



August 22, 2011

Dear Parents,

Assalamu - Alaikum. On behalf of The Sunday School, I would like to extend a warm welcome to all our new and returning families for the 2011-2012 school year. We are looking forward to a year filled with a lot of learning and many exciting and new experiences.

Books and Supplies

Books and CDs will be distributed on the 11th of September. To receive the books and CDs, the students must be registered, by paying the book fee and the PTO fee as well as the **first installment of the tuition**.

All students are required to bring their supplies every week. The Supply List includes the following:

- 3 70-page notebooks (1 for each subject)
- 3 folders (1 for each subject)
- 2 sharpened pencils
- 1 sharpener
- 1 eraser
- 1 box of markers
- 1 box of crayons
- 1 glue stick
- 1 pair of scissors
- 1 labeled pencil pouch or box

The labeled pencil pouch/box with pencils, sharpener, eraser, glue stick, scissors, crayons, markers, notebooks, folders, books, and CD's should be brought to school every Sunday with assignments done, to be turned in on-time.

Back-to-School Orientation

We have scheduled our Back-to-School Orientation with the class teachers on Sunday, September 11th, 2011 from 11:30 am – 12:30 pm in the classes. The teachers will talk about the curriculum overview, the homework policy, the discipline policy, incentives, and the grading policy. Please mark your calendars to attend.

Regularity & Punctuality

We expect all Sunday School students to be present and on-time every Sunday to attend the assembly and learn the necessary curriculum. Attendance and punctuality are very important at the Sunday School. If a student is late twice in a month, they will be sent for detention during recess time.

Every Sunday we will begin with morning assembly in the School Lobby upstairs at 10:00 am. All students and parents are expected to be in the lobby by 9:55 am to attend the assembly. The students will then walk to their classes with their teachers.

All students from Level 1 to 5 will pray Zuhar prayer. The students, from Levels 3B, 4, & 5, will pray with the community downstairs and the students from Levels 1A, 1B, 2A, 2B, & 3A will pray upstairs at 1:00 pm. All parents are expected to pick up their children at 1:00 pm from Pre-K and Kdg, and at 1:15 pm from upstairs and the downstairs prayer hall.

Tuition

The tuition is due on Sunday, September 11, 2011. It could either be paid in one installment in September 2011 or in two installments in September 2011 and February 2012. If the first installment of tuition is not paid by October 2, 2011, there will be a late fee of \$25.00 assessed to their account. Similarly if the second installment of tuition is not paid by February 26th, 2012, a late fee of \$25.00 will be added to the account and report cards will not be issued. Books will only be distributed after the registration and first installment of tuition is paid.

Students with pending tuition from the 2010-2011 school year will not be admitted until all dues are cleared.

Volunteering

Parents are required to volunteer to be a teacher's aid in any class except their child's class, to supervise and organize sports and art work at recess time, and to manage security. We also need volunteers to set-up and serve snack and clean-up. Donations of juice and snacks are solicited for 160 – 180 students every Sunday, which could be in lieu of volunteering. Please sign your name on the form on the bulletin board in the upstairs lobby, if you wish to make a snack donation or volunteer to be a teacher's aid or recess helper.

Sincerely,
Shahida Alikhan
Shahida Alikhan
Principal
The Sunday School

SAK/na
2011-2012