

Parent Handbook

2026 - 2027



ALHIDAYAH SCHOOL
RAISING SUCCESSFUL ISLAMIC GENERATIONS



About Us

Our school is a beacon of light, and our children are the shining hope of the future. Our mission is to protect the character of today's Muslim youth and guide them to grow as life-long learners, future leaders, and selfless members of society by raising them in a safe, culturally diverse, well-rounded academic environment founded on the teachings of Prophet Muḥammad, peace be upon him.

Parent / Teacher Meetings

Our team is committed to maintaining open communication with parents, as it plays a crucial role in a child's academic and behavioral development. Given that our teachers are focused on delivering quality instruction and preparing materials, initial meetings will be scheduled with school management. Management will gather input from various teachers and summarize it for you during the meeting. If any concerns remain unresolved, a follow-up meeting with the specific teacher can be arranged as needed. You can request meetings via email or WhatsApp.

Throughout the academic year and immediately after the distribution of report cards, we schedule one-on-one interviews with parents to discuss students' progress. These meetings are arranged based on requests from either parents or teachers.

Emergency Closures

In the event of severe weather or other conditions (such as snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, etc.) that may prevent us from opening on time or at all, a notification will be sent by 7:30 am from the Alhidayah WhatsApp account to all parents.

Class Parties

Birthday parties are not permitted at the school. However, celebrations related to your child achieving significant Islamic milestones are welcome, such as a girl beginning to wear a hijab consistently or a student starting to pray regularly.

All celebrations shall be approved by the school office at least one week in advance. We recommend seeking approval before purchasing any goodie bags, candies, or gifts for students or teachers, as these also require approval from the school office.

Islamic celebrations and occasional classroom events will be held throughout the school year, and parents will receive notice prior to these events.





Lost and Found

Parents are responsible for labeling all of their child's belongings, including lunch bags, containers, water bottles, cardigans, jackets, hijabs, backpacks, and shoes. Items that are not labeled and cannot be identified by the child will be placed in the lost and found area. **Unclaimed items will remain in the lost and found area for 6 weeks before being used by the school, donated, discarded, or sold as second-hand items.** The school is not responsible for lost items, but parents are encouraged to check the lost and found area if their child has lost an item.

Daily Schedule

The daily schedule of each grade consists of six periods and two breaks (recesses) - one for lunch and playground, another for either snacks and playground, or snacks and prayer. This depends on the age of the student. Every Friday, all students in Grade 1 and above attend the Friday prayer – SK students, occasionally, sit and listen to the Khutbah of the Friday prayer.

	Monday	Tuesday	Wednesday	Thursday	Friday
	Arrival (Drop off is from 8:30 am to 8:45 am – Before-School program starts at 8:10 am)				
8:30 - 8:45	Assembly				
8:45 - 8:59	Morning Routine				
9:00 - 9:40	Period 1 Teacher	Period 1 Teacher	Period 1 Teacher	Period 1 Teacher	Period 1 Teacher
9:45 - 10:25	Period 2 Teacher	Period 2 Teacher	Period 2 Teacher	Period 2 Teacher	Period 2 Teacher
10:30 - 11:10	Period 3 Teacher	Period 3 Teacher	Period 3 Teacher	Period 3 Teacher	Period 3 Teacher
11:15 - 11:55	Lunch and Play				
12:00 - 12:40	Period 4 Teacher	Period 4 Teacher	Period 4 Teacher	Period 4 Teacher	Period 4 Teacher
12:45 - 1:25	Period 5 Teacher	Period 5 Teacher	Period 5 Teacher	Period 5 Teacher	Period 5 Teacher
1:30 - 2:10	Snack and (Play / Pray)				
2:15 - 2:55	Period 6 Teacher	Period 6 Teacher	Period 6 Teacher	Period 6 Teacher	Period 6 Teacher
2:56 - 3:00	Dismissal Routine				
	Dismissal (Pick up is from 3:00 pm to 3:20 pm – After-School program is from 3 pm to 6 pm)				

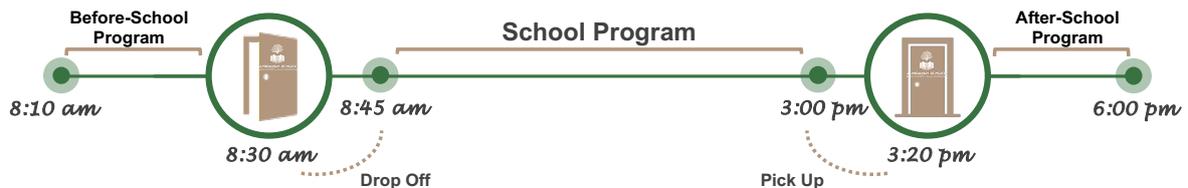




Pick Up and Drop Off

For safety and to ensure a smooth drop-off and pick-up process, we ask all parents to adhere to the following rules and best practices:

School Hours

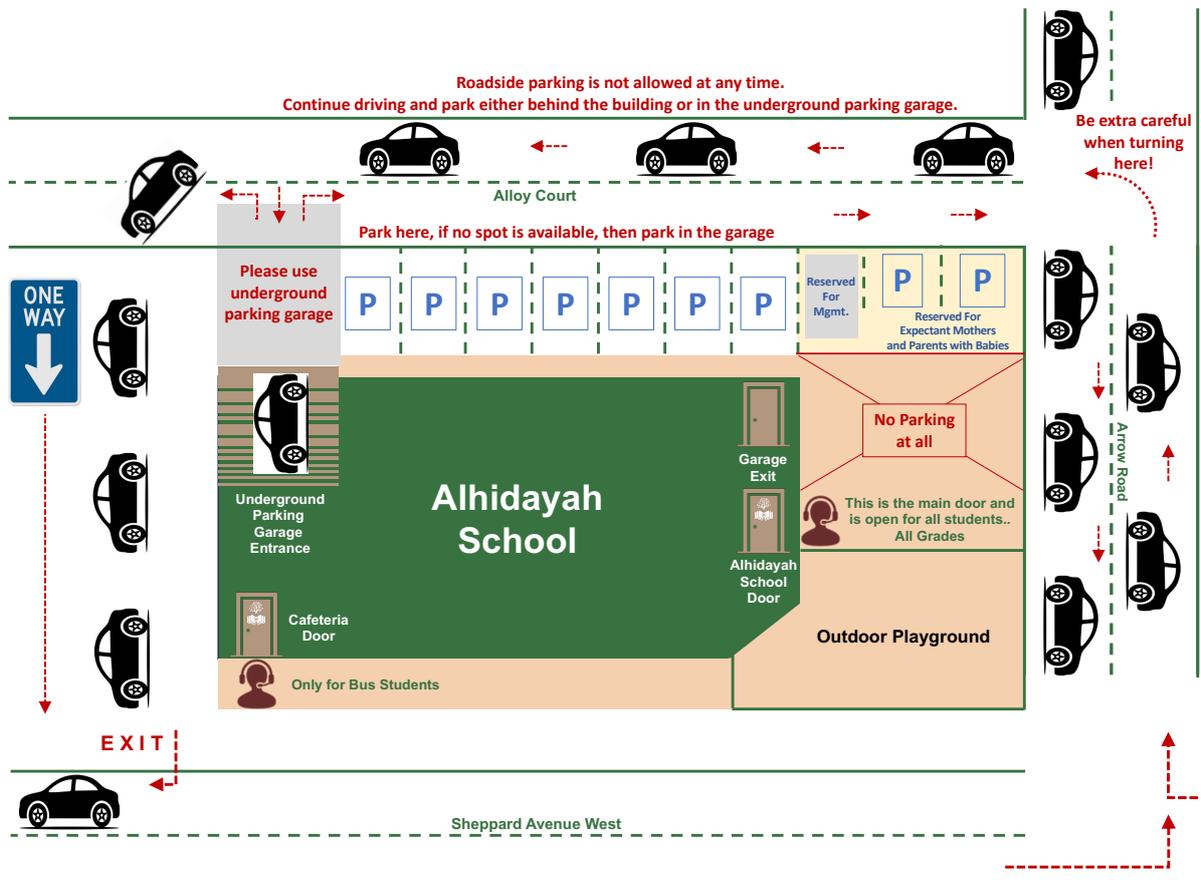


- **Drop-Off and Pick-Up Times:** Please adhere to the designated drop-off and pick-up times (see the above picture).
- **Parent Responsibility:** Parents are responsible for managing all aspects of their child's drop-off and pick-up.
- **No School Entry:** Parents should drop off and pick up their child without entering the school building (detailed procedure is outlined below).
- **No Unscheduled Visits:** Parents are not permitted to visit their child during the school day without a scheduled visit.
- **Building Access:** All doors will be locked at 8:45 am and will not reopen until 3:00 pm.
- **Late Arrival:** Parents arriving after 8:45 am shall accompany their child to the school office to sign them in. The child will be marked late.
- **Late Pick-Up:** If you didn't pick up your child and it is 3:21 pm, your child will be sent to the after-school program, in which a payment of \$15 is expected via e-transfer to info@alhidayah.ca. Upon arrival, please ring the doorbell and come to the school office to pick up your child.

Drop Off Process – Two Doors

- **Parking:** Please park your car either in the underground garage or behind the building.
- **Drop-Off Locations:**
 - Main Alhidayah Door: All Grades
- **Welcoming:** A staff member will be present to greet your child.





Pick Up Process – One Door

- **Parking:** Please park your car in the underground garage or behind the building.
- **Pick-Up Locations:**
 - All students shall be picked up at the main door of Alhidayah School.
- **Pick-Up ID:** A staff member will verify the pick-up ID before handing your child over to you. For safety reasons, please ensure you present the pick-up ID when picking up your child.

Attendance

Regular attendance at school is crucial for a student's success. Attendance is taken daily at 8:45 am, and records are included on report cards. If your child will be absent for the entire day, please send a WhatsApp text message **no later than 9:00 am**. Please include a general reason for the absence, such as Sick, Appointment, or Excused Absence (if a parent is unable to drive the child to school).





Excessive absences can negatively impact a child's ability to learn and progress. It is the responsibility of parents to ensure their child attends school regularly.

Arriving Late

If your child will be arriving late, please bring them to the school office upon arrival. You shall accompany your child upstairs and complete a late arrival form, which you will be required to sign. This process is in place to ensure your child's safety. Frequent lateness can impact your child's learning and academic progress, and the number of late arrivals is recorded on the report card. We encourage timely arrivals to support your child's success.

Leaving Early

If you need to pick up your child early, please inform us via WhatsApp. We will make every effort to have your child ready for pickup at the requested time. You will need to come upstairs to the school office to pick up your child. You will be asked to show the pick-up ID. You will need to fill and sign the early pick-up form.

Student Behaviour

Students are expected to work cooperatively, make good decisions, and take positive actions. They should also show care and kindness to other students, teachers, staff, and volunteers. Any form of physical, mental, or verbal abuse and/or bullying will not be tolerated.

We have a dedicated staff member who addresses student behaviour matters, an engagement supervisor. When necessary, the following steps will be taken to address misbehaviour in the following order:

- 1. Verbal Warnings (within one period):**
 - The teacher will give up to *three clear verbal warnings*.
 - Each warning will include an explanation of why the behaviour is inappropriate and what is expected instead.
- 2. Time-Out:**
 - The student will be given a short *time-out* for no more than 5 minutes.
 - The student will be seated away from peers but facing the board, so they do not miss instructional time.
- 3. Office Notification:**
 - The teacher will call the office to report the issue.
 - The misbehavior will be recorded in the student's incidents record.
- 4. Escorted to the Office:**
 - The teacher will call the office again to request that the *Engagement Supervisor* come and escort the student to the office.





5. Meeting with the Engagement Supervisor:

- The student will meet with the Engagement Supervisor to discuss the situation, understand the impact of their behaviour, and reflect on what could be done better.

6. Further Consequences (depending on severity and repetition):

- Parents may or may not be informed, based on the seriousness of the behaviour, and the repetitiveness.
- The student may:
 - Miss recess (eat in the office and complete worksheets instead of playing).
 - Be suspended for 1 day, increasing to 2 days, then 3 days if necessary.
 - If suspended, parents shall come with their child to sign an acknowledgement form and meet with the Engagement Supervisor before the student can return to class.
- As a last step, *after several methods and tools to correct the behaviour have been tried without success and after discussing with the parents several times*, the student may be expelled from the school.

 *An incidents record will be maintained for every student.* This record helps track what has happened over time and is used as a tool to support the student in recognizing patterns, reflecting on their actions, and improving their behaviour.

 *When investigating a matter, the school will gather information from the teacher and any witnesses who observed the situation. Camera footage may also be reviewed, when available, to ensure that the school has a clear and accurate understanding of what occurred.*

Security Cameras

For the safety and security of our students, staff, and school property, surveillance cameras are installed throughout the school building and grounds.

- Cameras may be used to monitor hallways, entrances, some classrooms, playgrounds, and other common areas.
- The primary purpose of camera usage is to ensure safety, security, and proper supervision.
- Footage may also be reviewed as part of an investigation into incidents involving students, staff, or visitors.
- Only authorized personnel may access and review camera recordings.
- Recordings are stored securely and retained only as long as necessary, in accordance with school policy.
- Camera footage is not shared with parents or outside parties. Findings from an investigation may be communicated, but recordings remain confidential.





Transportation

We are currently partnered with a bus service provider. You may contact us for the provider's information so you can arrange all transportation details, including payments, directly with them. If the bus route does not cover your area, we will gladly assist by forwarding carpooling requests to other parents.

If you would like to request carpooling, please provide us with the following information:

- Your First Name
- Your Full Address
- Your Phone Number
- Your Child's First Name
- Your Child's Grade

All details related to carpooling, such as pick-up/drop-off times, monthly amounts, and payment methods, should be discussed directly between the parents. The school will not be involved in these arrangements.

Payments Schedule

To ensure that all our deals and transactions are in line with Islamic principles, we conduct all dealings at Alhidayah School through contributions (donations).

Due	Amount	Reason
Upon Registration	\$150 new students \$50 current students	Admission – to reserve a seat.
1 st of August	\$500 Annual one-Time fee	This covers books, materials, prints, supplies, stationary, resources, competitions, events, field trips, some extra curriculum activities, and other expenses.
1 st of each month	\$500 PreK, Junior & Senior Kindergarten	Tuition





September to June	\$450 Grade 1 to Grade 7	Tuition
-------------------	-----------------------------	---------

Please note...

- *Sibling Discount: \$50 — The oldest child pays the regular tuition fees, while the younger children benefit from the sibling discount. The sibling discount applies only to the tuition fee.*
- *Students will be taken on one or two school trips during the year, which may be either fun or educational.*
- *The admission fee and the one-time fee are non-refundable and will be used for the benefit of the students. In case a student misses an event or field trip, partial refunds of the one-time fee will not be issued.*
- *Additionally, once a monthly fee is paid, it is also non-refundable.*

Withdrawing a Child from School

If a parent wishes to withdraw their child, a written two-weeks' notice before the start of the upcoming month is required to avoid being charged for that month. Partial refunds will not be issued under any circumstances.

Extended Absences

Any plans for an extended absence shall be discussed with school management in advance. Full tuition remains payable during absences in order to keep the child's seat reserved. Upon the child's return, the school will provide all missed classwork and homework. If further clarification is needed, staff will be happy to review the material with the student and provide support.

Final Month of School (June)

Tuition for the month of June is charged in full. No partial refunds or waivers will be granted for early withdrawal, absence, or vacation during June. Families are responsible for the full June tuition regardless of attendance.





School Checklist

The following is a list of items that we are expecting the child to bring with him/her:

- **Kindergarten**

- Two sets of clothes (not a uniform): pants, shirt, socks, and underwear. Please place these items in a clear labeled Ziploc bag (write the name of your child and grade). These will be kept at school in case there is a need for a change of clothes.

- **For All Grades:**

- Shoes Requirements:
 - Regular running shoes
 - No heels or fancy boots
 - No slippers or Crocs
 - No laces for Grade 3 and below
 - To help maintain the cleanliness and brightness of our school, please ensure that your child's **shoes have white or light-colored bottoms**. Dark-colored soles can leave marks on the floors, which are difficult to clean. Your cooperation in this matter is appreciated.

- **Daily Essentials:**

- Backpack
 - Fits an A4 folder
- Lunch/Snack bag (if not registered in Halal Bites)
- Water bottle
- Tissues (to be kept inside the backpack)

- **Medications:**

- Any necessary medications (e.g., EpiPen) should be given directly to the school office, not placed in your child's backpack. Please provide clear instructions for use. For SK and above, we recommend sending two EpiPens: one for the cafeteria area (downstairs) and one for the school office (upstairs). For JK (Junior Kindergarten), one EpiPen is sufficient.

- **Labeling:**

- Ensure all items are clearly labeled with your child's name.





Means of Communication

You can reach out to the school through the following methods:

- **Email: info@alhidayah.ca**
Please add our email address to your contact list to ensure our messages do not end up in your spam folder.
- **Phone: 647-554-3215**
You can contact us directly by phone or send a message via WhatsApp. Please save our phone number in your contact list under the name “Alhidayah School” to ensure you receive our broadcast messages.
- For the fastest communication, we recommend using WhatsApp.

Nutrition

Good nutrition is crucial for healthy development. At Alhidayah School, we emphasize the importance of a balanced diet. Please ensure your child has a nutritious breakfast before coming to school.

Food brought from home is permitted under the following conditions:

- **Halal Food:** All food items must be halal. This means meat must be slaughtered by hand according to Islamic rules. Non-halal ingredients, such as alcohol-based vanilla or gelatin, are not permitted and will be disposed of immediately. KitKat and Doritos are not permitted in the school.
- **Food Sharing:** Children are not allowed to share food brought from home unless it is intended for sharing with all students. Such sharing requires prior approval from the school office at least one day in advance.
- **Healthy Choices:** We encourage you to avoid sending sweet treats, as they do not provide the necessary nutritional value. Instead, please send fresh fruits, raw vegetables, healthy snacks, and sandwiches. Chocolate bars and lollipops are not allowed. We also recommend minimizing pre-packed juice boxes and instead providing fresh juice or water.
- **No Refrigerator or Microwave:** There is no refrigerator or microwave available for student use. Please use ice packs to keep food fresh or insulated containers to maintain its warmth.





Food Left at School

To maintain cleanliness and prevent food from spoiling or attracting insects, any food left behind at the school will be disposed of or used by the school at the end of the day. For health and safety reasons, left behind food will not be returned the following day.

Food Allergies

To ensure the safety of all students, Alhidayah School is committed to maintaining a nut-free environment. We ask that parents adhere to the following guidelines to prevent exposure to allergens:

Important Guidelines:

1. No Nuts Allowed:

- Do not pack any food items containing peanuts, tree nuts, or sesame in your child's lunch or snacks. This includes products that may contain traces of these allergens. Please check labels carefully.

2. Notify Us of Allergies:

- If your child has any food allergies or intolerances, inform the school in writing. This is crucial for ensuring your child's safety and managing their dietary needs effectively.

3. Symptoms of Allergic Reactions:

- Some students have severe food allergies that can trigger a life-threatening reaction (anaphylaxis) from even trace amounts of certain foods. Symptoms of anaphylaxis can include hives, difficulty breathing, vomiting, diarrhea, swelling of the lips, mouth, and throat, itching, sneezing, loss of consciousness, and, in extreme cases, death. Reactions can occur from direct contact with these foods or even from touching contaminated surfaces.

Parent Responsibilities:

- **Labeling:** Clearly label your child's lunch bag and containers with their name. Also, explain to your child the importance of not sharing their food with others and avoiding eating or drinking from other children's items.





- **Nut-Free Foods:** Prepare a lunch that is free from all nuts and nut products. Be diligent in checking all food items to ensure they are not contaminated with nuts.
- **Healthy Choices:** Avoid sending candies, chocolate, or other sugary items in your child's lunch and snacks. Whenever possible, eliminate them and provide healthier alternatives that support your child's focus, energy, and overall well-being.

By following these guidelines, we can work together to ensure a safe and supportive environment for all students at Alhidayah School. Your cooperation is appreciated.

Books and Materials

At Alhidayah School, all books, notebooks, materials, and educational supplies provided to students are considered the property of the school. This policy helps us maintain and manage these resources to benefit all students consistently. At the end of each academic year, the school will evaluate the condition and relevance of these items. Based on this assessment, we may choose to retain them or, in some cases, distribute them to students. This approach allows us to uphold high standards for educational supplies while effectively managing our inventory.

