بِسْمِ ٱللَّهِ ٱلرَّحْمَٰنِ ٱلرَّحِيمِ

"In the Name of Allah, the Most Beneficent, the Most Merciful"

Islamic Society of Frederick | www.isfmd.org | (301) 682-5090 | 1250 Key Pkwy, Frederick, MD 21702

Welcome Message---2
Contact Information---3
Mission Statement---3
Program Overview---3
What Students Learn---4
School Schedule---4
Attendance---4
Arrival & Dismissal---5
Late Pick-Up Policy---5
Tuition & Fees---5
Annual Tuition---5
Refund Policy---6
Tuition Payment Options---6
Important: Mark Your Payment as Paid in QAF---6
Dress Code---7
Student Expectations---8
Teacher Commitment---8
Behavior & Discipline---8
Communication---9
Stay Updated with Sunday School Announcements---9
Health & Safety---10
Technology Policy---11
Lunch & Snacks---11
Classroom Materials---11
Homework---12
Parent Involvement---12
School Calendar---13
Goals for the School Year---13
Parent Partnership---13
Closing Message---14

ISF Sunday School
Parent Handbook

Welcome Message

As-salāmu ʿalaykum Dear Parents,

Welcome to **ISF Sunday School**! We are honored that you have entrusted us with a part of your child's Islamic education.

Our goal is to help every student develop a strong relationship with Allah (SWT), love for the Qur'an, and pride in their Muslim identity through engaging lessons, caring teachers, and a nurturing Islamic environment.

We believe that parents and teachers are partners in a child's success. Together, we can help our children grow spiritually, academically, and socially while strengthening their connection to Islam.

We look forward to a wonderful year with your family.

May Allah (SWT) bless our students, parents, teachers, and volunteers and make this school year a source of knowledge, growth, and barakah.

Āmīn.

Contact Information

ISF Sunday School
Islamic Society of Frederick, 1250 Key Parkway, Frederick, MD 21702

📧 **Email:** principal@isfmd.org

🌐 **Website:** https://isfmd.org/sunday-school

Mission Statement

Our mission is to nurture children with the Qur'an, Islamic knowledge, and excellent character while helping them develop a lifelong love for Allah (SWT), His Messenger ﷺ, and the Muslim community.

We strive to provide a safe, welcoming, and engaging Islamic learning environment where every child can grow spiritually, socially, and academically.

Program Overview

Classes are held every Sunday from **September through June** and include:

- Qur'an Reading & Memorization
- Islamic Studies
- Arabic Language Basics
- Character Development
- Salah & Masjid Etiquette
- Special Activities and Community Events

What Students Learn

Throughout the school year, students will develop:

- Improved Qur'an reading and memorization
- Understanding of Islamic beliefs and worship
- Knowledge of the Seerah of Prophet Muhammad ﷺ
- Basic Arabic reading skills
- Strong Islamic manners and character
- Confidence in their Muslim identity
- Respect for parents, teachers, and the community

School Schedule

Start Time	End Time	Activity
10:30 AM	10:50 AM	Arrival & Check-In
11:00 AM	12:00 PM	Session 1
12:00 PM	12:15 PM	Break
12:15 PM	1:15 PM	Session 2
1:15 PM	1:30 PM	Getting Ready for Prayer
1:30 PM	1:45 PM	Dhuhr Prayer
1:45 PM	2:00 PM	Dismissal

Schedule subject to change.

Attendance

Regular attendance is essential for student success.

Parents are expected to:

- Ensure students arrive on time.

- Notify the school if a student will be absent via the QAF app.
- Encourage students to complete any missed assignments.

Excessive absences may affect classroom placement and academic progress.

Arrival & Dismissal

- Students should arrive **10 minutes before class begins.**
- Students should be picked up promptly after dismissal.
- Parents should notify the school if someone else will be picking up their child.
- Students may not leave the building without parent authorization.

Late Pick-Up Policy

To ensure student safety and respect the time of our teachers and volunteers:

- A **5-minute grace period** is provided.
- After the grace period, a **$1 per minute** late fee will be charged.
- Outstanding late fees must be paid before the student's next class.

Tuition & Fees

The annual tuition covers books for the school year.

Annual Tuition

- 1 Student: $250
- 2 Students: $475
- 3 or More Students: $700

Refund Policy

- Tuition refunds are available only within the first 30 days of the school year.

Tuition Payment Options

Tuition may be paid using any of the following methods:

- **Zelle** (isfzelle@isfmd.org) **(Preferred)**
- **Check** (payable to ISF Sunday School) **(Preferred)**
- **QAF Mobile App**
- **Online**
- **ISF Lobby Kiosk**

Note: *For payments made by* ***Zelle*** *or* ***check****, please include* ***"Sunday School"*** *and the* ***parent or student name*** *so we can correctly apply your payment.*

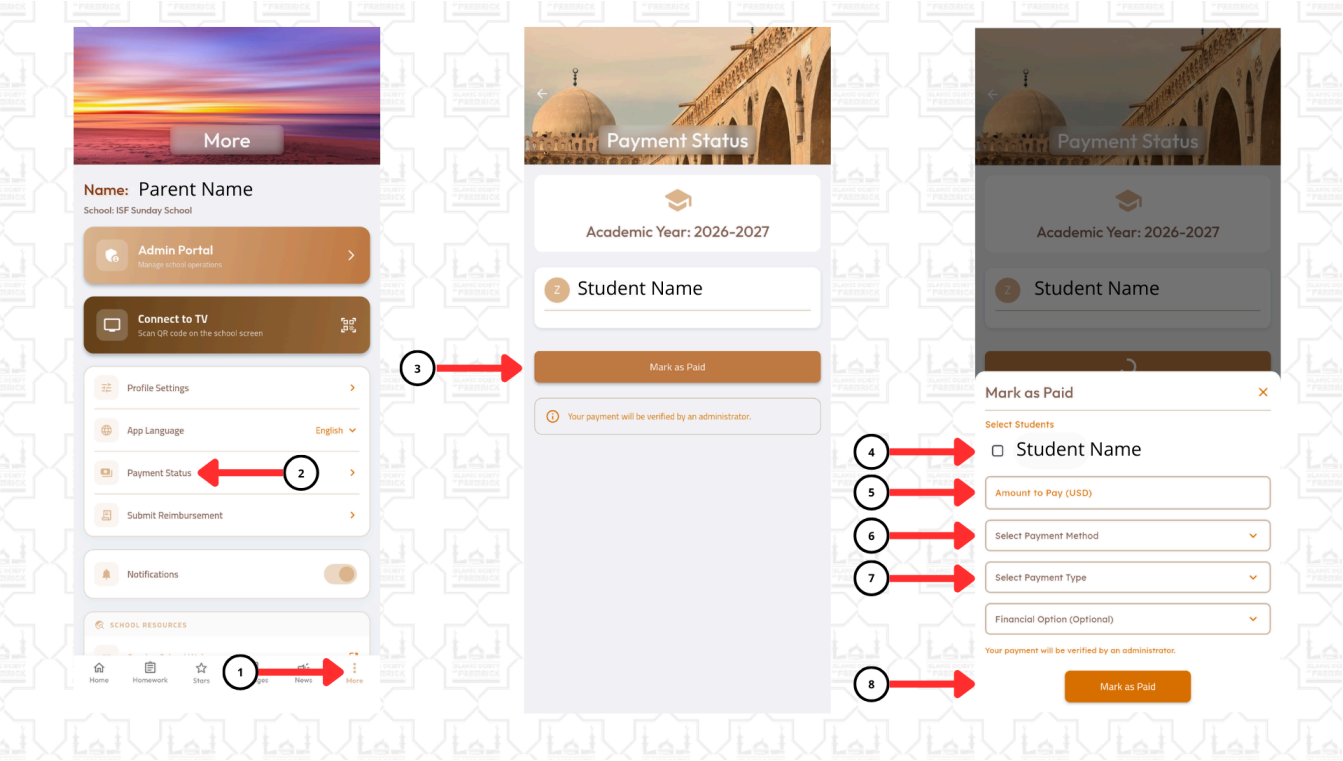
Important: Mark Your Payment as Paid in QAF

After submitting your payment, please return to the **QAF app** and follow the steps shown in the attached guide to **mark your payment as paid**. This notification allows our administration to verify your payment and update your student's registration status.

Quick Steps:

1. Open the **QAF** app and tap **More**.
2. Select **Payment Status**.
3. Tap **Mark as Paid**.
4. Select your student(s).
5. Enter the total tuition amount paid.
6. Select your payment method.
7. Select the payment type.
8. Tap **Mark as Paid**.

Please refer to the attached guide for a visual walkthrough.



Dress Code

Students should dress modestly and respectfully while attending Sunday School.

Examples include:

- Clean, modest clothing
- No clothing with inappropriate language or graphics
- Girls are encouraged to wear hijab when appropriate for their age and family preference
- Boys should dress respectfully for the masjid environment

Student Expectations

Students are expected to:

- Demonstrate Islamic manners at all times
- Respect teachers, classmates, volunteers, and school property
- Participate actively in class
- Come prepared with required materials
- Complete homework assignments
- Listen attentively and follow classroom instructions
- Maintain proper masjid etiquette

Teacher Commitment

Our teachers are committed to:

- Teaching with kindness, patience, and professionalism
- Modeling Islamic manners and character
- Creating a safe and engaging classroom
- Monitoring each student's academic progress
- Communicating with parents throughout the school year
- Encouraging every child to reach their full potential

Behavior & Discipline

Our discipline philosophy is based on Islamic values of mercy, patience, and respect.

Behavior concerns are addressed using progressive steps:

1. Gentle reminder
2. Redirection

3. Parent communication
4. Individual behavior plan (when appropriate)
5. Administrative intervention for repeated or serious concerns

Our goal is always to help students learn and grow—not simply to punish inappropriate behavior.

Communication

Communication with parents is an important part of student success.

Parents should expect updates through:

- QAF Parent App
- Email announcements
- Parent-Teacher Conferences
- Progress Reports

Parents are encouraged to contact teachers or school administration whenever they have questions or concerns.

Stay Updated with Sunday School Announcements

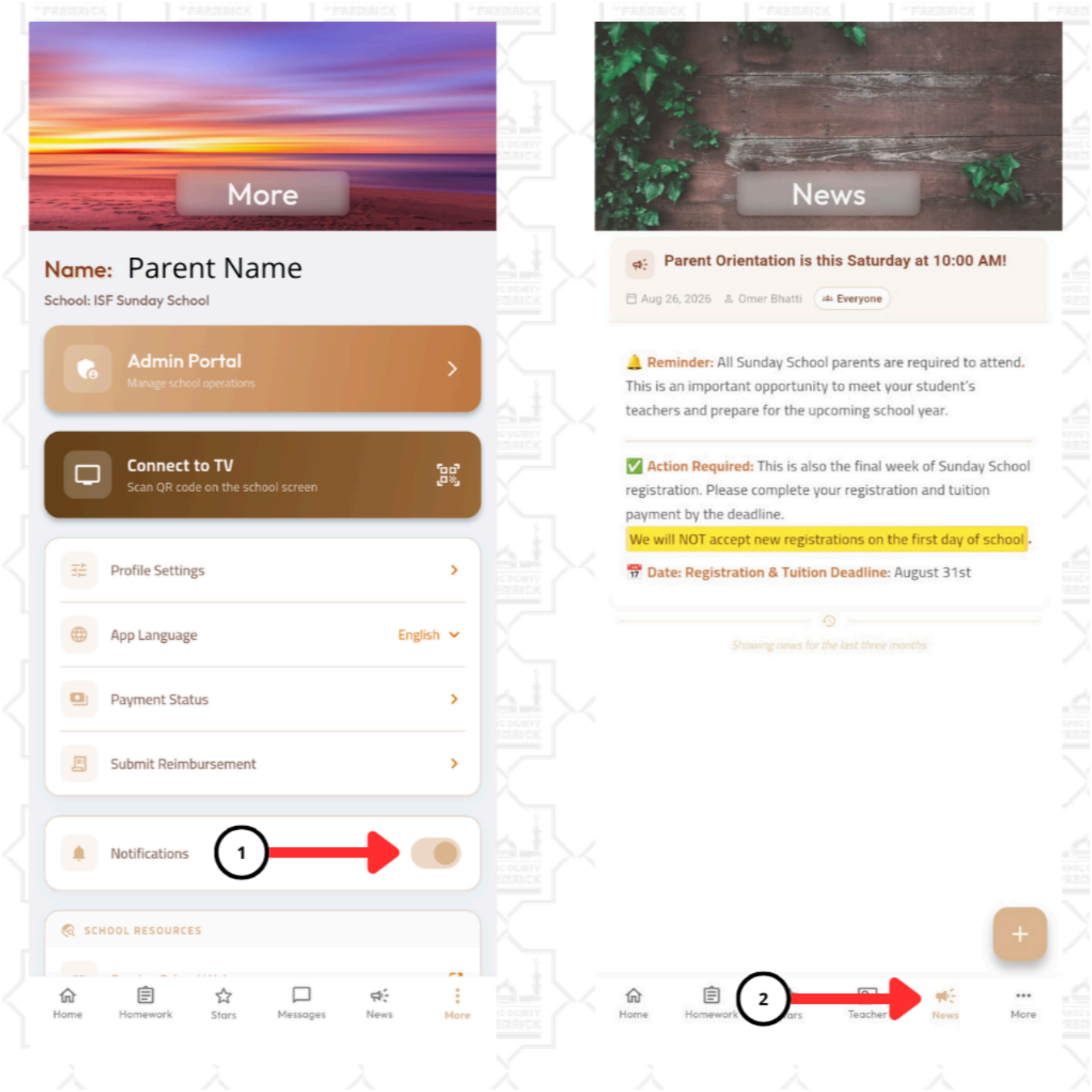
To make sure you receive important Sunday School updates, please **turn on Notifications** in the QAF app:

1. Go to More → Turn on Notifications

You can also view all school announcements anytime under the **News** section:

2. Tap News from the bottom menu.

Please keep notifications enabled so you don't miss important school updates, reminders, or announcements.



Health & Safety

To help keep everyone safe:

- Keep children home if they are sick.
- Inform the school of allergies, medical conditions, or medications.
- Ensure emergency contact information remains current.

- Students must remain in designated areas of the masjid unless supervised.

Technology Policy

Students should keep phones, smart watches, and other electronic devices put away during class unless instructed otherwise by their teacher.

ISF Sunday School is not responsible for lost or damaged personal electronic devices.

Lunch & Snacks

Students may bring:

- A healthy lunch or snack (if applicable)
- A refillable water bottle

Please avoid sending:

- Candy
- Soda
- Energy drinks

Parents should notify the school of any food allergies.

Classroom Materials

Students should bring:

- Notebook
- Pencil or pen
- Refillable Water bottle

- Homework or memorization assignments

Teachers may request additional materials during the school year.

Homework

Parents play an important role in reinforcing classroom learning.

We encourage parents to:

- Practice Qur'an reading with their child
- Review memorization assignments
- Help complete homework
- Reinforce Islamic manners at home

Parent Involvement

ISF Sunday School is a community-driven program that depends on the support and involvement of our parents. To help ensure a successful school year, **each family is expected to volunteer for at least one school activity during the year**.

Volunteer opportunities include:

- Student drop-off and pick-up assistance
- Teaching or teacher assistant support
- Classroom support
- School events and family programs
- Field trips
- Administrative assistance
- Fundraising
- Special projects

We greatly appreciate your time and talents. Your involvement helps create a positive, safe, and enriching learning environment for all of our students.

School Calendar

The Sunday School year runs from **September through June**.

Families will receive a detailed calendar including:

- School start and end dates
- Holidays
- Parent Orientation
- Teacher Conferences
- School Events
- Special Programs
- Graduation

Goals for the School Year

By the end of the year, students should:

- Improve Qur'an reading and memorization
- Strengthen their understanding of Islam
- Demonstrate Islamic manners and etiquette
- Build friendships with fellow Muslim students
- Grow in confidence as practicing young Muslims

Parent Partnership

Parents are expected to:

- Support their child's Islamic education

- Encourage regular attendance
- Reinforce classroom learning at home
- Communicate respectfully with staff
- Review school communications regularly
- Pick up students on time
- Volunteer during the school year

Together, parents and teachers create the best environment for every child to succeed.

Closing Message

Thank you for choosing **ISF Sunday School**.

We are grateful for the opportunity to partner with you in nurturing the next generation of Muslims.

Together, with the help of Allah (SWT), we pray that our children grow in faith, knowledge, character, and love for Islam.

> **"The best among you are those who learn the Qur'an and teach it."**
> — *Prophet Muhammad ﷺ (Ṣaḥīḥ al-Bukhārī)*

May Allah (SWT) grant our students beneficial knowledge, righteous character, and success in this life and the Hereafter. Āmīn.