

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Manarah
Islamic Academy

***In the name of Allah, The Beneficent, The Merciful
Seeking Knowledge is a mandatory act on all Muslims.***

Student Application Form 2023/2024

Student Name: _____	Returning student _____
Grade in 2023/2024: _____	New student _____

Office Use Only	
Technology Fee* not optional (\$100.00) must be paid along with deposit: _____ CASH _____ CHECK	Deposit (PreK & KG \$650) (Grades 1- 5 & Hifz/MSA \$600) (Traditional 6th – 8th Grades \$650): _____ Yes _____ No Other _____
Application Received On:	Received By:
Application Accepted On:	Accepted By:

Section 1: Student Information	
Student's Legal Last Name	Student's Legal First Name
Also Known As	Gender: Male 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	
Street Address (if different from student) Unit/Apartment/Suite City State Zip Code	
Home Phone Cell Phone Work Phone Extension	
Email Address (the school requires one email address per family)	
Employer Name Profession	
Mother's Name	
Street Address (if different from student) Unit/Apartment/Suite City State Zip Code	
Home Phone Cell Phone Work Pone Extension	
Email Address (the school requires one email address per family)	
Employer Name <i>(Optional)</i> Profession <i>(Optional)</i>	
Legal Guardian of Child Father Mother Both Other (s): _____	
Sibling Name Age Grade	
Sibling Name Age Grade	

Section 3: 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.
Parents will be contacted before any listed person.

1. _____

Name	Relationship	Phone Number
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2. _____

Name	Relationship	Phone Number
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3. _____

Name	Relationship	Phone Number
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Parent's/Guardian's Signature: _____ Date: ____/____/____

Section 4: Emergency Contact and Medical Authorization Form

I, (parent/guardian) _____, authorize any employee staff of Manarah Islamic Academy to take my child (student name): _____ to the nearest hospital for emergency-related medical treatment. I agree to hold Manarah Islamic Academy harmless for any unforeseen accident in the school or on the school grounds.

Parents will be contacted before any listed person.

Emergency Contact

1. _____

Name	Relationship	Phone Number
------	--------------	--------------

2. _____

Name	Relationship	Phone Number
------	--------------	--------------

3. _____

Name	Relationship	Phone Number
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Parent's/Guardian's Signature: _____ Date: ____/____/____

Section 5: Parent Consent

I, _____, agree to indemnify and hold harmless Manarah Islamic Academy, COE (Council of Education), BOD (Board of Directors), school teachers, principal, staff, and all volunteers, as well as the MALV (Muslim Association of Lehigh Valley), its BT (Board of Trustees) (Board of Trustees), EC (Executive Committee) (Executive Committee), and all its members in the event my child(ren) is/are injured or harmed in any way while he/she/they is/are on the premises of Manarah Islamic Academy, located at 1988 Schadt Avenue Whitehall, PA 18052. I will also be responsible for the cost of repair and/or replacement for any damage to the school and other Manarah facilities that is caused by my child(ren). My child(ren) and I will further comply with the rules and regulations governing the operation of Manarah Islamic Academy and MALV.

Parent/Guardian Signature _____

Name (Please print): _____

Date: _____

Signatures and Consents

I agree and consent to the terms in section 10 (payment terms and agreement)

Parent/Guardian Signature _____ **Date** _____

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.

____ Yes, I give permission to Manarah Islamic Academy to take my child’s picture or video during school activities for any purpose the Academy deems (Section 15)

____ No, I do not give permission to Manarah Islamic Academy to take my child’s picture or video during school activities for any purpose the Academy deems (Section 15)

Parent/Guardian Signature _____ **Date** _____

Section 6: Medical Information

Does your child have medical problems or allergies (food, medicine, etc.) Yes No If so, please list:

Does your child take any medications regularly? Yes No If so, please list:

Pediatrician/Practice Name Telephone Fax

Insurance Name of Policy Holder

Policy Number Any Other Information

To: All Parents
From: Dr. Ismail Kashkoush, COE President
Re: Registration Materials for 2023-2024 Academic Year
Date: March 16, 2023

Assalamu Aleikum Parents:

It's hard to believe that it is time to talk about enrollment for another great year at Manarah. As you may know, we are currently in our 19th year of operation and presently have 211 students attending Preschool through 5th grade, Hifz, and Middle school

Manarah operates on a full day schedule from 8:00 a.m. to 3:00 pm. We offer full-time and part-time Pre-K programs that are based on solid early childhood standards established by the National Association for the Education of Young Children (NAEYC (National Association for the Education of Young Children)). Pre-K (full-time) 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, focus on the development of excellence in Islamic Deen and religious studies. We strive to meet our parents' needs; hence, an after-school program may be available for families unable to pick up their children by 3:15 p.m. This program is offered as needed 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 the 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 parental 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 2023-2024 academic year. Please fill out the forms completely, and return all paperwork, 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 March 17th.**

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 7: 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 the 2023/2024 school year has not yet started.

Returning and new students entering 3rd grade are required to submit a Dental Exam Form. Students entering 6th grade are required to submit a physical exam. Students entering Kindergarten are required to submit Physical and Dental Exam Forms.

Applicants must be 3 to 4 years old by December 31, 2023, to be accepted into Pre-Kindergarten and 5 years old by December 31, 2022, 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.

Students entering 1st grade (who did not attend a traditional Kindergarten program) must pass a readiness test in summer 2023. 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 8: 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.

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

Immunizations required for 2023-24 Pennsylvania school students are listed below:

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

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

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.***

Section 9: Tuition, Deposit, and Monthly Payment

Registration During Month of	Type of Payment	Amount Due Per Grade			
		Part Time PreK	PreK (full time)→KG	1st→5th & Hifz	6th→8th Traditional
September 2023	Deposit & Technology Fee	450	750	690	750
	Monthly Payment Sep → May	350	650	590	650
	Total	3,600	6,600	6,000	6,600
October 2023	Deposit & Technology Fee	512.50	825	775	825
	Monthly Payment Nov → May	412.50	725	675	725
	Total	3,400	5,900	5,500	5,900
December 2023	Deposit & Technology Fee	550	900	850	900
	Monthly Payment Jan → May	450	800	750	800
	Total	2,800	4,900	4,600	4,900
January 2024	Deposit & Technology Fee	600	960	910	960
	Monthly Payment Feb → May	500	860	810	860
	Total	2,600	4,400	4,150	4,400
March 2024	Deposit	800	1,250	1,200	1,250
	Monthly Payment April → May	700	1,150	1,100	1,150
	Total	2,200	3,550	3,400	3,550

Section 10: Payment Terms and Agreement

- **Initial Deposit, see section 4:** Ensures available seat for the student, and will not be refunded after March 31, 2023. The deposit will be refunded only before March 31st if the Academy cannot 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. **Monthly payments are due between the 1st and the 5th of every month.**
- **Payments:** Tuition may be paid in cash, checks, and through zelle. Credit card and e-checks payments can be made via gradelink (new students will receive login info at the beginning of the year)
- **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 cards will not be released if any outstanding balance is not paid according to the specified payments schedules.

Section 11: Discounts and Financial Aid

Sibling Discount

- The academy offers a \$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. One discount per family only (the discount will be applied to the tuition of the highest amount).
- Payment Agreement (Please see next page and notes)

Friends and Family Discount

- Receive a one-time \$400 discount on one tuition for referring a friend or family member.

Early bird Discount

- Receive a one-time \$200 discount per child if you submit registration by 3/31/2023.

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 12.
- 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 3/31/2023.

Section 12: Financial Aid Policies and Procedures

- Financial Aid (FA) is generally available to students in first grade and above.
- FA can only be awarded based on fund availability.
- 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. · 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, requests for FA will NOT be accepted.
- Any application for Financial Aid may not be considered if it is submitted after the deadline of March 31st.

Section 13: Disenrollment

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 monthly. If payment is in default (3 or more missed payments), a letter stating the disenrollment procedures will be sent.
- If payment is still in default by the 5th of the month following the letter, COE will call the family to explain disenrollment procedures again.
- If the payment is still in default following the phone call, the student will be disenrolled without any further notice.

Section 14: 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 (K-12) 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 the 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-School and Pre-Kindergarten students are not eligible for transportation services by bus.**

Section 15: Hifz Program Information

Qualified students have the opportunity to enroll in our Hifz Program when entering Grades 3 through 6. In this program, students work on Qur'an memorization with a qualified teacher, and they attend regular classes with their peers. Memorization of the entire Qur'an ideally takes 3 years in this program.. Steps for initial Hifz 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:
 - Students must be entering Grade 3 to 6 for initial enrollment.
 - Student must be fluent in reading Qur'an and must have finished reading the entire Qur'an at least once.
 - If entering Grade 6 or higher, students need 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. · Students 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, the student is admitted into the program.
- 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

Tel: (610) 799- 6223 • Fax: (610) 799-6225 • <http://www.mia.manarahfoundation.org>

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