



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# WELCOME TO GIC SUNDAY SCHOOL

## Our Mission and Vision

- Our mission is to foster a positive learning environment where children can strengthen their relationship with Allah, the Masjid, and their peers. We aim to make learning about our faith both enriching and enjoyable for every child.
- Our vision is to inspire a deep, lifelong connection between students and the Masjid, encouraging a continuous pursuit of Islamic knowledge and spiritual growth throughout their lives.

## Parent and Student Expectations

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## Pickup and Drop-off Procedures

- **Address:** 80 Celebration Drive, Suwanee, GA 30024
- **Drop-off Window:** The designated time for student drop-off is from 10:45 AM to 11:00 AM. Parents should follow the car rider lane and only release their children when directed by security personnel or parking lot volunteers.
- **Pickup Procedures:** During afternoon pickup, parents are requested to park their vehicles and come inside to pray Dhuhr Salah with their child(ren). Students will be dismissed after Dhuhr Salah which is performed at 2:00 PM.

## Student Preparedness

- **Dress Code:** Both boys and girls should do their best to dress modestly in accordance with Islamic values and guidelines.

- **School Supplies:** Students are expected to come prepared with necessary supplies, a healthy snack, and a reusable water bottle. To ensure the safety of those with allergies, snacks containing nuts are prohibited. Additionally, students should be well-rested and have eaten breakfast prior to arrival.
- **Technology Use:** Cell phones, headphones, earbuds, etc. are not permitted during Sunday School hours.

### Attendance Policy

- **Recognition:** Students with exemplary attendance will be recognized at the End of the Year Celebration.
- **Absence Notification:** Parents should inform teachers in advance if their child will be absent due to illness or travel.
- **Unnotified Absences:** If a student is absent without notification for two consecutive classes, the teacher or an administrator will contact the parents to inquire about the student's status. A third consecutive unnotified absence will lead to the student's unenrollment to accommodate those on the waitlist.
- **Attendance Review:** Parents of students with an attendance rate below 75% by the end of the Fall Semester will be contacted to determine the student's intent to continue in the program. *\*These students will not receive a priority registration link next year.*

\*Note: Due to high demand, we have many students currently on our waitlist. To ensure that classroom spaces are reserved for students who are able to attend regularly, attendance is tracked and reviewed.

### Tardy Policy

- **Late Arrivals:** Students arriving after 11:07 AM are considered tardy and must check in with an administrator.
- **Tardy Follow-Up:** A second tardy will result in a follow-up phone call from an administrator. *\*Excessive tardies will affect student eligibility for next year's priority registration.*

### Breaktime and Safety Measures

- **Break Duration:** Students will have a 15-minute break to socialize, play, and eat their snacks. Weather permitting, students may play outside or in the multi-purpose gym.
- **Supervision:** Students are supervised by Sunday School staff during break time and must remain on Masjid grounds.
- **Food Orders:** Students are not permitted to order food from delivery services such as Uber Eats or DoorDash.

### Salah

- **Dhuhr Salah:** Dhuhr Salah is a key component of the Sunday School program. Parents are expected to pray Dhuhr Salah with their child(ren) at 2:00 PM.

### Early Check-Out Procedures

- **Timing:** To minimize disruptions, students may be picked up early only during the break time from 12:30 PM to 12:45 PM.
- **Early Check-Out Form Submission:** Parents must submit the Early Check-Out form in advance: <https://tinyurl.com/GICEarlyDismissal>. Upon arrival, parents should check in with security volunteers to facilitate the early check-out process.

### Teacher and Admin Communication

- **Class Communication:** Each class will have a dedicated WhatsApp group for parents. Teachers will provide weekly updates on lessons and learning targets. Parents are encouraged to discuss these topics with their child(ren). Quran class teachers will update each student's progress every Sunday on a tracking sheet, which must be reviewed and signed by a parent every week.
- **Contact:** Parents may reach out to their child's teacher or the admin team with any questions or concerns. Please confirm you are in both the General PTA WhatsApp group as well as the WhatsApp group for your child(ren)'s grade level.
- **Curriculum Day:** Parents are invited to attend Curriculum Day on **August 10** to meet their child's teacher(s), visit classrooms, and learn more about the curriculum and expectations.
- **Program Updates:** Administrators will communicate updates and reminders via email and the PTA WhatsApp group. To join the PTA WhatsApp group, please scan the QR code below or click here: <https://chat.whatsapp.com/GnqybnBg0ty2l4mJFKVXTW>



- To join the GIC Suwanee Masjid Community WhatsApp group, scan the QR code below or click here: <https://chat.whatsapp.com/C5cjh1BOUhEG5gZqe5Zro>



### **Volunteering and Parent Participation**

- **Importance of Volunteering:** Parent volunteers play a crucial role in the success of our Sunday School program.
- **Contribution Request:** We request that parents contribute a minimum of two hours towards community service or other Sunday School-related events during the year. \*Parents who do not meet this requirement will not receive a priority registration link for next year.

### **Progress Reports**

- **Purpose:** Progress reports provide personalized feedback on a child's learning, participation, and Adab (etiquette) during Sunday School.
- **Process:** Progress Reports will be sent to parents via email at the end of each semester.

For any questions or concerns, please contact the Sunday School admin team at:

[info.gic.ss@gmail.com](mailto:info.gic.ss@gmail.com)

## Acknowledgment of Receipt

Please visit the link below and submit your signature to acknowledge you have read and understood the expectations and responsibilities outlined above.

<https://suwaneemasjid.retool.com/p/ss-parent-student-handbook>

*JazakAllahu Khayr!*