
- vomiting

Children need to be both fever free and free of these symptoms for **AT LEAST** 24 hours.

A child's health must allow him/her to participate fully in all group activities, including outside play. If you do not feel that your child is well enough to play outside at school, please keep him/her at home.

If there is a question concerning a child's health and participation in the program, consult with the Director.

Please notify us of a communicable disease at once so that we may notify other parents.

Illness at School

If your child becomes ill while at school, the parents or emergency contact persons will be called to pick the child up immediately. If a parent or emergency contact cannot be reached, the child will be isolated under supervision until someone can be reached who can pick up the child.

Minor Injuries

Minor injuries such as skinned knees, scrapes or bumps are treated at school with soap and water and T.L.C. The area will also be bandaged if necessary. Parents will be informed at pick-up or by the school app.

Allergies

Please let your child's teacher know of any allergies that your child may have, especially food allergies. If your child has a severe allergy requiring an epi-pen, you must advise the school in writing of your child's symptoms and detailed instructions for administering any medication. If the child is having an allergic reaction, treatment will be administered, 911 called and the parents notified.

Sunscreen/Insect Spray

Our staff will not apply sunscreen or insect spray on your child at school. If you would like, please apply sunscreen or insect spray on your child at home prior to arrival at school.

Toilet Training

All 3-year-olds entering our program must be potty-trained. An extra change of clothes is also required for all children. Children are encouraged to manage their clothing and to clean themselves on their own as much as possible when they are toilet training. In accordance with Safe Sanctuary policy, adult assistance will occur with the doors open and in full view of the other children and possibly other adults.

Special Needs Policy

If it is determined that a child is having difficulty adjusting to school, is frustrated with the learning environment, or is a disruption for the other children, then the director will be called to observe. A conference will be scheduled with the teacher and director to meet with the parents and discuss the observations. It may be necessary to make modifications within the classroom environment.

When appropriate, if an IEP (Individualized Educational Program) is recommended for the child, the school will assess whether it can be implemented using the school's existing resources.

It is strongly suggested that any diagnosis by a special needs professional be shared by the parents with the child's teacher and the Director, as it is in the best interest of the child that we work together as a team and share information.

Because our staff is not trained in special education and our student/teacher ratios are higher than special needs classes, our program may not be able to best serve every child.

8 DRESS CODE

Student Clothing

Please send your child to school in simple, comfortable, practical and washable clothes that adhere to Islamic principles.

General Guidelines:

- Removable Clothing: ALL jackets, sweaters, hijabs, and any other removable clothing should be labeled with the student's name.
- An extra change of clothes (pant, shirt, underwear, socks, and shoes) is required for all children. Please place these items in a ziploc bag labeled with the child's first and last name. This bag will be kept in the student's cubby/locker.
- Footwear: Hard sole cowboy boots, clogs, Crocs, similar plastic shoes, and flip flops should not be worn to school, as they present a safety hazard. Tennis shoes are always appropriate.
- During the winter months, our building is comfortably warm, so the children do not need heavy undershirts or flannel shirts indoors. All children need warm, heavy, removable clothing on cold days since we do go outside even on cold days. A hat and mittens/gloves are needed.
- Clothing items that are left in school will be kept in the lost and found section in each classroom.
- All garments must be free of holes, tears, violent images, and inappropriate wording, logos, messages, or advertising.
- Pants must be loose fitting and passed knee length. Shorts permitted for preschool only.
- Dresses and skirts must be knee length or slightly longer with tights underneath. Ankle length or longer dresses will not be permitted due to trip hazards.
- Shirts must have sleeves. Short sleeves are permitted.

Parent/Adult Clothing

Our program is located within the masjid, ICCA. Please wear prayer appropriate clothing if entering the facilities. In the event you are not able to enter ICCA, please message on the school app if your child needs to be escorted to the vehicle for pick-up or drop-off.

9 SAFETY POLICIES

Child Safety

- Children are released only to adults authorized on the child's registration. See Section 6, for more information.
- Any information from the parent should be sent via the school app or written, dated and signed and sent via the child. Phone messages to the director concerning change of individuals picking up the child should be for emergencies only.
- Children should wear clothing and shoes suitable for active movement, messy projects, and easy clean up. See Section 7, for more information.
- Children should not bring umbrellas to school due to safety concerns.

Discipline

Our staff strives to offer a safe and loving environment for every child. Discipline is a learning process, not a punishment to be imposed on the child. Positive reinforcement is used to encourage good behavior. If behavior problems arise, each staff member will handle the situation as positively as possible. Consequences for inappropriate behaviors are adjusted for each age level and personality and include redirection and showing children what appropriate behavior is in specific situations. Children may also be asked to sit quietly for some time to reflect on their behavior.

If misbehavior continues, the teacher will discuss the problem with the director and the parents. A plan will be implemented to meet a child's behavioral needs. A follow-up conference may be requested with the parents. At no time will any form of corporal punishment be used. Likewise, it is not acceptable for a child to hit a staff member or another child.

10 COMMUNICATION

Communication, Conferences and Progress Reports

Our teachers make every effort to keep you informed of your child's activities through the school app, newsletters, notes, and calendar. Our staff encourages close communication between parents and teachers. Please communicate via the school app with your child's teacher whenever you have a question, comment, or something that you would like to discuss. Our staff will make every effort to answer your questions in a timely manner. However, during school hours, teachers will have delayed responses while they are supervising their students. Messages marked as "urgent" on the school app will be reviewed by the Director for a quick response.

Parent-Teacher Conferences will take place once in the fall and once in the spring. You will be notified by your child's teacher for the exact date. We will notify you immediately if we observe anything unusual and feel that there is a need for a conference.

Parent Grievance Procedure

There are times when misunderstandings, inadequate communication, or school related problems occur. If there is a problem, the parent should follow these guidelines: 1) Contact your child's teacher first with any problems, concerns or complaints. 2) If the problem is not resolved, then the parent should contact the Director. 3) If you are not satisfied with the resolution, we will elevate your concern to the discretion of the Advisory Panel.

11 SCHOOL CLOSINGS AND EVACUATION

Calendar

A school calendar for the year is included with this handbook. The teacher will remind parents and students of important dates and events via email, school app, or newsletter.

Inclement Weather

Our school usually closes if Fayette County Schools or adjacent schools are closed due to inclement weather. Sometimes a school system is closed because of lack of heat or electricity in one school, or because there is a problem with school buses starting. In instances like these, our school may be open. An email and app message will be sent to all parents if the school is closed.

Evacuation

A plan has been developed and evacuation routes are posted in each classroom near the doorway.

Fire drills, tornado drills and safety drills are held regularly during the school year. In the event of a crisis, either the fire alarm will be activated, or the director will notify the classes.

Parents on the premises at the time of a drill must participate.

If for any reason it is necessary to evacuate the building and relocate children and staff, we will contact all parents by phone, email, and/or school app so that they will know the change of location.

Loss of Electrical Power or Water

If there are building malfunctions including heat, light or water for an extended period of time, parents will be called to pick up the children. Should the electrical or water supply be interrupted for more than one day, school will be closed until water or electricity service is restored.