



**MUSLIM CENTER OF MIDDLESEX COUNTY
MAKTAB REGISTRATION FORM 2017/18**

PROGRAM INFORMATION:

MAKTAB OFFERS: An After School Program, specially designed to teach **Quran** and **Basic Islamic Knowledge**, to children. Strong Quran component teaches how to recite with proper Tajweed and Adaab. The Islamic Subjects are based on the “**Tasheel series**” curriculum. Fun activities held regularly to encourage and motivate children.

MONTHLY TUITION FEE: \$ 50.00/Month per child. 3rd child onward: \$40/Month

BOOK FEE: \$ 25 (Tasheel Series Book Set; Payable at Registration.)

REGISTRATION FEE: None.

PROGRAM TIMINGS: Monday - Thursday (5:00 pm – 6:30 pm) - September to May

CONTACT: maktabadmin@mcmcnj.org

OPEN HOUSE: 26th Aug & 9th Sep 2017 (Saturday) from 11am to 1pm

START DATE: 18th September 2017 (Monday)

STUDENT INFORMATION:

No	Student Full Name (First, Middle, Last)	Date of Birth (MM/DD/YYYY)	Gender	Regular School Name & Grade	Last year Maktab Level
1					
2					
3					
4					

Any Medical/Allergy Information:

FATHER AND MOTHER or GUARDIAN INFORMATION:

No	Full Name (First, Middle, Last)	PH: Home/Work	PH: Cell	Email Address
1				
2				
Home Street Address, Apt #		City	State	Zip

Rules and Regulations:

- Maktab is for children ages 4+ years only. Maktab hours are 5:00 pm to 6:30 pm (Monday through Thursday), unless otherwise notified.
- Islamic dress code is required for 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.
- 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. No exceptions.
- 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; an email to maktabadmin@mcmcnj.org or call to Administrator (732 463 2004 x 102) 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.
- Program fee should be paid to the teacher or administrator through cash or check and is due on 1st of every month. Grace period up to 5th of the month. No exceptions. Fees can also be paid online on MCMC website through PayPal or credit card.

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6. 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.
7. If you need to contact any participant (for emergency reasons only) during program hours, you may call the program coordinators, Mohamed Salih (732) 485-2715 who will in turn contact the teachers and pass on the message.
8. Parents are required to pay for the books recommended by the program at registration. The book fee is \$25.

Responsibilities:

1. The following items should be brought to class on a daily basis; no exceptions:
 - a. Quran
 - b. All text books
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 notebook.
3. Parents have to personally ensure that Quran revision 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.
4. Maktab has zero homework policy. However, Quran lessons and Subject work have to be revised at home. This revision at home is part of Maktab. Parents are responsible to ask regularly and revise what the child has learnt at Maktab.
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 an indication that 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 to Maktab Staff personally or via email. Maktab Staff contact email is maktabmcmc@mcmcnj.org

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 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 regarding behavioral infraction in a 30 day period, the child will be excluded from the class for 1 full day. Re-admission 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.

Parent/Guardian Signature

Date