

# Preschool Handbook 2024-2025

## Welcome to Al Hidayah Academy!

Dear Al Hidayah Parents,

Welcome to the 2024-25 school year. In this handbook, you will find important information about our school expectations, discipline steps, and district policies. If you have any question or concerns, please contact us:

Tel: (425) 394-8778

Email: [contact@alhidayahacademy.com](mailto:contact@alhidayahacademy.com)

Sincerely,

Al Hidayah Team & SMA

### School year Quarters

First quarter from September 16<sup>th</sup> to December 19<sup>th</sup>

Second quarter from January 6<sup>th</sup> to March 31<sup>st</sup>

Third quarter from April 1<sup>st</sup> to June 15<sup>th</sup>

### Holidays

We do not celebrate Birthdays, Christmas, Halloween, Thanksgiving and Valentine. We do celebrate Eid Al Fitr, Eid Al Adha and Ramadan. Al Hidayah Academy will be off on holidays as per Issaquah School district calendar year.

#### Holidays For 2024-2025

- Nov 11, 27, 28
- Winter break Dec 22 – Jan 5
- Jan 20



- Mid-winter break Feb 17 – Feb 23
- Spring break April 14 – April 20
- May 25,26

## Daily Schedule

- 9:30 – 10:00 – Circle Time: Welcoming/ Islamic Studies
- 10:00 – 10:40 – Preschool (Quran/Arabic)/PreK (English)
- 10:40 – 11:20 – Snack and Recess
- 11:20 – 12:00 – Preschool (English)/PreK (Quran/Arabic)
- 12:00 – 12:25 – Islamic activities and social studies
- 12:25 – 12:30 – Clean up/ Ready for morning dismissal
- 12:30 – 1:00 – Lunch and Recess
- 1:00 – 1:30 – Circle time
- 1:30 – 2:10 – Preschool (Quran/Arabic)/PreK (English)
- 2:10 – 2:50 – Snack and recess
- 2:50 – 3:30 – Preschool (English)/PreK (Quran/Arabic)
- 3:30 – 3:55 – Islamic activities and social studies
- 3:55 – 4:00 – Clean up/ Ready for afternoon dismissal

## Attendance

We want our students on a regular and punctual attendance in order to avoid classroom disruption and maximize student learning. Tardy students may affect and reduce knowledge.

## Arrival/Dismissal

Parents must sign in their children at drop off and pick up. We do not encourage picking up your child before dismissal, except in case of emergency or doctor appointment, as this may disturb other students.



Please notify the school if someone else is going to pick up your child. We don't send our students with even a family member if the parents didn't provide permission.

Please pick up your child on time no later than 5 minutes after dismissal. Tardy pick up might be subject to additional charges.

## Absence/Illness

Parents must notify the school when the child will be absent. If your child is ill or injured at school, we will apply ice bag and/or band aid as needed. We will call to notify the parents. If your child is too sick to stay in class, every attempt will be made to contact the parent(s) or the emergency contact you provide to pick up your child.

To keep our students healthy, please do not send your child to school if they exhibit one of the following symptoms:

- **Colds, Fever, Flu:** Keep your child home until fever free for 24 hours, without taking fever reducing medication.
- **Vomiting and Diarrhea:** Keep your child home until there has been no vomiting or diarrhea for at least 24 hours.
- **Lice:** Keep your child at home until treated with lice medication and all live lice have been removed. Please notify the school and bring a proof that your child was checked and has no more lice before returning to school.
- **Scabies, Impetigo, Ringworm, Pink Eye:** Your child may return to school 24 hours after prescription medication has been started. Please notify the school. Students should be reminded not to share personal items.

## Snack

Parents should provide a healthy snack for their children each day. Please no: chips, candies, chocolate, nuts; we recommend fruits and grain.

In order to decrease potential allergic reactions and avoid unnecessary conflicts between students, all snacks must be sent from home for each student. We do



## al hidayah academy



not provide community snacks unless arranged by the classroom teacher. Personal snacks should not be shared or traded between students unless there is a special classroom event.

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### School Closure

If there is no announcement about Issaquah School District, regular school hours will be observed. Check the district website for the latest information: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu). We will update you by message if the school is closed due to the weather or power outages.

### Field Trip

The school will offer 2 to 5 field trips per school year. A permission slip will be given to the parents a few days before the trip. Parents can carpool but must join to supervise the children.

### Restroom

Students must be potty trained, the teacher will supervise the student in the bathroom and help him/her how to take care of himself/herself. Please dress your child an easy pant to pull up and down.

### Toys

Students are not allowed to bring any toy to the school unless it is asked by the teacher (like show and tell, pajama day etc.)

## Tuition/Payment

Please pay the monthly tuition fee no longer than the first week of each month.  
An additional fee may be charged for the late payments\*

First child half day: \$325.00

Second child (sibling 20% off) half day: \$260.00

First child full day: \$600.00

Second child (sibling 20% off) full day: \$480.00

Registration fee: \$80.00

\* Late fee is \$20.00 per week.

## Contact

[www.alhidayahacademy.com](http://www.alhidayahacademy.com)

Tel: (425) 394-8778

Email: [contact@alhidayahacademy.com](mailto:contact@alhidayahacademy.com)

## IMPORTANT

Please read over carefully the entire Al Hidayah Academy Handbook 2024-2025. After reading the handbook, parents/guardians sign the form below and return it to the school within the first week (hard copy or by email). We thank you for your cooperation and support, and hope you have a wonderful year at Al Hidayah Academy.

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We have read and agree to abide by all the rules and regulations set forth in Al Hidayah Academy Handbook 2024- 2025.

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*Name and Signature of Parent(s)*

*Date*