




**TIES**

Family Handbook

2021-2022



## **WELCOME**

Dear Family,

*Welcome to TIES! We are pleased that you have chosen TIES for your educational needs. Our caring staff is dedicated to providing your child with the learning environment that we can provide. I am honored to be a part of this school community and am passionate about providing a safe, caring, and open Islamic environment that follows a moderate, Islamically centered, model of education. We, here at TIES, are passionate about parent involvement. It is our goal to partner with you to jointly provide a supportive and comfortable environment for the children we serve: for we believe that parent engagement is critical in the success of our children, our families, and our community. I look forward to partnering with you and your family in helping your child flourish and grow to his/her fullest potential.*

*Sincerely,*

N. Mukhlisah Pettiford

Principal

215-387-5230

## **About Us**

TIES

Our schools are a beacon of light, and our children are the shining hope of the future.

The Islamic Education School (TIES) is a private, non-profit, religious school established to satisfy urgent local community needs. Our mission is to prepare students for success by developing academic as well as Islamic content mastery, building student self-confidence and moral character, and supporting TIES social/emotional and artistic potential. Our academic curriculum materials are aligned to the Common Core and State Standards, and our Islamic Program materials are certified by al-Azhar University. Children in our school study Modern Standard Arabic as a second language, and they spend time learning and memorizing sections

of al-Qur'an by qualified teachers. The TIES teaching team is composed of dedicated educators who are committed to our students, TIES families, and our community. Our goal, as a team, is to continually raise the bar of our practice and challenge ourselves to always improve the services we provide our students and TIES families.

## TIES

*Setting the foundation for success in school and life!*

The TIES program is geared to meet the varying needs of children in grades 1<sup>st</sup> – 8<sup>th</sup>. We believe in working to strengthen the cognitive, linguistic, social-emotional, and religious development of our children. As such, we gear our program to best meet the needs of our children. We work together to plan developmentally appropriate curriculum for children to learn from, both academically and religiously. We base our curriculum plans on a variety of resources, including McGraw Hill My Math and Wonders English language & reading series and Houghton Mifflin Science Fusion Series. At TIES, we believe that having a successful partnership with families is a critical element in the success of our students, and as such, we work with our families to attain developmentally appropriate goals for each child. We are proud to be a Pennsylvania Department of Education registered school, and we continually challenge ourselves to excel. Our TIES staff is committed to making your children's learning experience a beneficial and memorable one.

### **Ages We Serve**

We currently serve 1<sup>st</sup> through 8<sup>th</sup> grade students while working to expand to high school in the near future.

Our before and after care program serves children ages 5-12 years old.

### **Hours of Operation**

**Daily schedule:** services are provided from (Academic Year):

7:45 a.m. – 3:45 p.m., Monday through Friday

**Aftercare** (5 -12 year olds) services are provided from:

7:00 a.m. – 8:30 a.m. and 4:00 p.m. – 6:00 p.m. Monday through Thursday, 7:00 a.m. – 5:00 p.m. on Fridays

## **Scheduled Closures**

We are closed for certain days throughout the year:

Ø See school calendar

There will be early closings on:

Ø See school calendar

## **Definition of Family**

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

## **Admission & Enrollment**

All admission and enrollment forms must be completed and enrollment fees paid prior to your child's first day of attendance.

Based on the availability and openings, our facility admits in grades 1 – 8.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, we will work with parents to develop an appropriate educational plan including, but not limited to, outsourcing care to better-equipped local facilities who may better meet the needs of the child.

## **Inclusion**

**TIES** believes that children of varying ability levels are entitled to the same opportunities for participation and belonging in our school. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on TIES individual capabilities and needs, within the scope of our ability.

## **Non-Discrimination**

At **TIES**, equal educational opportunities are available for all children, without regard to race, color, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of students.

## **Family Activities**

Families are the center of the community. Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

## **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## **Staff Qualifications**

Our caregivers and teachers are hired in compliance with the state requirements as well as religious qualifications as a base minimum. Teachers and aides participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Any arrangement between families and our caregivers outside the programs and services we offer is a private matter (ex: babysitting or tutoring service), not connected or sanctioned by **TIES**.

## **Communication & Family Partnership**

**Communications:** Communication with TIES staff is essential for an effective parent-school partnership. Please ensure that we have up-to-date email addresses and phone numbers and we will keep you informed about your child's, activities, and important calendar dates. Our main source of written communication occurs via email.

**Bulletin Boards:** Located at the entrance of our school, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. Parent Resources on educational, behavioral, social, religious and community programs are also available for your taking.

**Newsletters:** Monthly newsletters provide center news, events, announcements, etc. These newsletters are emailed to all families at the beginning of each month. Hard copies are available at the bulletin board for your taking.

**Family Visits:** Family participation is encouraged. Visit our classrooms, volunteer, or come along on a field trip. Please call ahead to arrange your visit and remember that signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

**Parent Empowerment Program (PEP) Events:** Family nights and PEP events are scheduled throughout the year. Family nights include concession sales and fun filled age-appropriate activities for families. The objective of Parent Empowerment Program events is to build and strengthen and collaborative relationship between TIES and the families we serve through focused workshops, social events, trainings and religious events. We hope not only to educate parents but to provide them with tools to better their school experience and outcomes. Our events allow our families and children time to share, learn, and have fun while learning together. Families have an opportunity to be a part of the TIES child's learning experience and connect with other families.

**Conferences:** Family & teacher conferences occur during report cards and by appointment. During these conferences, we will discuss your child's strengths, likes and dislikes, development, and styles of learning and play. We will work together to set goals for your child's academic growth and development. While you may request additional conferences regarding your child's progress at any time, we encourage you to communicate any concerns as soon as they arise.

## **Publicity**

We do request of use of pictures of children in our center for publicity purposes. Each family may choose to give or withhold TIES consent on our photo release form. Unless the family indicates that they want the TIES child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

### **Learning Environment**

#### **Islamic Content:**

We emphasize the importance of the aqidah (creed) as well as fiqh (jurisprudence) with the children. We teach them the foundation of the Muslim's belief including that Allāh exists without a place, that Allāh does not resemble the creation in any way, that Allāh created everything and is not in need of anything, that Allāh is the only one who deserves to be worshipped, that whatever we imagine in our minds, Allāh is different from that, and that Prophet Muḥammad is the last of the prophets and messengers and called the people to Islam. We teach them the basic rules of purification and prayers including how to make istinja', how to make wudu', and how to pray; we also teach them about hajj, zakat, fasting, Islamic manners, Islamic history, and sunnahs such as using the siwak.

We strive to provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at TIES own pace. We strongly believe that learning happens through routine and repetition. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness and the ability to work and play with others.

Our religion is important to us; hence, we focus a part of our day on Arabic, Islamic and religious studies and content in creed and jurisprudence. Our academic curriculum is based on the Common Core and state standards. Children learn phonics, reading, writing, math, science, social studies, Arabic, and religious studies in our program.

### **School Age:**

We strive to provide a supportive environment for our before and after care school age children. Children coming early are free to have breakfast and take care of TIES morning routines and needs. Children who stay after school are provided with homework and tutoring help to complete TIES homework daily. We will also be providing after school clubs on a semester basis including:

Duff, drumming, and madih club

Qur'an memorization club

Robotics club

Debate & Public Speaking Club

### **Curricula & Assessment**

**TIES** uses a variety of resources to meet the needs of a Common Core Curriculum, including McGraw Hill My Math and Wonders English language & reading series and Houghton Mifflin Science Fusion Series, Dar Al-Mu<sup>^</sup>alimeen Arabic Program, and AICP's Islamic Studies Series. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

### **Field Trips**

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. Permission slips for each trip must be signed by the child's parent/guardian. For field trips, please dress your child appropriately for the season. Students are required to wear their TIES gym uniform shirt and comfortable walking shoes.

In many cases, we will travel using a school bus to accommodate our students. The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts / car / booster seats) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

## **Transition**

Your child's transition to our school should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

## **Transition for before/after school care**

Children who are of school age may continue with before/after school care at our center. The Extended Care Enrollment Form must be completed and on file with the center in order to be eligible for this service.

## **Viewing Time**

Our normal daily routine does not include video and television watching, but from time-to-time, we may use clips to show as a teaching aid and discussion stimulator. Programs will consist of non-violent, religiously acceptable, and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

## **Multiculturalism**

Multiculturalism is vital for children because it sets social goals and promotes respect for the people and the community of which we are a part. We utilize books, Islamic music, games, and a wide range of activities as aids to teach our children how to be positive community members.

## **Celebrations**

We emphasize Islamic holidays and occasions through parties, stories, projects, discussions, gifts, and days off school.

## **GUIDANCE**

### **General Procedure**

**TIES** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.



Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop TIES ability to become self-disciplined. We encourage children to be fair, to be respectful of TIES classmates, teachers, property, and to learn to understand the results of TIES actions.

## **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness.

At TIES, we believe each student should:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying, physical and emotional abuse. If you have any concerns about this at any time, please report it to the school principal.

We reserve the right, at any time, to release a child from our school due to aggressive or challenging behaviors that put others at risk. Our policy is we will work with parents and community resources to turn around the unacceptable behavior; however, if little to no progress is achieved in a reasonable time deemed by the director, or if students or staff continue to be placed in harm's way, the offending child will be dismissed from our center.

## **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others by restraining a child by gently holding her or him only for as long as is necessary for the child to regain control of himself and/or the situation.

## **Notification of Behavioral Issues to Families**

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **TUITION AND FEES**

### **Payment**

Payment is always due on the 1st of every month with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Financial Agreement Document*.

### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1 per minute will be assessed at 3:45pm (assessed by the school's clock) and will be due upon arrival unless you are enrolled in our after-school program. If you are enrolled in our after-school program, late fees of \$1 per minute will be assessed beginning at 6 p.m. (assessed by the school's clock) and will be due upon arrival.

### **Special Activity Fees**

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### **Late Payment Charges**

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce TIES impact.

If payment is not received by the 15th of the month a late fee of \$10 will be added for each day that it is late. If your account has not been paid in full within 10 business days, your child may be discharged from TIES. Your child will not be allowed to return to school until the full due payment has been received.

### **Payments**

Payments may be made either in cash, money order, personal check, cash app or by online payments using Diamond Mind. Any checks returned for insufficient funds will incur a \$35 fee which will be automatically added on to your family ledger.

## **ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent or arrive after 9:00 a.m., please call us at 215-387-5230 or email us at [principa@ties.aicp.org](mailto:principa@ties.aicp.org). We will be concerned about your child if we do not hear from you. Absences of 3 days or more require a doctor's note for the student to be admitted to school.

Excessive absences and lateness can have a negative impact on a child's ability to learn and grow. In compliance with the Pennsylvania Department of Education once your child has three (3) or more unexcused absences in the current school year—meaning your child is “truant”—your child's school must send you written notice explaining that your child is truant. The school must send this notice within **ten (10)** days of your child's third unexcused absence.

### **Withdrawals**

A written notice, 2 weeks in advance, is required when a child is being withdrawn. Failure to notify will result in additional fees.

### **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school record will be transferred upon request from the school. A copy of your child's school records can be made available to you for a fee of \$1 per page.

### **Closing Due to Extreme Weather**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Gradelink by email, voicemail and text by 6 a.m. Additional announcements will be made on a “crawl” during on the NBC news.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### **General Procedure**

We open at 8 a.m. You are permitted to drop off your children for the breakfast program at 7:45am. Please do not drop-off your child prior to the opening. Parents are expected to accompany TIES children to school and ensure their safe entry.

We close at 6 p.m. (5 p.m. on Fridays). Please allow enough time to arrive, sign your child out, and leave by closing time.

### **Cell Phone Usage**

The times you spend dropping off and picking up your child are windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone during these times.

### **Electronics**

Students must turn electronic devices in to the office when they enter the school. Electronics will be stored in bags with the student's names on them and they can pick them up at dismissal time.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. (Siblings 15 years of age or older may be listed as a Release Contact). If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance. Your child will not be released without prior authorization. You may send us a written request via email [principal@ties.aicp.org](mailto:principal@ties.aicp.org) or fax it to us at 215-387-3815. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 30 minutes we have not been able to reach you or a person listed as an Emergency and Release Contact, **we will call the local child protective services agency.**

## Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired or behaving in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

## PERSONAL BELONGINGS

### What to Bring

- **All Students will need:**
  - Reusable water bottle (sent home for weekly washing)
  - 3 boxes of tissues for communal use
  - 3 containers of disinfecting wipes for communal use
  - Prayer clothes
  - Please see your child's school supply list

### Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at in the school office. Please note that we are not responsible for lost personal property. Label all items brought from home with your child's name to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

## NUTRITION

### Foods Brought from Home

Food brought from home is permitted under the following conditions:

- **Halal Food:** All food items must be **halal**. Therefore, meat must be slaughtered Islamically; Kosher products are accepted. Non-halal ingredients (such as alcohol based vanilla, gelatin, etc.) are not permitted and will be disposed of immediately.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be sent back home.

## **Food Prepared for or at the TIES**

Food prepared for or at TIES will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

## **Food Allergies**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

## **School Aged Participants**

- Before and after school child care participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving before 8:00 a.m. arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at school and is supplied with an adequate lunch if they are not participating in the school lunch program.

## **HEALTH**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). We check annually with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. Immunization records and health forms must be updated every six months for children under 1 year of age, and annually for children older than 1.

### **Physicals**

Routine physicals are required and a copy of your child's annual physical should be received before newly enrolled students begin, but must be received no later than 60 days after your child begins the program. Returning students must submit TIES annual physical upon expiry of last year's physical. A returning child will not be accepted back in school without an updated physical. Families are responsible for assuring that TIES child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the center. TIES has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms (this is not an all-inclusive list):

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever of 100.4°F or higher
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not "contagious", and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer "contagious" and may return to our care is required.

We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. **Any issues with lengthy sick pick up (more than 1 hour to pick up TIES child) may result in dismissing the family from TIES.**

## Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on TIES own. Parents must fill out a medication log when leaving medicine for TIES child. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the parent/guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. Non-prescription medications require a medication log to be filled out by parents/guardians.
- **Non-prescription topical ointments** (e.g., rash cream, sun screen, insect repellent, tooth pain reliever, etc.) require a medication log signed by the parent/guardian specifying frequency and dosage to be administered.

## Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)



- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

### **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature (or real feel) is greater than 96 °F or less than 32 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below.

### **Injuries**

Safety is a major concern in child care, so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital by ambulance, while we will try to contact you or an emergency contact.

### **Respectful Behavior**

Children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### **SAFETY**

### **Clothing**

TIES Uniform Policy:

The purpose of having a uniform policy at TIES is multifaceted. First, our goal is to encourage modest, Islamic-oriented dress. Second, it helps us unify our school community. Third, it trains students in the responsibility of preparing themselves for school (or employment in the future). Finally, it helps parents simplify the hectic morning routine. We think it's important for students to have some choice in what they can wear, so we have provided some options that they can choose from outlined below:

## TIES UNIFORM POLICY (Grades 6-8)

	Girls	Boys
<b>Daily Uniform</b>	<b>Navy abaya w TIES school patch</b> (plain; no decorations) <b>Shirt</b> - White undershirts required <b>Uniform Pants:</b> Navy Blue <b>2-Piece Hood:</b> Navy Blue or white <b>School Uniform Zip or Button Front Cardigan w TIES Patch</b> Color: Burgundy <b>Socks:</b> No ankle socks <b>Closed toe shoes:</b> Black <b>Boots:</b> Weather related only	<b>Navy Jalabiya / Thawb w TIES school patch</b> (plain; no decorations) <b>Shirt</b> - White undershirts required <b>Uniform Pants:</b> Navy Blue <b>Kufi:</b> Navy Blue or white <b>School Uniform Zip or Button Front Cardigan w TIES Patch</b> Color: Burgundy <b>Socks:</b> No ankle socks <b>Closed toe shoes:</b> Black <b>Boots:</b> Weather related only
<b>Fridays Only</b>	<u>Girls may choose to wear:</u> <b>Abaya</b> : black or white <b>Shirt</b> : White undershirts required <b>Pants:</b> Uniform pants <b>2-Piece Hood:</b> Black or White <b>Closed-toe shoes:</b> Black <b>Socks:</b> No ankle socks <b>School cardigan</b>	<u>Boys may choose to wear:</u> <b>Jalabiya or Thawb:</b> black or white <b>Shirt</b> : White undershirts required <b>Pants:</b> Uniform pants <b>Kufi:</b> Black or white <b>Closed-toe shoes:</b> black <b>Socks:</b> No ankle socks <b>School cardigan</b>
<b>Gym / Field Trip</b>	<b>School Sweat Suits</b> <b>Socks:</b> No ankle socks <b>Sneakers</b>	<b>School Sweat Suits</b> <b>Socks:</b> No ankle socks <b>Sneakers</b>
<b>Dress Down Days</b>	<u>Girls may choose to wear:</u> <b>Abaya</b> – any color <b>Shirt</b> - White undershirts required <b>Pants-</b> (no jeans, leggings, or sweatpants) <b>2-piece Hood</b> – any color <b>Closed-toe shoes-</b> Black <b>Socks</b> - No ankle socks <b>School cardigan</b>	<u>Boys may choose to wear:</u> <b>Jalabiya / Thawb</b> – any color <b>Shirt</b> - White undershirts required <b>Pants-</b> (no jeans, leggings, or sweatpants) <b>Kufi</b> – any color <b>Closed-toe shoes</b> - Black <b>Socks</b> - No ankle socks <b>School cardigan</b>

## TIES UNIFORM POLICY: (Grades 1 – 5)

	Girls	Boys
<b>Daily Uniform</b>	<p><b>Long Sleeve Mesh Polo Dress or Abaya w TIES Patch</b> Color: Light Blue <b>Shirt</b> - White undershirts required <b>School Uniform Zip or Button Front Cardigan w TIES Patch</b> Color: Burgundy <b>School Uniform Pants</b> Color: Navy <b>Closed-toe shoes</b>- Black <b>Socks:</b> No ankle socks <b>2-Piece Hoods:</b> Navy Blue or Light Blue <b>Boots:</b> Weather related only</p>	<p><b>School Uniform Short or Long Sleeve Performance Mesh Polo w TIES Patch</b> Color: Light Blue <b>Shirt</b> - White undershirts required <b>School Uniform Zip or Button Front Cardigan w TIES Patch</b> Color: Burgundy <b>School Uniform Pants</b> Color: Navy <b>Closed-toe shoes</b>- Black <b>Socks:</b> No ankle socks <b>Kufi:</b> Navy Blue or Light Blue  <b>Boots:</b> Weather related only</p>
<b>Fridays Only</b>	<p><u>Girls may choose to wear:</u> <b>Abaya</b> : black or white <b>Shirt</b> : White undershirts required <b>Pants:</b> Uniform pants <b>2-Piece Hood:</b> Black or White <b>Dress shoes:</b> Black <b>Socks:</b> No ankle socks <b>School cardigan</b></p>	<p><u>Boys may choose to wear:</u> <b>Jalabiya or Thawb:</b> black or white <b>Shirt</b> : White undershirts required <b>Pants:</b> Uniform pants <b>Kufi:</b> Black or white <b>Closed toe shoes:</b> black <b>Socks:</b> No ankle socks <b>School cardigan</b></p>
<b>Gym / Field Trip</b>	<p><b>School Sweat Suits</b> <b>Socks:</b> No ankle socks <b>Sneakers</b></p>	<p><b>School Sweat Suits</b> <b>Socks:</b> No ankle socks <b>Sneakers</b></p>
<b>Dress Down Days</b>	<p><u>Girls may choose to wear:</u> <b>Abaya</b> – any color <b>Shirt</b> - White undershirts required <b>Pants-</b> (no jeans, leggings, or sweatpants) <b>2-pieceHood</b> – any color <b>Closed-toe shoes</b>- Black <b>Socks</b> - No ankle socks <b>School cardigan</b></p>	<p><u>Boys may choose to wear:</u> <b>Jalabiya / Thawb</b> – any color <b>Shirt</b> - White undershirts required <b>Pants-</b> (no jeans, leggings, or sweatpants) <b>Kufi</b>– any color <b>Closed-toe shoes</b> - Black <b>Socks</b> - No ankle socks <b>School cardigan</b></p>

## **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be intoxicated or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## **Mandated Reporter**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### **Lost or Missing Child**

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

### **Fire Safety**

Our center is fully equipped with fire alarms, fire extinguishers, and emergency kits.

Our fire evacuation plan is reviewed with the children and staff on an annual basis, and fire drills are conducted every 30 days.

### **Emergency Transportation**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **SCHOOL POLICIES**

Our school policies not included in this handbook are reviewed annually and updated as needed.

## Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center to complete enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **TIES Family Handbook**, and I have reviewed the family handbook with a member of the **TIES** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **TIES Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date

## **FAMILY ACTIVITIES**

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

### **Advisors:**

Suggestions box – cards available to make anonymous suggestions on how to improve  
Classroom Representative – serves as a liaison between classroom parents and teachers

PTG – meets monthly to plan family events and fundraisers

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements.

**Classroom Activities:** Enjoy and help your child's class with these special activities.

- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Pot Luck Meal
- Participate in Family Teacher conferences

**Family/Parent Workshops and Resources:** Our menu of family workshops changes annually. Below is a list of workshops we may offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Introducing Tawheed to Families Children
- Positive Guidance and Loving Discipline
- Learning Styles
- Obligatory Knowledge Classes
- Nutrition and Exercise in Islam
- How to Prepare for a Conference
- Value of Reading to Your Child