



Darul Islah Hifz Academy

Parent Handbook  
2025 - 2026



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Dear Parents/ Guardian,

Assalamu Alaykum! All thanks and praise to Allah (SWT) for His blessings.

On behalf of the administration, we welcome all our wonderful parents and students to the 2025-2026 school year. The first day of school is **Thursday, September 4, 2025**. Darul Islah Hifz Academy faculty are certified and experienced both in Hifz and Academics.

Shaykh Waleed Elbatrawish, Director of Darul Islah Schools, is a graduate of Al- Azhar University, Egypt, and has 20 + years of experience teaching Quran and Tajweed along with many other certifications in the related field of Quran & Seerah.

The school day begins promptly at 7:30 a.m. Upon arrival at school on September 4th, all students are expected to report to the upstairs prayer area and will be received by staff to start their daily routine.

At Darul Islah Hifz Academy, we are committed to providing a well-structured Hifz program along with a Common Core Academic curriculum.

Insha'Allah, we pledge to continue to fulfill our community's growing requirement of a structured Hifz program that will benefit our youth and their families to achieve the Islamic Educational objectives. With the help of our faculty, we will stay devoted and will continue to perform at an exceptional level. We are anticipating a very productive future with the continuous growth of this Academy.

We look forward to working with you in making the 2025-2026 school year productive and successful for our young prospective Huffaz, Insha'Allah.

Sincerely,

Aneesa Baig  
Darul Islah Education Chairman



## **Hifz Academy Staff**

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Administration</b>     |                                  |
| Shaykh Waleed Elbatrawish | Director                         |
| Sr. Ambreen Naeem         | Principal                        |
| Sr. Yusra Subhani         | School Admin                     |
| <b>Hifz Teachers</b>      |                                  |
| Kashif Aslam              | Quran Teacher                    |
| Sherin Hedyia             | Quran Teacher                    |
| Imdadullah Hans           | Quran Teacher                    |
| Aya Elbeltagy             | Quran Teacher                    |
| Thurayya Qaddoura         | Quran Teacher                    |
| <b>Academic Teachers</b>  |                                  |
| Ratiba Ahmed              | Math Teacher                     |
| Hafsah Laeeq              | Science Teacher                  |
|                           | Social Studies + English Teacher |
| Tjilda Belkacemi          | Assistant Teacher                |

## **Required Forms**



The following documents are required before the start of the school year:

- Student's birth certificate
- Previous school transcripts
- Transfer certificate
- Updated vaccine record
  - Note that ALL students aged 12 years or older, entering 6th grade, should have the meningitis vaccine before the start of the new academic year.
- Information about special education services that were taken previously, if needed

## **Fees**

Monthly fees are \$600 (Sept-June). It is important that all fees be paid on time, A **\$25 late fee** will be charged on late payments after the 5<sup>th</sup> of the month. Fees can be paid online here on [Masjidal](#) or Zelle: [Donation@darulislal.org](mailto:Donation@darulislal.org) (Make sure to include student & father's name on the description)

**We highly recommend that you set up Autopay to avoid any late fees.**

- Registration fee is \$100 (one-time yearly fee);
- Book Fee is \$150 (one-time yearly),
- **Monthly tuition is \$600 for 10 months.**

The tuition for July is \$400 & August is \$200.

**If your child attends for at least one week of a month, the full month's tuition is due.**

All checks should be made payable to "Darul Islah" and write "DICA & name of student" in the memo. A \$40 fee will be charged for all bounced checks.

## **School Policies**

Our Hifz program is joined with Academics for students in 3rd Grade to 8th Grade. A student cannot choose to do any program separately. The only exceptions are for students in 2nd or 9th grade, those students can only join for just the Hifz program.

### **School Timings:**



7:30 am – 3:30 pm Monday – Friday.

Please drop off and pick up your child/children in a timely manner.

#### Hifz program Schedule:

7:30 am to 12:00 pm

#### Lunch

12:00pm - 12:30pm

#### Academic Schedule

12:30pm – 1:10pm 1<sup>st</sup> period & remaining periods will start @ 1:30pm after Zuhr prayer.  
School will dismiss @ 3:30pm.

All Students will be attending the Friday prayers in the congregation held between 1:00 pm – 1:55 pm.

#### Recess

10:15am to 10:30 am

#### Lunch

Please provide a healthy lunch and snack for your child every day, and avoid snacks and or lunch with nuts, due to severe nut allergies among students. Lunch is from 12:00 – 12:30 pm.

#### Attendance

Students are expected to be in school each day when we are in session, unless otherwise excused. If a student has 18 or more unexcused absences, he or she will not be promoted to the next grade.

If you plan on taking a vacation, **you need to continue paying tuition to secure your child's spot in school**. Otherwise, your child will be disenrolled from the school, and you will have to reapply to the school when you are back from vacation. And although a vacation may constitute an excused absence, the school can still deem the student ineligible to be promoted to the next



grade based on the duration of absence and the amount of Hifz and Academic progression missed.

### Reporting Absences

Parents/guardians are requested to report an absence. A note stating the reason for the absence should be handed in to the School Admin office when the student returns to school. You can also email the school Admin at [dischooladmin@darulislah.org](mailto:dischooladmin@darulislah.org).

In case of an anticipated absence, it is expected that parents/guardians will notify your student's Hifz and academic teachers in advance to discuss the reason for the absence and manage their missed coursework assignments.

### Illness

Children with a temperature of 100° or above are not permitted in the school, and they cannot return to school until they have gone 24 hours fever-free. We want the school to be a healthy environment for all. Also, please contact the school if your child will be absent with any contagious disease (chickenpox, pink eye, lice, etc.) so we can discreetly inform the other parents. The families of children who become ill at school (fever, vomiting, diarrhea, etc.) will be notified and should be picked up within the hour. Children need to be fever-free, vomit-free, and diarrhea-free for 24 hours before returning to school.

### School Closings

In case of inclement weather, natural disasters, etc., Darul Islah management will send out a message on all platforms (whatsapp, email, website). If Teaneck Public Schools are closed or have a delayed opening, Darul Islah Crescent Academy will follow the same procedures.

For more information on emergency school closing, contact Sr. Aneesa Baig @ 201-926-4492. We will make every effort to send emails and WhatsApp messages.

### School Uniform Policy

A school uniform will be strictly implemented and students are expected to wear it to school every day of attendance. If a student comes to school without the uniform, the parent will be called to bring in the uniform for the student.

### Uniform



Navy blue pants & white shirt for boys, and navy blue Abaya & white headscarf for girls. Uniform. Please contact Br. Salah (646) 529-3396 **OR** Sr. Saima (201)286-4634 for more information.

### Lockers

All students are provided with lockers. Students are required to bring their locks to keep their belongings safe. Students should provide their lock codes/ spare keys to the admin. Student lockers are to be used to store school-related materials. No flammable or explosive materials, alcoholic beverages, drugs, or any dangerous substances or articles are to be kept in any locker. The student is responsible for the maintenance and cleanliness of the locker, both inside and out. The School is not responsible for any lost belongings. Students may use only their assigned locker. School officials have a right to conduct routine inspections of student lockers without specific notice as to when particular lockers will be inspected.

### Electronics/Cell Phone Policy

If a student is carrying a cell phone, it **MUST** be switched off and left in the locker during classroom hours. If a student is found using the device in the classroom, it will be taken away, and the parent can collect it from the teacher at the end of the day. For emergency purposes, the office phone is always available. The phone can be turned on after school. This provision is only being allowed to communicate with the parents. However, they should **NOT** be browsing the web or playing games, or watching videos during school hours.

We request parents not to send any expensive gadgets or devices. The school is not responsible for any items lost, stolen, or damaged.

### Trips

Darul Islah Crescent Academy will arrange at least one trip during the academic year, and consent forms will be sent home for the trips.

### Visitors

All visitors are required to notify the school at least seven days before the desired date of the visit. One must register in the School Office and obtain a visitor's pass upon arrival.

### Schedule Change



If you are going to bring in or pick up your child at a different time, please inform the school admin. Parents/Guardians must come to the school office to sign the student out if they need to leave the school for any reason. Students are not allowed to go with anyone other than their parents /guardians unless the school office receives written permission from the parent.

### Conferences

Please refrain from distracting your child's teacher with a "doorway conference." We respect our children greatly and do not want to discuss any concerns we have in front of them. It is more appropriate to set up an appointment with your child's teacher for a conference. Teachers are also available for phone conferences. We want all parents to know that we take conferences very seriously, and you should feel comfortable about setting something up with a teacher(s). We will have two or three scheduled Parent-Teacher conferences during the school year.

## Discipline Policy

Students should understand as citizens of the Darul Islah Hifz Academy, they have a responsibility to conduct themselves in a manner that is positive and enhances the educational environment. Students are expected to act in a poised and respectful manner during each school day at all times. They must act courteously towards their teachers, fellow students, and staff of the masjid. They are expected to behave in a positive manner during class hours.

Please discuss these rules with your child prior to the start of the school year to allow for a peaceful and smooth year ahead of us, and sign the policy and return back to school.

### Basic Rules:

- Follow directions
- Treat others with respect
- DO NOT leave the classroom without permission or travel around the school without a permission slip
- Keep your hands and feet to yourself
- Leave school with all your belongings
- Do not engage in roughhousing

### Negative Consequences

- Warning
- Call home from the teacher
- Detention (after-school/lunch)



- Teacher meeting with parents

## **School Supply List**

Essentials: Please label all things with your child's name and Darul Islah Hifz Academy (DIHA) on it.

- A sturdy backpack, NO rolling, and NO pictures on backpacks
- Lunch Bag - (1)
- Tissue Boxes - (2)
- Lysol Wipes-(1)

### Hifz Materials

- Quran (1)
- 3 Pin Plastic folders for notes and log - (3)

### Writing Essentials

- Box of No. 2 pencils (Ticonderoga #2 pencils recommended) - (1)
- Pencil sharpener – (1)
- Large pink erasers - (2)
- Ballpoint pens (red, green, black, blue) – (2 of each).
- Highlighters – (2)
- Colored Pencils (grades 6-8 only) – (1)
- Water-based markers – (1)
- Spiral-bound or composition notebooks (1 - Mead Brand recommended)
- Calculator - (1)
- Loose Leaf Paper - (1 wide ruled)
- Graph Book for 5th & 8th grade

### Organizational helpers

- Two-pocket folders, label one side - (4)
- Index cards, ruled and unruled – (1 of each)
- Planner – (1)

### Craft materials



- Ruler with English and metric measurements – (1)
- 4 oz glue sticks – (2)
- Scotch tape rolls – (2)
- Scissor (1 - blunt ended for younger kids, pointed for older ones)

## **Contact Information**

For general inquiries:

- Call the Darul Islah office at (201) 692-7730 ext #1.

For school-related inquiries or to report absences, you can do the following:

- Email the school Admin at [dischooladmin@darulislah.org](mailto:dischooladmin@darulislah.org)
- Call 201-692-7730 ext #4

For inquiries to the management:

- Education chairman email: [education@darulislah.org](mailto:education@darulislah.org)

For Hifz-related questions, please contact:

- Sh. Waleed Elbatrawish @ 914-623-2898 or email [director.schools@darulislah.org](mailto:director.schools@darulislah.org)

For Academic questions, please contact:

- Sr. Ambreen Naeem @ 201-560-6502 or email [hifzacademy@darulislah.org](mailto:hifzacademy@darulislah.org)

**WhatsApp** link will be sent to all parents. Please join the Hifz Academy Group for any updates and current information. You will be joining the dismissal groups also to make the dismissal process easier. If you do not receive the WhatsApp link, please call the school office or contact the school admin to request the link.

Please note: If you call the teacher while school is in session, the teacher will not be able to pick up the phone. Please feel free to leave a voicemail or a text message, they will get back to you later or after school hours.

## **Parents Volunteer Policy**

Parent involvement plays an important part in the Hifz Academy experience. There are many ways to stay informed and be involved. All parents **are encouraged to** volunteer a minimum of 10 hours throughout the school year.

Dear Parents/Guardians,



We would like to take this opportunity to inform you of the Parent-Teacher Association. Our school parent-teacher association will help improve our education system through parent involvement. Your time and ideas are great assets to your child's learning and your support is crucial for various aspects of the school environment.

The membership cost is \$20. Please fill out the form below and **return** it with \$20 to the classroom teacher. All collected funds will be used for our student reward system (positive reinforcement) and other initiatives.

Thank you for your help & support!



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Payment method:

Check # \_\_\_\_\_ Dated: \_\_\_\_\_ Cash: \_\_\_\_\_

Make a check payable to "Darul Islah" and write: DIHA-PTA in the memo.

How can you contribute to the PTA:

☐  
☐  
☐

Communication

Art/Graphics

Other \_\_\_\_\_

☐  
☐

Social Media

Event Planning (bake sale)