SUNDAY SCHOOL
Parent Handbook
**Schedule (Sept 4-Nov 5)**

The school schedule is as follows:
- 10:30 – 10:45 Drop Off
- 10:45 – 11:00 Line Up
- 11:00-11:45 Quran
- 11:45-12:30 Arabic
- 12:30-1:00 Lunch
- 1:00-1:15 Wudu
- 1:15-1:45 Prayer/Story
- 1:45 – 2:30 Islamic Studies
- 2:30 – 3:00 Free Time/Activity Period
- 3:00 Pick Up

**Schedule (Nov 6-Dec 18) – After DST**

The school schedule is as follows:
- 10:30 – 10:45 Drop Off
- 10:45 – 11:00 Line Up
- 11:00-11:45 Quran
- 11:45-12:30 Arabic
- 12:30-12:45 Wudu
- 12:45-1:15 Prayer/Story
- 1:15-1:45 Lunch
- 1:45 – 2:30 Islamic Studies
- 2:30 – 3:00 Free Time/Activity Period
- 3:00 Pick Up

**Attendance, drop off, and Pick up**

All Parents are to drop their children off at Sunday School no later than 10:45 am and pick up their children no later than 3pm.

It is also the parent’s responsibility to sign-in and sign-out each time for all the kids they have brought. The Sunday school staff leaves promptly at 3 PM. It is essential that parents pick up their kids on time as we become greatly understaffed. Fees may apply for consistently being late for pick up. Parent cooperation is crucial for the success of the students.

**Cancellation/Early Dismissal**

If by chance Sunday School is cancelled or needing to be dismissed early a notification via email will be sent to all registered families.

**Homework**

Teachers may assign homework and it is the responsibility of the student to turn in the completed homework on the specified due dates. It is highly recommended that all parents encourage their children to turn all assignments on time, and to continue the learning process at home.
Study Supply List
Students must bring the following items to Sunday School each Sunday

- Backpack
- Notebook
- Binder
- Pen/Pencil

Classroom Policies
Students and teachers should maintain a good learning environment that is: clean, quiet, and civil. Rude and foul language is prohibited. Respect and courtesy is to be shown at all times between both students and teachers. Good characteristics as seen in the Quran and Sunnah are not only to be taught at Sunday School but also implemented.

POTTY TRAINING POLICY
All students attending Sunday School are expected to be fully potty-trained by the first day of School. We ask that families provide an extra set of clothes with students, if a student has a history of bathroom accidents. If an accident occurs during Sunday School hours, the Staff will notify the student’s primary parent/guardian.

Prayer (SALAH)
All teachers are required to lead their students to the proper prayer space and in a timely manner to perform the prayer. All students must pray Salah at the time scheduled. It is important that students maintain a low noise level and respect in the prayer hall during this time. At the ICP, prayer is split into two groups. Downstairs a prayer is led by an adult male for the teachers and students in the classrooms: 3-4 year olds, 5-6 year olds, and 7-8 year olds. The prayer upstairs is led (typically) by the Imam for the 9-10 year olds and 11+ boys/girls classes as well as any others who will join us for prayer. This is so that the younger kids can be taught about prayer in a more controlled environment without distracting the older students as well as others.

Lunch
A lunch and break is provided at the ICP Sunday School. This is a great chance for the kids to socialize and learn Islamic etiquette of eating. Students will be led in a Dua before eating. All students eat together and it is important that students stay in the downstairs hall at this time. The following rules should be adhered to:

- Sit together with their class
- Maintain an appropriate noise level
- Clean up
- Be punctual

Students should not do the following:

- Run
- Throw objects
- Wrestle/fight
- Play on tables, chairs, ICP furniture/equipment
- Yell or scream
- Play with their food
- Waste their food
**Dress Code**
Please remember that the school is held at a masjid. Use proper discretion in dress. Girls of all ages are also recommended to bring a hijab that can be worn during Prayer.

**Safety**
We are all concerned about the safety of our kids. Students should *NEVER* leave the ICP interior without a parent/guardian or teacher. Hall Monitors will also be in attendance to ensure children stay in the designated areas during Sunday School hours. It is prohibited at Sunday School for students to bring any object that can potentially harm any other students.

**Cell Phones**
Cell phones are *not* allowed at the ICP Sunday School as they present a huge distraction. Teachers may confiscate cell phones after a verbal warning has been given. The student can receive the cell phone at the end of the day. If this occurs again, the cell phone is confiscated and returned to the parent who is notified of the situation.

**Discipline**
Although we are completely opposed to discipline of any kind, there may be situations where discipline may be enforced. The following is the chain of disciplinary actions that will take place for any unwanted behaviors or actions:

- Verbal warning
- Removal from classroom
- Discussion with Principal/Vice-Principal
- Discussion with Parent
- Parent-Teacher conference
- Temporary day suspension
- Further action if needed

**Suggestions**
Suggestions and concerns are greatly appreciated.

Sundayschool@icp-pgh.org
Youth.Director@icp-pgh.org