



Our holistic education aims to provide the environment for the total and balanced development of every student in every sphere of learning – spiritual, moral, imaginative, intellectual, cultural, aesthetic, emotional, and physical – directing all these aspects towards the attainment of a conscious relationship with God, the ultimate purpose of our life.

Early Childhood Center Parent Handbook

Contents

CENTER HOURS	3
OFFICE HOURS	3
VISITOR AND VOLUNTEER POLICY	3
ADMISSION	3
TUITION	3
LATE PICKUP.....	3
DRESS CODE.....	4
ARRIVAL	4
DISMISSAL.....	4
SCHOOL CLOSINGS.....	4
CHANGE OF ADDRESS/PHONE NUMBER	5
HEALTH	5
MEDICATION.....	5
FOOD	6
DISCIPLINE	6
CONFLICT RESOLUTION.....	7
NAP TIME	7
TOILET TRAINING	7
INFANT/ TODDLER CARE	8
ASSESSING PROGRESS AND DEVELOPMENT	8
PARENT BULLETIN BOARD	8
EVALUATIONS	8
GRIEVANCE POLICY	8
DISCHARGE POLICY	9
CHILD ABUSE AND NEGLECT	9
CHILDREN AND PARENT RIGHTS.....	9
POLICY AGREEMENT	11

CENTER HOURS

The Early Childhood Center is open from 7:00 am to 7:00 pm, Monday through Friday and is closed for ten holidays per year.

OFFICE HOURS

The main office is open from 7:30 a.m. – 4:00 p.m. Monday to Friday. Parents who wish to speak to a teacher and/or the Director are asked to call the main office at 502-459-9447 to make an appointment.

**Unless a conference is scheduled, parents are asked to abstain from conferring with a teacher while school is in session. This is so staff will be able to focus their attention on the children under their care. **

VISITOR AND VOLUNTEER POLICY

For your child's safety, only NISL school employees, volunteers, or students will be granted admittance to the buildings during the school day. All visitors during the school day must report to the main office. The main office will provide an escort or direct the individual to the designated person or area. Students are not permitted to bring guests (this includes older or younger siblings, friends, etc.) to the Center.

ADMISSION

Admission to the Early Childhood Center is on a first-come, first-serve basis. Children already attending and children of employees have priority for new sessions over the established waiting list. Students must turn three (3) years old by August 1st, to transition to the Prek3/4 classroom. Only the children whose fifth (5th) birthday is before October 1st can be promoted to kindergarten. There is no early entry to kindergarten at Nur Islamic School of Louisville, regardless of academic performance of the child.

TUITION

Early Childhood Center fees must be paid by Friday for the upcoming week. You may also prepay for more than one week at a time. If the fees are not paid on time, your child may lose their spot in the Early Childhood Center. Parents are responsible to pay tuition prior to the week of attendance.

All full-time students who are may take two weeks of tuition-free vacation during the year and the Center will save their spot upon return. Time taken off for longer than one week will have to be paid or the spot will become available to new enrollees.

LATE PICKUP

The center is open from 7 a.m. to 7 p.m. Monday through Friday. A charge of \$20 every 10 minute increments will be applied to the accounts of children who are picked up after 7:00 p.m. This fee will not be covered by the weekly tuition or a 3c contract.

Charges will be applied as followed:

7:01 p.m. - 7:10 p.m. - \$20

7:11 p.m. – 7:20 p.m. - \$40

7:21 p.m. - 7:30 p.m. - \$60

7:31 p.m. - 7:40 p.m. - \$80

DRESS CODE

INFANTS AND TODDLERS may wear any weather appropriate clothing. PRESCHOOL STUDENTS may wear whatever style clothing that they choose with only two rules:

- 1) Shorts and skirts/dresses must be knee length or longer.
- 2) No shoes with heels allowed at anytime.

Daily activities include outdoor, active, and messy play. Each child should bring at least one or more extra sets of clothing including tops, bottoms, socks, underwear, and extra shoes (optional) in a plastic gallon-size zip-lock bag labeled with your child's full name. Please leave it in your child's backpack every day. Please place the child's name on clothing and other belongings to help ensure the proper return of all possessions and clothes. Please do not send an umbrella at anytime. Umbrellas are unsafe in a large group of children. Your child should have a **full size backpack** that can easily fit extra clothes and folders inside it. This will make transportation of their belongings easier for everyone!

ARRIVAL

Students are not to be dropped off at the school before 7:00 am. Students should be taken directly to their classrooms and signed-in. Students are not to be left unattended anywhere on the school's grounds.

Parents or guardians must accompany and sign their children in and out on a daily basis.

DISMISSAL

The Early Childhood Center closes at 7:00 pm. Children will only be dismissed from their classroom. Parents should park their vehicle and come in the center to pick up their children. Each student must be picked up by the parent/guardian or another person listed on your child's registration form. Additionally, NISL will not allow any child to go home with anyone except the parent/guardian or person listed by the parent on the Registration Form. Please make sure you list all people who can pick up your child/children on your child's Registration Form. We must have either a written note, or an in-person request to release your child to a babysitter, car pool, family member, or friend other than specified during enrollment. The person picking up the student must show identification in order for us to release the child to them. Once a student has been dismissed, he/she becomes the sole responsibility of the adult who picked him/her up. For their own safety, children are not allowed to run in the school facility, especially in the parking lot area.

In the event that the parent(s) or authorized person fails to pick up a student or contact the school, the after-school teacher will make a reasonable effort to call the parent's/guardian's emergency numbers. As a last resort, we will contact the local police department for assistance in locating the parent or guardian.

SCHOOL CLOSINGS

The Center is open year-round except for major holidays. Please check the bulletin for the dates of those holidays. For closings due to inclement weather, including early dismissal, or morning delays, please tune to WAVE3, FOX41, or WHAS11. If conditions arise which necessitate the closing of the Center, such as broken water pipes, gas leak, etc. the Office will notify the parents through Remind text messaging app and email. It is the responsibility of the parent to sign up for text messaging alerts with the Center and provide an accurate email address.

CHANGE OF ADDRESS/PHONE NUMBER

It is the responsibility of the parent to immediately inform the school of a change in address or phone number. Please be sure to contact the office and notify us of the change so that we may update our records. Failure to update information may make it difficult for us to contact you in case of emergency.

HEALTH

All students must have the appropriate immunizations within the first 30 days of enrollment. Students will not be permitted to stay at the Center on the 31st and subsequent days, until immunization requirements are fulfilled and the correct form has been submitted to the Office.

Our policy regarding illnesses has been established to ensure the safety, well being, and health of all of our children and staff. Parents are expected to keep children home when they show signs of illness. If a child has any of the following symptoms he/she should not come to the Center. If such symptoms occur during the school day parents will be contacted to come pick up the child. It is the responsibility of the parent to pick up the sick child as soon as possible. In addition, the teacher and the Director also have the authority to determine if a child is well enough to stay in school. If your child is exposed to any reportable disease at the Center, you will be notified in writing by the Director.

No child that has the following symptoms will be allowed to remain in the Center. They should remain home for 24 hours after the last occurrence of the listed symptoms. **There are no exceptions.**

- Temperature of greater than 100.5 F
- Vomiting
- Diarrhea
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Difficult or rapid breathing
- Rash or infected skin patch

If a child contracts any of the following illnesses, please report it to the Office immediately. The child MAY NOT return to the Center without a doctor's note stating the child presents no risks to him/herself or others.

- Chicken Pox
- Tuberculosis
- Lice
- Meningitis

MEDICATION

The administration of medication is not the responsibility of the Center. The administration of medication, whether prescription or over the counter, is done as a courtesy, provided all Center policies are observed.

All prescription medication to be dispensed must be dropped off in the office by a parent or guardian. Parents/Guardians must sign a Medication Administration Authorization Form every single day the child is on medication. The medication must be in the original container with the name of the child, medication, doctor, and the times to be administered on the container. The teacher should be advised of any medication being taken by a child, particularly those that might cause a change in behavior.

No child is allowed to administer his/her own medicine.

FOOD

Breakfast, lunch, and snack is provided by the Center at no cost to the parents. A CACFP Income and Enrollment application must be turned in for all children enrolled. Infant formula is also provided but parents can provide their own formula if they would like to use a different brand. If the child has any food allergies or dietary restrictions, please speak to the director during the enrollment.

DISCIPLINE

Discipline at NISL is built on the belief in the dignity of each person. Self direction, rather than external control is the aim of our discipline. A climate of mutual understanding, respect, and trust is established to promote self-discipline. Discipline in an Islamic school is to be considered as an aspect of moral guidance and not a form of punishment. The purposes of discipline are:

- To provide a classroom environment conducive to learning for all.
- To promote character training.

The classroom environment will be kept positive, with encouragement for your child at all times. The staff will present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff will encourage self-control, self-direction, responsibility and cooperation. When practical, safe, logical or natural consequences will be presented to the child.

“Quiet time” may be used to remove the child from the inappropriate behavior. This period will never be longer than 1 – 2 minutes per each year of age. During a “quiet time” the child will be visually observed by a staff member. Any child displaying unacceptable behavior or not follow classroom rules will receive a warning. Upon the third warning in one day the child will need “quiet time.” If a child refuses to follow this discipline procedure, a parent will be called to pick up the child at this time and a parent conference will be scheduled. The child may return the following day. The staff will not physically restrain the child in “quiet time.”

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child’s safety or that of others, and then only for as long as is necessary to control the situation. Children will be shown positive alternatives to their behavior.

Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavior plan. If a child’s behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from the Center for the day. Open communication between home and the Center is considered the key to effective discipline.

At no time will a child be subject to corporal punishment (shaking, hitting, biting, pinching, etc.), humiliation, fear, or verbal abuse by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child’s age, emotional state and past experiences will be considered in discipline matters. Any violations of this discipline policy should be brought to the Director’s attention immediately.

TECHNOLOGY USE

We do not permit the use of technology in our classrooms. Children are not allowed to have any hand held devices such as tablets and cellphones while they are in their classroom. We do not permit parents to use technology for their child when they are in the classroom visiting their child.

CONFLICT RESOLUTION

NISL Early Childhood Center will make every effort to work with parents of children having difficulties. However, the Center must also serve and protect all children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of others may require the following actions:

1. Initial consultation

The Director may require the parent(s) of any child who attends NISL Early Childhood Center to meet for a conference. The problem will be communicated in writing. Goals will be established and the parent will be involved in creating an approach toward solving the problem.

2. Second consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.

3. Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem; the child may be suspended for the Center indefinitely. The Director may immediately suspend a child any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work anytime the child exhibits uncontrollable behavior that cannot be modified by the Center staff. A parent may be asked to take the child home immediately. Suspensions for the Center may vary from a few hours to an indefinite period of time.

In recognition of the individual student and his/her family, steps taken to discipline a student are kept confidential.

NAP TIME

Nap time is provided every day for the children. For infants, a crib sheet will need to be left at the Center. No pillows, blankets, bumpers, stuffed toys, or other puffy products are allowed in the infant cribs. For toddlers and preschoolers, a small blanket, and a crib sheet (a perfect fit for nap mats) and a small pillow should be left at the Center. Please mark these items with the child's name. The blanket and sheet will be sent home weekly to be laundered. Please bring them back the following day.

We understand that practices may be different at home and that some children have unique situations (e.g. – twins who may sleep together in the same crib). However, we must follow state licensing guidelines and adhere to our policies.

TOILET TRAINING

We work with parents in potty-training children who are enrolled at our center. Occasionally accidents will occur and the staff will do their best to discreetly assist your child with cleaning up and changing clothes. Students

entering the Prek3/4 class must be completely potty-trained and may not wear pull-ups. Should you have any concerns or questions about your child's toilet training, please speak to the director.

INFANT/ TODDLER CARE

Children not yet potty-trained will be changed at regular intervals throughout the day and as needed. Parents are responsible for providing diapers and wipes for their child. Please pack several extra sets of clothing if potty-training. When beginning to potty-train at our Center, parents have the option to use pull-ups or underwear. If a parent requests potty-training to be done with underwear, a potty-training kit must be purchased at the school. Include tops, bottoms, socks, and underwear and pack in a plastic gallon-size zip-lock bag labeled with your child's full name. Please remember to check the backpack for dirty clothes and replenish the supply with clean and size-appropriate clothing when necessary.

ASSESSING PROGRESS AND DEVELOPMENT

Your child will be observed throughout the year to assess their development: physical, emotional, social, cognitive, creative, and language. Report cards, progress reports, and developmental assessments will be completed throughout the year. It will provide you with an idea of how your child is developing and progressing. Conferences may be held at any time, if either parent or teacher requests one.

PARENT BULLETIN BOARD

Parents are expected to view and read the announcements on the bulletin boards within the classrooms regularly to keep informed of what is happening in the Center and classroom. News, announcements, and any changes will also be posted there and emailed to parents.

EVALUATIONS

Parents have an opportunity to evaluate NISL Early Childhood Center on an annual basis. These evaluations are very important to improving the programs and services offered. Please take time to complete your evaluation of the Center.

GRIEVANCE POLICY

We encourage parents to contact their child's teacher whenever they have a question or concern. The following protocol is to be followed in the sequence given below:

1. Call the main office and make an appointment to speak with the teacher.
2. If you do not feel the issue has been resolved, then inform the teacher and make an appointment through the main office to meet with the Director.
3. After meeting with the Director, if you feel the issue is still not resolved, you must inform the Director about your concerns in writing within 10 days.
4. The Director will present your written concerns to the Principal and School Board within seven school days from the time of receiving your complaint.
5. The School Board will give you a written reply and/or an appointment within seven school days after being contacted by the Director.
6. Within one week after your contact with the School Board (step 5), if you feel the issue has still not been resolved to your satisfaction, you must submit a detailed letter to the Director. Then the School Board will make an appointment with you to hear your grievance along with the Director, Principal, and the teacher. Board decisions are final.

Any parent who fails to follow this procedure will jeopardize their child/children's enrollment at Nur Islamic School of Louisville and the NISL Early Childhood Center.

DISCHARGE POLICY

The Center reserves the right to cancel the enrollment of a child for any of the following reasons:

1. Non-payment for two weeks of tuition;
2. Not observing the rules of the Center outlined in the Parent Handbook;
3. Physical and/or verbal abuse of staff, child, and another parent by parent or child.

CHILD ABUSE AND NEGLECT

The staff is required by law to report any suspected child abuse or neglect to the proper authorities. Staff members will notify Child Protective Services and local authorities. The safety and well-being of the children is our main concern.

CHILDREN AND PARENT RIGHTS

Children and Parents Right pursuant to KRS 199.898:

All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to 199.898, or from a provider or program receiving public funds shall have the following rights:

- the right to be free from physical or mental abuse;
- the right not to be subjected to abusive language or abusive punishment;
- the right to be in the care of adults who shall meet their health, safety and developmental needs.

Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:

- the right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and where the children are in the care of the provider;
- the right to be provided with information about child-care regulatory standards applicable; where to direct questions about regulatory standards; and how to file a complaint;
- the right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;
- the right to obtain information from the cabinet regarding any type of licensure suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- the right to obtain information from the cabinet regarding the inspections and plans for correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- the right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

The child-care provider who is licensed pursuant to KRS 199.896, or certified pursuant to KRS 199.892 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program.

Division of Regulated Child Care
275 East Main Street, 6E-B, Frankfort, KY 40621
Telephone # 502.564.2800

POLICY AGREEMENT

I have read, understand, and agree to the terms and conditions of the Nur Islamic School of Louisville Early Childhood Center Parent Handbook. I understand that the administration of Nur Islamic School of Louisville and Nur Islamic School of Louisville Early Childhood Center reserves the right to change, add, edit, or omit any school rule or policy when it deems necessary.

By signing this agreement, I also give permission for my child to be taken on walking fieldtrips around the school and mosque property.

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Parent's Printed Name: _____

Signature: _____ Date: _____

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.