



Ahlul-Bayt Islamic School

3025 Albion Road North, Ottawa, Ontario K1V 9V9
613-526-0774 info@abischool.com
www.abischool.com

2020-21 School Year

Date submitted to office:

20__ - __ - __

Student Application ~ Long Form

This form must be used for new students

This form is recommended for returning students

Please complete all required sections and all applicable optional sections

Student Information

For your child's safety, please make sure to update the office when this information changes.

Student's Name _____
First Middle Last

Address: _____
Street Apt. City Province Postal Code

Date of Birth Year _____ Month _____ Day _____

Place of Birth _____

Gender Male Female Primary Language _____

Applying for grade _____

School Name _____ School Board _____

School Address _____

How did you hear about Ahlul-Bayt Islamic School? _____

Allergies and Special Conditions:

Parents Information - Required

For your child's safety, please make sure to update the office when this information changes.

Parent #1 _____
Full Name Relationship to student

Address: _____
Street Apt. City Province Postal Code

Phone. Home _____ Mobile _____ Work _____

Please use my **Home** and/or **Mobile** and/or **Work** phone numbers to send me important school notifications.

Email _____@_____ (to receive school notifications & information)

Parent #2 _____
Full Name Relationship to student

Address: _____
Street Apt. City Province Postal Code

Phone. Home _____ Mobile _____ Work _____

Please use my **Home** and/or **Mobile** and/or **Work** phone numbers to send me important school notifications.

Email _____@_____ (to receive school notifications & information)

Legal Guardian(s): **Parent #1** **Parent #2** **Both**

Emergency Contacts - Required

For your child's safety, please make sure to update the office when this information changes.

Contact #1 _____
Full Name Relationship to student

Telephone. Home _____ Work _____ Cell _____

Contact #2 _____
Full Name Relationship to student

Telephone. Home _____ Work _____ Cell _____

Emergency Transportation - Required

Students are directed to report to the supervising staff in case of an emergency or if they are injured. When required, school authorities will give first aid.

If the school is unable to reach the parents, or authorized persons, as per the personal information sheet, and the situation warrants an ambulance, one will be called. However, parents are responsible for any ambulance expenses. In the absence of parents, an adult will accompany the student from this school of he/she must be transported by ambulance.

We/I understand that we/I will be responsible for any ambulance expenses if the school decides to transport our/my child by ambulance:

Signature of Parent/Guardian

Date

Medical Information - Required

For your child's safety, please make sure to update the office when this information changes.

Child's Full Name _____ Blood Type _____

Health Card No _____ Province _____ Expiry Date _____

Family Doctor:

Family Doctor's Name _____ Telephone _____

Address: _____
Street Apt. City Province Postal Code

Does the child wear glasses? Yes No
If Yes: At all times for school work

Does the child wear hearing aid? Yes No
If Yes: At all times for school work

Does the child have hyperactivity? Yes No
If yes, is the child taking medication: Yes No

Indicate any health conditions that pertain to your child.

Ahlul-Bayt Islamic School
RULES AND PROTOCOL FOR DEALING WITH MISBEHAVIOUR

Ahlul-Bayt Islamic School Rules

1. Students at Ahlul-Bayt listen to each other
2. Students at Ahlul-Bayt use hands for helping not hurting
3. Students at Ahlul-Bayt use the language to show they care
4. Students at Ahlul-Bayt care about each other's feelings
5. Students at Ahlul-Bayt are responsible for what they say and do
6. Students at Ahlul-Bayt greet each other with "assalaamu alaikum"

Students are reminded daily of the school rules and are encouraged to do kind acts. It is important for all children to feel capable and connected with others.

Protocol for dealing with misbehaviors

Discipline is training that develops self-control in children.

The goal is to build self-control, to help the child learn to cooperate with others, to be considerate to others, to accept responsibilities for the choices they make.

We can use these methods:

1. Redirection of the child before he/she creates a disturbance.
2. Removal from the situation: If the child is misbehaving, he/she will be asked to sit away from the other children until they are able to participate in a socially acceptable way. Children in the playground may be sent inside.
3. Removal of Privileges: Continued misbehavior may result in a related removal of privileges (e.g. not being allowed to go to the library if misbehavior occurs there.)
4. Additional assignment: The child will be asked to write an essay on how to treat friends, or to write out rules that reinforce appropriate behavior.
5. Parental involvement: Discuss with the parents if a difficult situation arises with the child.

Criteria for giving Time out Sheets are:

- Damage to school property.
- Fighting or acting in a violent manner.
- Use of inappropriate (foul) language or swearing
- Disrespectful to a teacher or any person of authority.

Please Remember:

Violence is a look, a sign or an act that hurts a person's body, feelings or things. Ahlul-Bayt Islamic School will not tolerate violence.

Parental/Guardian Agreement - Required

I, _____, parent/guardian of _____, agree to my child being governed by the School's rules.

I understand that continued misbehavior may lead to my child's expulsion from school and that in the event of expulsion, the deposit and the fee payments paid for the months in advance will not be refunded.

Signature of Parent/Guardian

Date

Ahlul-Bayt Islamic School
PARENTAL PERMISSION FORM
SCHOOL ACTIVITIES, OUTINGS AND PICTURES

A number of outings and activities are planned each year to compliment the school's academic program. Students will usually have specific activities or work as a result of an outing. In addition, a number of scheduled activities, which are part of the school program, will take place away from the school site.

Scheduled Activities:

Some components of the Physical Education and Sports program are conducted outside. Recess breaks are usually taken outside the school buildings.

Special Outings:

These may include outings such as a visit to:

- Parliament Buildings
- Museums
- Picnic Grounds
- Vanier Library

Outings may also include visits to special events or other activities determined by the teacher and principal.

Student Pictures by School Staff:

Pictures of group or individual students may be taken during school outings, school activities and events, inside the school and/or in the classroom. These pictures may be used in school marketing material, published in school or grade newsletters, and/or posted on the school's website.

The school is not responsible for any pictures that are taken by students of their peers.

Pictures taken by parents or other guests while on school property or during school events

- This policy applies to parents, guests of parents, guests of school staff, and guests of the school.
- This policy applies while on school property and outside the school during school-sponsored events.
- Parents/guests are permitted to take photos of their own children and surroundings.
- Parents/guests are not entitled to take pictures of other students without permission of their parents.

Transport of Students:

In exceptional circumstances or emergency situations, where it is not possible to communicate with a parent, it may be necessary for a teacher to transport a student in his/her own vehicle.

In this event, the teacher's personal auto insurance will cover the student as a passenger.

Parental/Guardian Agreement - Required

I, _____ (parent/guardian) of _____

Agree to my child participating in the school activities, outings, and pictures which are part of the school program.

I understand that in exceptional circumstances or emergency situations, where it is not possible to communicate with me, it may be necessary for a teacher to transport a student in his/her own vehicle and that teacher's personal auto insurance will cover my child in this event.

Signature of Parent/Guardian

Date

TUITION FEES:

Tuition fees are for the entire school year (10 months) and fees are expected to be paid for the ten months. Students leaving before the end of the school year, for unexpected circumstances, must submit a written notice, to the office, two months prior to their departure date.

Fees must be paid in full for these two months.

Paying in Monthly Payments:

For your convenience, we offer a monthly payment option as follows:

- *Payments may be made in monthly post-dated cheques that are due on the first of each month.*
- *Payments can also be made in cash and are due on the first of each month.*
- *Uniform, field trips, and books fees are not included in the tuition fees.*
- *A non-refundable registration fee of \$150 is required upon registration of each new and returning student.*

Late Tuition Fee Penalty:

Tuition Fees are due at the beginning of each Month. Delays in paying tuition fees adversely affect the school in meeting its commitments. Extended delays create an unpleasant situation, whereby our administrative staff needs to make repeated requests to pay, thus creating an inconvenience to both parents and school.

A cumulative penalty of \$20 per month per child will be applied when tuition is not paid one month after the month they are due.

For example, if the January payment for one student is not received by end of February, a penalty of \$20 will be applied on March 1st. If the January payment remains unpaid until end of March, another \$20 will be applied on April 1st, and so on.

If the January payment was for two students, the penalty will double to \$40 per month until paid.

Please note that these penalties are not negotiable.

Parental/Guardian Agreement - Required

Student's Name _____
First Middle Last

Date of Enrolment _____ Grade _____

Parent/guardian _____

I, parent/guardian, hereby agree to the above-mentioned conditions and terms.

Signature of Parent/Guardian Date