

Tawheed Center Maktab Registration

29707 W. Ten Mile Rd., Farmington Hills, MI 48336



Enrollment Application

Student's Last Name		Student's First Name		
Street Address		City	State	MI Zip
Date of Birth	Prior Qur'an/Arabic Knowledge: (Please Check One Box)		Poor	Fair Good
Father's Name (Last, First)				
Mother's Name (Last, First)				
Home Phone		Cell Phone/Alternate Phone:		
E-Mail:	Emergency Contact Name		Phone	

Rules and Regulations:

1. Maktab is for children ages 7-18 years only; no exceptions. A copy of birth certificate is required along with this application. If you are filling this form online, you'll need to provide us a copy of the certificate on the first day of Program.
2. Islamic dress code is required of all the participants in the program. **Jeans are not allowed**, both for boys and girls. For girls, an Abaya is preferred, recommended and needed. No tight clothing (boys and girls) is allowed.
3. Maktab hours are 5:00PM to 7:00PM, unless otherwise notified.
4. Children may not be dropped off before more than 5 minutes of the program start time. They have to be picked up no later than 5 minutes after the program time.
5. Grace time is allowed up to 5 minutes for being late on an occasional basis. If you know that the child will be more than 5 minutes late, a phone call to Imam Soheli no later than 5:05 PM is required to inform that the child will be late. Same rule applies if your child will be absent for the day.
6. Program fees can be paid through the website (www.tawheedcenter.org). Program fee is due on the 1st of every month. No exceptions.
7. No electronic gadgets are allowed in to the program, with the exception of cell phones and voice recorders. Cell phones must be turned off during program hours. If you need to contact any participant (for emergency reasons only) during program hours, you may call the program coordinator, Abbas at 248 790 5441 or at 248 442 0666, who will in turn contact the teachers and pass on the message.
8. Parents are required to pay for the books recommended by the school.

Responsibilities:

1. The following items should be brought to class on a daily basis; no exceptions:
 - a. Quran
 - b. Recorder with extra batteries
 - c. All text books
 - d. Home work book, completed and signed by parent.
2. If a child does not bring his/her required items (listed above) to the class on a consistent basis, disciplinary action may be taken against the child which may include expulsion from the class for the whole day and will be noted in the home work note book.
3. Parents have to personally ensure that the home work is done. The expectation is a minimum of 20 minutes should be allocated with your children on a daily basis including the days when the Maktab is not held with the exception of Saturdays.
4. Completion of homework is part of Maktab. The parent has to sign the home work book on a daily basis. By signing, it is agreed that the parent has gone through the notes and has taken the required/necessary action(s)/steps as emphasized. Blindly signing the home work book shows lack of responsibility of the parent; this inadvertently affects the child in a negative manner.
5. A child that comes to the Maktab is expected not only to learn, but to make progress. We understand that not all children are alike and some are better learners than others. However, if the child fails to make appropriate

progress over a 6 month time period, it may be an indication that parental involvement needs to be increased. If this continues, after discussion with the parent(s), the child may be expelled from the Maktab Program at the discretion of the teacher and the program coordinator.

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

Discipline Policy:

1. The participants are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property. A participant whose action(s) infringes upon the right(s) of others will be held responsible for the action(s), and disciplinary measures will be taken by the management.
2. Infractions of social behavior including lying, using inappropriate words, belittling/ridiculing others, being rude to teachers, performing improper gestures will not be tolerated.
3. Salah is part of the Maktab and behavioral infractions during the Salah will be considered as violations of the Maktab rules and are subject to disciplinary action(s).
4. If a child receives more than 3 notes in the home work book regarding behavioral infraction in a 30 day period, the child will be excluded from the class for 1 full day. Readmission will be accepted only after the child gives a written statement of apology for actions and rectification methods for the problem. This statement should also bear the signature of the parent.
5. Any concerns with regards to student interactions amongst themselves or their studies should be discussed with the teacher and at the site of the incident. If the concern is not resolved, then it should be reported to the Program Coordinator.
6. Any concerns regarding a teacher should be brought forth to the attention of the Program coordinator.

Fees:

The Maktab fee is \$100 per child, which is for 9 months during the year. To even this amount out throughout the year, we charge you \$75 every month throughout the year. The overall cost per year per child is \$900, which can be paid as a one-time fee as well in January.

Waiver of Responsibility/Disclaimer:

Tawheed Center cannot be held responsible for unsupervised areas and times before and after the program hours for participants. The parent(s) understand(s) that during the program at Tawheed Center, in case of a mishap or an unforeseen accident on the Masjid premises, neither Tawheed Center nor its officers/representatives will be liable or responsible.

By checking this box, we agree that the above mentioned information is true and correct. We also agree to the terms and conditions that are explained above. We pledge that there is no fraudulent intent in the submission of this form. This is an electronic signature of acceptance.

Signature of the Parent

Date Signed