

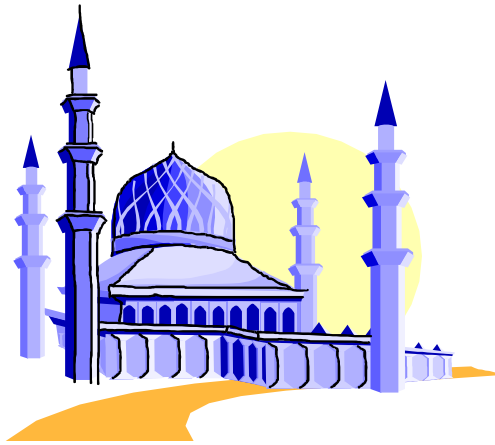
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, The Beneficent, The Merciful

Manarah Education Foundation

ISLAMIC ACADEMY

Seeking Knowledge is a mandatory act on all Muslims



Student Application Form 2017/2018

"Seeking Knowledge is a Mandatory Act on All Muslims"

Student Name:	Returning Student: Yes _____ No _____
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Office Use Only

Registration Fee* (\$100.00): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____ <small>* Waived for returning students who submit application before 3/15/17</small>	Deposit (PreK & KG \$595) (Grades 1- 5 & Hifz/MSA \$540) (Traditional 6th Grade \$600): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____
Application Received On:	Received By:
Application Accepted On:	Accepted By:

To : All Parents of Returning and New Students
From : Dr. Ismail Kashkoush, COE President
Re : Registration Materials for 2017-2018 Academic Year
Date : February 15, 2017

Assalamu Aleikum Parents:

It's hard to believe that it's time to talk about enrollment for another great year at Manarah. As you may know, we are currently in our 13th year of operation and presently have 123 students attending Pre-Kindergarten through 5th grade, Hifz, and MSA (Manarah Student Ambassadors Program 6-12). I am excited to announce that in the 2017-2018 school year we are adding a traditional grade 6 program and we will add a grade per year to develop our secondary school program.

Manarah operates a full day schedule from 8:00 a.m. to 3:15 pm. We offer a full time, Pre-K , program that is based on solid early childhood standards established by the National Association for the Education of Young Children (NAEYC). Pre-K students are accommodated with a nap time after Zuhr prayer for approximately 35 minutes. Our elementary and middle school programs follow established Pennsylvania standards of academic excellence per the Pennsylvania Department of Education. Last, our specialized programs, HIFZ and MSA, focus on the development of excellence in Islamic Deen and religious studies. We strive to meet the needs of our parents; hence, an after-school program may be available for families who are unable to pick up their children by 3:15 p.m. This program is offered on an as-needed basis for an additional fee.

We currently have a teaching staff of highly qualified individuals. Between staff that hold teaching certifications and various degrees and experience within the field, our students are well prepared for their future academic endeavors. Our academic curriculum for all subjects is rich, rigorous, and aligned to the PA. state academic standards of achievement. Our Islamic Studies program features the *I Love Islam* series by Islamic Services Foundation accompanied by intensive supplementary materials that promote real-world connections and applications of deen. Our Arabic Studies program uses *I love Arabic Language* by Arab Education Bureau of Gulf States. Both curricula were carefully selected to provide our students with the best possible academic and religious education. Currently, we are undergoing curricular development particular to Islamic Studies and Arabic Language studies to implement current educational pedagogy, best practices in education, and methodologies found in no other Islamic Studies and Arabic Language Studies programs across the United States. Furthermore, we value parent input and feedback. On-going communication with parents is vital to the education process and is highly encouraged through progress reports, conferences, PTO meetings, social events, and volunteer opportunities.

Enclosed you will find the student registration forms for the 2017-2018 academic year. Please fill out the forms completely, and return all paper work , deposit, and registration fee (if applicable) to the Academy as soon as possible. Early registration will guarantee your child a seat at Manarah, help us plan appropriate student placement, allow us sufficient time to get teachers and staff, and help get the appropriate amount of curriculum materials needed. It will also facilitate your child's enrollment in the school since registration is on a **FIRST COME-FIRST SERVE** basis. **We open enrollment to all students on February 21 .**

If you would like more information about the Academy, please contact the school at 610-799-6223 or visit us on the web at <http://www.mia.manarahfoundation.org>.

Respectfully Yours,

Dr. Ismail Kashkoush, Council of Education President

Section 1: Student Information	
Student's Legal Last Name	Student's Legal First Name
Also Known As	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Grade Completing or Completed	Grade Entering
Date of Birth	Social Security Number (SSN)
Street Address and Unit/Apartment/Suite	City
State	Zip

Section 2: Family Information				
Father's Name				
Unit/Apartment/Suite	Street Address	City	State	Zip Code
Home Phone	Cell Phone	Pager	Work Phone	Extension
Email Address (for PTO mailing List)			Email Address 2	
Employer Name			Profession	
Mother's Name				
Unit/Apartment/Suite	Street Address	City	State	Zip Code
Home Phone	Cell Phone	Pager	Work Phone	Extension
Email Address (for PTO mailing List)			Email Address 2 (Optional)	
Employer Name (Optional)			Profession (Optional)	
Legal Guardian of Child <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Both <input type="checkbox"/> Other (s): _____				
Sibling Name		Age	School	
Sibling Name		Age	School	

Section 3: Registration Requirements

Enrollment is based on "first-come first-served basis." Please, read below for details. Once the student is accepted and enrolled in the academy, the total tuition fee is to be paid in full even if the child withdraws from the school, and even if 2017-2018 school year has not yet started.

Returning Student

All students have the opportunity to submit their application for the year 2017/2018 before 3/15/2017 to ensure a seat in Manarah and to waive the registration fee of \$100.00. **Returning students entering 3rd grade are required to submit a Dental Exam Form. If entering Kindergarten (from pre-k) Physical and Dental Exam Forms are required.**

New Students

Applicants must be 3 to 4 years old by December 31, 2017 to be accepted into Pre-Kindergarten and 5 years old by December 31, 2017 to be accepted into Kindergarten and will also be required to submit **Physical and Dental Exam Forms**. Acceptance into Grades 1 and higher requires proof of successful completion of the previous grade level. Additionally, Pre-K students must be potty trained prior to the start of the school year, and new Kindergarten students must pass a readiness test in spring or summer 2017. Parents or guardians of new students, regardless of grade level, must also submit transcripts from all previous schools, an original birth certificate, immunization records, a Physical Exam Form, and a Dental Form.

Note: Applications will be processed only if the required deposit and registration fee are paid.

Section 4: Tuition, Deposit, and Monthly Payment

Registration During Month of	Type of Payment	Amount Due Per Grade		
		PreK—>KG	1st—>5th & Hizf& MSA	6th Traditional
March through September 2017	Deposit	595	540	600
	Monthly Payment Sep —> May	595	540	600
	Total Tuition	5,950	5,400	6,000
October 2017	Deposit	670	605	675
	Monthly Payment Nov —> May	670	605	675
	Total	5,360	4,840	5,400
December 2017	Deposit	710	660	715
	Monthly Payment Jan —> May	710	660	715
	Total	4,260	3,960	4,290
January 2018	Deposit	760	710	765
	Monthly Payment Feb —> May	760	710	765
	Total	3,800	3,550	3,825
March 2018	Deposit	1,165	1000	1,170
	Monthly Payment April —> May	1,165	1000	1,170
	Total	3,495	3,000	3,510

Section 5: Payment Terms and Agreement

- **Annual Registration Fee \$100.00:** Waived for current students if submitting applications before 3/15/2017. This fee applies to all new students and current students applying on or after 3/15/2017. This is a **NON-REFUNDABLE** processing fee.
- **Initial Deposit see section 4:** Ensures available seat for the student, and will not be refunded after March 31, 2017. The deposit will be refunded only before March 31st or if the Academy could not enroll the student for reasons beyond the Academy's control.
- **Commitment to Pay Full Tuition:** Once the student is enrolled in the academy, parents/guardians fully understand that the tuition fees are to be paid for the full year regardless of the period of time between the registration and withdrawing the student from the Academy, regardless of the duration of the student stay at the Academy, or the reasons for which the student is leaving the Academy.
- **Scheduled Installment:** in section 4 is the minimum to be paid per installment, however, paying the full tuition or more than the installment is always preferred.
- **Payment Due Day:** The academy will charge a non-refundable \$50.00 fine for every month a payment is received after the 5th of the month.
- **NSF Fee:** A \$25.00 fee will be assessed for all bounced checks. An additional \$ 25.00 late fee will also be assessed. If any of your checks bounce, you will no longer be allowed to pay by check.
- **Students Record:** Student records, grades and report card will not be released if any outstanding balance is not paid according to the specified payments schedules.
- **Volunteer Hours: 20 Volunteer hours are required from all parents.** In lieu of volunteer hours a payment of \$200 can be submitted.

I have read and agree on the above-mentioned terms

Parent/Guardian Name

Signature

Date

Section 6: Discounts and Support

Sibling Discount

- The academy offers \$400 discount for the second full-time sibling enrolled in the Academy or 50% discount for the third full-time sibling enrolled in the Academy. The academy offers one discount per family only (the discount will be applied to the tuition of the least amount).
- Payment Agreement (Please see next page and notes)

Financial Aid

- Financial Aid is offered for families with limited income.
- Eligibility is determined by "Council of Education - Financial Aid Committee."
- Policy and procedure are in section 7.
- If interested, request the "Financial Aid Application Form" from the office and fill it out.
- Return the completed form along with this application no later than 3/15/2017.

Section 7: Financial Aid Policies and Procedures

- Financial Aid (FA) is generally available to students in first grade and above. Students in lower grades and siblings of students already awarded FA will not be eligible for FA unless funds are still available after awarding FA to eligible students in first grade and above.
- FA can only be awarded based on fund availability.
- FA amount shall not exceed 25% of total tuition fee.
- COE FA Committee (COEFAC) is a COE-appointed body responsible for reviewing and approving FA applications.
- COEFAC shall review all applications and award FA based on parent/guardian financial situation and student academic performance.
- Parents/guardians applying for FA must provide documents proving financial eligibility, including -but not limited to- pay stubs, W-2 forms, utility and mortgage statements, and 1040 tax forms. Without these documents, request for FA will NOT be accepted.
- Any application for Financial Aid may not be considered if it is submitted after the deadline of March 15.

Important Dates for Financial Aid Process

Monday, February 25, 2017	FA applications can be submitted
Tuesday, March 15, 2017	FA application deadline
Monday, May 4, 2017	FA award notifications begin

Section 8: Disenrollment Process

The Council of Education (COE) would like to inform you of our procedures for collecting tuition and handling accounts in default.

Tuition payments will be reviewed at least every three months using the following formula:

Tuition minus (deposit) divided by 9 months and multiplied by 3 months.

Example (Grades 1 to 5; MSA; Hifz): \$5400 - \$540 = \$4,860 divided by 9= \$540 x 3 = \$1,620 per 3-month period.

Example (Traditional Grade 6): \$6000 - 600 = \$5,400 divided by 9= \$600 x 3 = \$1800 per 3-month period.

Example (PreK & KG): \$5,950- \$540= \$5,410 divided by 9= \$601 x 3 = \$1,803 per 3-month period.

The respective review periods are:

Review 1: Sep 1 thru Nov 1

Review 2: Dec 1 thru Feb 1

Review 3: Mar 1 thru May 1

Full tuition is due by May 1st

Below are the procedures for the collection of payments:

For Example, Review 1: *Calculated amount must be paid by November 5th.*

1. If payment is in default, a letter will be sent explaining disenrollment procedures.
2. If payment is still in default by December 5th, COE will call the family and explain disenrollment procedures again.
3. If payment is still in default, the student will be disenrolled on December 6th.
4. This procedure will repeat each review period using the payment formula and respective dates.

Section 9: Immunization and Health Records Requirements

The following records must be submitted to the school office PRIOR to your child starting school. Students will not be permitted to attend the first day of school without submitting these records.

1. **Health Inventory Sheet:** Completed by parent or guardian.

2. **Immunization dates** – All vaccine dates must be legible on a record from your doctor or health provider.

Your child will not start school without proper immunization records being submitted with this application.

If booster shots are needed at the time of registration, an appointment date to complete vaccines must be submitted in order for your child to start school.

Immunizations required for 2017-18 Pennsylvania school students are listed below:

DPT – 4 doses (fourth dose must be on or after the 4th birthday)

POLIO – 3 doses

MMR – 2 doses (first dose must be on or after 1st birthday)

Hepatitis B – 3 doses (third dose must be after 6 months of age)

Varicella (Chicken Pox) Vaccine or History of Disease - 2 doses of vaccine, date of disease, **or** laboratory test must be provided.

3. **Physical Exam** - Completed by the Physician.

***Required upon original entry into a PA school for grades KG, 6, and 11.**

4. **Dental Exam**—Completed by the Dentist.

***Required upon original entry into a PA school for grades KG, 3, and 7.**

Immunization records, physical forms, and dental forms are due in the school office no later than August 14, 2017. These items can be dropped off or mailed in prior to the deadline.

Section 10: Medical Information

Does your child have medical problems or allergies ? Yes No

If so, please list:

Does your child take any medications on a regular basis? Yes No

If so, please list:

Pediatrician/Practice Name

Telephone

Fax

Insurance Name

Name of Policy Holder

Policy Number

Any Other Information

Section 11: Transportation

For parents who will be needing transportation from the school district, please fill out the form "Request for Transportation Under Act 372", and return to the Academy when you submit this "Application Form"

According to Pennsylvania Law, non public school children are entitled to transportation to non-public school as follows:

- A district which provides transportation for resident public school students must also make identical provisions for the transportation of resident non-public school students.
- Transportation for non-public school students must be provided to and from the non-public school in which the student is enrolled, even if the non-public school is located outside the district so long as the distance is not more than 10 miles beyond the district boundaries. (Note this distance may be in excess of 10 miles from student's home)
- A district may transport children who live along hazardous routes even though the children live within walking distance of the school.
- Pre-Kindergarten students are not eligible for transportation services by bus.

How will your child be getting to and going from school? Bus Parent (s)

If by bus, have you filled out and submitted 'Request for Transportation Under Act 372'?

Yes No

Section 12: After-School Program

An after-school program may be available at an additional cost of approximately \$5.00 per hour per child between the hours of 3:00 and 6:00 pm.

- If you are interested in enrolling your child in the after-school program, check (✓) yes below.
- The after-school program is offered on an as-needed basis, and we will only offer the program if we have enough parents interested. We will let you now by June 12 if this program will be offered.

_____ Yes, I _____ am interested in enrolling my child(ren) in the afterschool program for 2017-2018 if available.

Section 13: Photo/Video Capturing and Usage Permission

Manarah Islamic Academy takes collective photos every year and may also videotape the students and/ or take their pictures for educational, documentary, or advertising purposes.

Please, mark one of the following options with ✓ and sign

_____ Yes, I do give permission to the Manarah Islamic Academy to take my child's picture or videotape him/her in the course of any of the school activities for any purpose the Academy deems appropriate.

_____ No, I do not give permission to the Manarah Islamic Academy to take my child's picture or videotape him/her in the course of any of the school activities.

Parent/Guardian Full Name

Parent/Guardian Signature

Date

Section 14: Pick up Policy and Authorization Form

I, _____, parent/guardian of _____ in grade _____ give my permission to the following people to pick up my child/children from Manarah Islamic Academy.

- 1. _____ () _____
 Name Relationship Phone Number
- 2. _____ () _____
 Name Relationship Phone Number
- 3. _____ () _____
 Name Relationship Phone Number
- 4. _____ () _____
 Name Relationship Phone Number

Parent's/Guardian's Signature: _____ Date: ____/____/____

Section 15: Emergency Contact and Medical Authorization Form

I, _____, authorize any employee staff of Manarah Islamic Academy to take my child, _____ to the nearest hospital for

Parent/Guardian

Student

emergency-related medical treatment. I agree to hold Manarah Islamic Academy harmless for any unforeseen accident in the school or on the school grounds.

Emergency Contact

- 1. _____ () _____
 Name Relationship Phone Number
- 2. _____ () _____
 Name Relationship Phone Number
- 3. _____ () _____
 Name Relationship Phone Number

Parent's/Guardian's Signature: _____ Date: ____/____/____

Section 18: Hifz/Online Charter Program Information

Qualified students have the opportunity to enroll in our Hifz/Cyber Program when entering Grades 3 through 6. Tuition is currently \$5,400 per school year. In this program, students work on Qu'ran memorization with a qualified teacher from 8:00 to 11:00 a.m. Monday through Friday. From 11:00 a.m. to 3:00 p.m., they participate in academic classes via a cyber school under the supervision of a qualified learning coach. Memorization of the entire Qu'ran usually takes 3 years in this program. Students who join the program in Grade 3 generally complete the program by 5th or 6th grade. Students who join in Grade 6 must complete the program by Grade 8 since we do not offer a high school program. Steps for initial Hifz/Cyber enrollment are as follows:

- 1) Express an interest to the Academy, and we will assess if the student meets the basic requirements for enrollment in the program:
 - Student must be entering Grade 3 to 6 for initial enrollment.
 - Student must be fluent in reading Qu'ran and must have finished reading the entire Qu'ran at least once (for Grades 3 to 5) or twice (for Grade 6).
 - If entering in Grade 6, student needs to have memorized the 30th Juz.
 - Student and parent(s) must do an interview with the Hifz Committee to assess their readiness for this intense program which requires additional work at home, including during the summer months.
 - Parents must sign an agreement document outlining the school's requirements.
 - Parents must transport their child to and from the school since most school districts will not provide transportation for this program. (Please check with your school district.)
 - Student must get two recommendations from Islamic community members testifying that the student will be able to endure the program.
- 2) If the school determines that the above requirements are met, we will schedule the student/parent interview and student admission test.
- 3) If the interview goes well and the admissions test is passed, parents will receive information on enrolling in a online charter school for the academic portion on the program. This is generally PA Virtual Charter School for Grades 3 through 5 and Connections Academy for Grades 6 through 8. Cyber school registration must be completed as soon as possible.
- 4) Parents must also fill out the Manarah Islamic Academy Student Application form and submit all required fees, health information, etc. in a timely manner.

MANARAH ISLAMIC ACADEMY

1988 Schadt Avenue, Whitehall, PA 18052

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