

# AI IHSAN PRESCHOOL PARENT & STUDENT HANDBOOK 2025 - 2026

## Hours of Operation

Plaza location:

PRESCHOOL:

Monday thru Friday 8:00 A.M. – 3:30 P.M.

## School Contact Information

### Main office location:

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Cleveland, Ohio 44135

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# **1. Introduction**

## **Welcome to Al Ihsan School**

Asalamualaikum!

Al Ihsan is thrilled to be your partner as your child embarks on an exciting journey in the field of education. We believe that parents play the most important role in a child's education and highly encourage your active participation. We will aim to provide an Islamic environment conducive to learning and facilitate your child's development through discovery and interaction within the world around them.

## **Non-discriminatory Policy**

The Al Ihsan School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Al Ihsan School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel. (updated 1/7/13)

## **Mission Statement**

With Islam as the driving force, Al Ihsan Preschool will provide a safe, non-intimidating environment for the physical, social, intellectual and spiritual growth of young children.

## **Philosophy and Goals**

Children learn from the environment around them. The right environment will ensure the proper development of the child. By providing an Islamic environment, Al Ihsan will strive to instill in our young children, a strong belief in Allah (SWT), love for His prophet (PBUH), and the strong emphasis on the pursuit of knowledge in Islam. The inculcation of Islamic character will serve as the foundation for the overall development of the child.

Al Ihsan Preschool will provide a safe and stimulating environment for the physical, social and spiritual growth of your child. With Islam as the central theme, we will nurture your child's development into a responsible Muslim American. Your child will be introduced into a friendly atmosphere to math concepts, reading, writing, science, social studies, art, Islamic studies, Arabic and Quran. Our indoor and outdoor activities will be designed to enhance the motor skills of the little ones. Our program will give your child a head start in preparation for kindergarten.

It is our goal to instill in our children the urge to discover and explore. We will have achieved our goal when our children love to learn and learn to love.

## **2. Preschool Program**

### **Curriculum**

Al Ihsan's curriculum meets or exceeds the standards set by the Ohio Department of Education through the use of World of Wonders for Pre-K4 and Big Day for PreK3. Lesson plans are based on quarterly goals with respect to children's individual learning styles. For the Arabic/Islamic Studies portion and for integrating Islam in the daily instruction, we have drawn heavily from the preschool curriculum developed by Iqra International Educational Foundation (see Iqra Preschool Curriculum). Stories of the Prophets (PBUT) from the Quran and the ahadeeth (sayings) of the Prophet (PBUH) will be woven into printed and oral instruction. Nursery rhymes and religious songs (nasheed) will also be an important part of imparting knowledge to the students.

### **Hours of Operation**

The Pre-K program drop-off, starting and pick-up times are as follows (Monday-Friday):

- Drop-off is from 7:45 – 8:00 AM
- The Preschool classrooms begin their academic sessions promptly at 8:00 AM
- Pick-up is from 3:30 – 3:50 PM
- Preschool staff will arrive at 7:45 AM so be sure not to drop off earlier.

### **Admissions Policy**

Al Ihsan Preschool admits students of any race, color, or ethnic origin to its rights, privileges, programs and activities. In order to be admitted to the Al Ihsan Preschool program, a child must be at least three years old on the day of enrollment, and be potty trained\*. The program is open to three, four, and five year old (who have not started kindergarten) children.

The following need to be completed before the first day of school each year:

1. Preschool enrollment form which includes the student roster permission form, medical information and transportation authorization, and the child's physician and dentist information
2. Provide immunization records of the child
3. Payment of registration and supply fee, as well as tuition for the first month.
4. Signed statement of the receipt of the preschool handbook and agreement with the policies included in it.

A medical report from a licensed physician stating that the child is in suitable condition for enrollment in the program must be submitted at the time of enrollment. The physician should examine the child less than twelve months before the day of admission. Since there are a limited number of seats in each class, admissions will be on a first-come first-served basis. However, preference will be given to children of Al Ihsan School staff members and siblings of Al Ihsan School students.

**\* Potty-trained is defined as the child being able to anticipate and vocalize restroom needs before any accidents occur. The child must also be able to independently use the restroom (pull up and down own pants and try to lift self onto the toilet).**

## **Tuition Information**

Al Ihsan Preschool Fee Structure:

1. Registration Fee: \$200 (to be paid at the time of registration each year, non-refundable)
2. Tuition: \$5800 for the year
3. Additional fees may be charged for other activities such as field trips, special school days, fundraising, etc.

Full payment of the tuition is due by the 10<sup>th</sup> of each month. Checks/money orders should be made payable to Al Ihsan School and delivered to the office.

A late fee of \$10 per child will be charged for payments received after the 10<sup>th</sup> of each month. Children whose parents have not paid the tuition as required on a monthly basis by 15<sup>th</sup> of each month will not be allowed to attend classes until the dues have been cleared.

Parents who intend to withdraw their child/children from the preschool should inform Al Ihsan Preschool **in writing** at least fifteen (15) days in advance. Children withdrawing from the school before the 15<sup>th</sup> of the month will be charged half of the monthly tuition fee. Those withdrawing after the 15<sup>th</sup> will be charged for the full month.

Children enrolling before the 15<sup>th</sup> of the month will be charged the full month's tuition fee. Those enrolling after the 15<sup>th</sup> will be charged half of the monthly tuition fee.

**Any student who takes a prolonged absence for any reason from the preschool will not be guaranteed a place on their return unless the fee is paid for the period of absence to retain their spot.**

## **Transferring**

In the event of withdrawing your child due to transferring to another school, Al Ihsan Preschool expects all parents to fill out the proper forms for withdrawal explaining why their child(ren) is leaving to transfer to another school.

- Fill out withdrawal form
- Pay any outstanding balances, including any fees and tuition
- Speak to school office about the release of school records (all records will be kept until tuition is paid off in full)
- Parents must also fill out the student release form at the new school so Al Ihsan preschool can send proper paperwork.
- Only the documents requested on the student release form will be transferred.

## **3. General Policies and Procedures**

### **Arrival and Dismissal Procedures**

Safe arrival and departure of the children is of utmost importance to Al Ihsan. All children must be accompanied by an **adult** both while arriving at or leaving the preschool. Children should be dropped off **at the front glass doors** between **7:45 and 8:00 A.M.** **Children should not be dropped off at any place other than the glass doors.** Parents are expected to bring their children on time so as not to disturb a class already in session. **The school doors will close promptly at 8:00 A.M. each day.** Children should be picked up **following the school's dismissal procedure (see dismissal handout).** Parents should pull alongside the glass doors to pick up their child(ren). Any late pick-ups will be charged \$1.00 per child for each minute they are late. Parents who know they are running late are encouraged to call the school to inform the teachers on dismissal duty.

No child will be released to anyone except the child's parent or the adult authorized by the parent to pick up the child on the enrollment form.

A non-custodial parent may **not** pick up a child unless the school has written or verbal permission to release the child to the non-custodial parent (permission must come from custodial parent ONLY). A picture I.D. will be requested from persons authorized to pick up a child from the school until the preschool staff is familiar with them.

No child should leave the classroom without the acknowledgment of the teacher. The teacher will not release a child to any person not authorized on the Enrollment Form. If for any reason a child is to leave with a person who is not listed, **written (or verbal)** notification must be submitted to the preschool staff before arrival.

### **Dress Code**

Although the Pre-K program does not have an official dress code, here are some items to keep in mind when getting your child ready for school:

- Please dress your child appropriately for the weather. The students will have outdoor recess as long as the weather permits.
- Please dress your child in pants and shoes that are easy for them to remove and put on independently (no belts, snaps or buttons if possible. Elastic waistbands work best).
- Leggings, Caprice or pants must be worn under girl's jumper or dresses (No shorts).
- Below knee length shorts for boys.
- Be sure your child's shoes are tied in the morning, and teach them to put on their shoes independently.
- No loose or baggy clothing, as it poses a tripping hazard throughout the day.
- No hoodies or hats are to be worn during the school day.
- No flip-flops or open-toed shoes – sandals **must** have a back and closed toes. Also no snow boots can be worn throughout the school day. In winter weather, your child may wear boots to school, but they must have another pair of shoes to change into.

We require that you send two extra set of clothes (including pants, underwear, shirt, and socks). Each classroom will have a Ziploc bag with your child's name on it to store the extra clothes, and parents will be reminded to replace the clothing if it becomes soiled due to restroom or other accidents. If your child has no extra clothes and they become soiled throughout the day, the parent will be notified to drop off extra clothes.

During colder weather conditions, we suggest that removable clothes such as scarves, gloves, etc. be labeled with the child's name.

Your child should carry a backpack or a bag large enough to hold the communication folder that will be sent home daily with your child's work and news/announcements from the preschool.

## **Discipline Policy**

Al Ihsan will provide a positive environment for the children to minimize the need for disciplinary action. However, for the benefit of all children, and as part of the learning process, inappropriate behavior will not be tolerated. Each classroom uses a color card system for classroom management. Your child's teacher will cover the rules and procedures the first couple days of school – but generally the colors will start on green, and the students will get a number of warnings before the colors move down to yellow or red. The students can also move up to purple if they exceed behavioral expectations. The

rewards and consequences may vary from room to room, so please check with your child's teacher if you do not receive the information regarding discipline.

The Preschool program will observe a Zero Tolerance policy with regard to aggressive behavior (i.e. hitting, kicking and/or biting). Any display of this type of behavior will result in the child being removed from the classroom and sent home for the day. Persistent behavior issues will result in a conference with the parents to come up with a disciplinary plan that would be implemented both at home and at school. As a last resort, the child may be removed from the preschool program for behavioral reasons.

In accordance with Ohio law:

1. There will be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, pinching, shaking, or biting.
2. No discipline will be delegated to any other child.
3. No physical restraints will be used to confine a child.
4. No child will be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child will be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline will not humiliate, shame, or frighten a child.
8. Discipline will not include withholding food, rest, or toilet use.
9. Separation, when used as discipline will be brief in duration and appropriate to the child's age and developmental ability, and the child will be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
10. The preschool will not abuse or neglect children and will protect children from abuse and neglect while in attendance in the preschool program daily schedule.

Preschool staff members in charge of a group of children are responsible for their discipline and the behavior management policy applies to all persons on the premises.

### **Children Supervision**

In agreement with Ohio State law, children will be organized in small groups. We will abide by the state law and limit the staff/child ratio to 1:12 (maximum group size of 24) for 3 year olds, and 1:14 (maximum group size of 28) for 4 and 5 year olds. At no time will any child be left alone without adult supervision.



Time will be reserved each day for outdoor play activity. The preschool includes a beautiful playground behind the building, where children will be able to play if the weather permits. Severe weather conditions such as extreme temperatures, wind chill, precipitation, etc. may prevent outdoor play. On such days, children will still be able to play unhindered in the preschool's spacious gym/social hall.

## **Parent Involvement**

Preschool should be a continuation of the education that the child receives at home. Therefore, it is very important to have an open line of communication between the parents and the preschool teachers. We encourage parents to participate in the preschool activities such as field trips and special school events. We also encourage parents to use the Remind app (information will be sent home the first week of school).

Your child will be bringing home each day a communication folder. This will contain details of your child's activities at the preschool, news/announcements, and messages from the teacher. This will be your primary mode of communication with the teacher, so parents are encouraged to include any notes they have for the teacher in these folders. You may also call the preschool or email the teacher to set up an appointment during non-class hours. Parents are discouraged from discussions with teachers while dropping off or picking up their children as this may interfere with the preschool operation.

There will be **two parent-teacher conferences** each year to review the child's developmental progress. Parents will be able to discuss their child's performance with the teacher and voice any concerns during this meeting.

Any concerns that the parents may have regarding the preschool program should first be discussed with the teacher or the preschool director, in that order. If the complaint/concern is still not resolved through these channels, it may be reported to the Ohio Department of Education at 877-644-6338.

Al Ihsan Preschool is licensed by the Ohio Department of Education (ODE). The Preschool Licensing Rules booklet, published by the ODE is available for the parents in the preschool office. The preschool licensing and monitoring process includes two site inspections by the ODE each year. The inspection reports are also available for parents in the office.

Parents will have access to the preschool during the operation hours to contact their child, evaluate the program, the building or for other purposes approved by the director/administrator. However, we request that parents inform the director/administrator when they are in the school building. For the safety of our children, the doors to the building will be locked throughout the day. In order to get in at this time, the parents should call the office.

## **Toileting Guidelines:**

**\* Potty-trained is defined as the child being able to anticipate and vocalize restroom needs before any accidents occur. The child must also be able to independently use the restroom (pull up and down own pants and try to lift self onto the toilet).** All medically and developmentally able students are expected to handle their own toileting (knowing when the need to use the restroom, asking or stating that need, handle clothing removal/replacement, and change clothes if needed) and cleaning (wiping properly, washing hands) on their own or **with verbal cues**. When at home, have the child use the toilet as much as possible to make the transition to utilizing the school restrooms and toilets easier.

- Staff members will guide students in learning how to use the restroom properly (this includes clothing on/off, wiping, and handwashing) and changing both wet or soiled clothing.
- In case of an accident, two staff members will be present while the student is being changed. The parent/guardian will be contacted to pick up the student for a more thorough cleaning after one soiling or two urinary accident(s). Staff members may assist the child with verbal cues but are not allowed to wipe the child down.
- We require that you send two extra sets of clothes (including pants, underwear, shirt, and socks). Each classroom will have a Ziploc bag with your child's name on it to store the extra clothes, and parents will be reminded to replace the clothing if it becomes soiled due to restroom or other accidents. If your child has no extra clothes and they become soiled, the parent will be notified to drop off extra clothes.
- Please send your child to school in clothes that are easy for them to pull up/down or take on/off for unaided or minimally aided restroom use.
- Please inform your child's classroom staff words that you use at home (potty, tinkle, pee, etc.), how often they tend to go, or any nonverbal cues used by your student to indicate their need to use the restroom.
- At the start of a new school year, your child may experience some accidents during the first few weeks of school. However, if accidents continue, increase, or your student appears to be struggling with independent toilet, a meeting will be arranged with the child's teacher and administrator to come up with a plan.
- If the administration determines that the student is not potty trained, he/she will be asked to withdraw from the preschool.
- Students will not be able to attend class wearing diapers or pull-ups

## **Snacks and Lunches**

Parents are responsible for packing a healthy snack and lunch for their child everyday. Preschool will have snack once a day in the morning. Please do not pack candy as a snack for your child. We request that you keep snacks healthy and pack foods that will help your child focus and give them a lot of energy. Some suggestions of healthy snacks are fruits, vegetables, pretzels, goldfish crackers, yogurt, or cheese. Parents will be contacted ahead of lunch if a child forgets his lunch. In case a contact is not made with the parent, personal pizza will be ordered from the nearby store (Romeo's) which will be charged to the parent. For more ideas and information about healthy foods please visit [www.fns.usdagov/cacfp/meals-and-snacks](http://www.fns.usdagov/cacfp/meals-and-snacks)

## **Field Trips**

In order for our children to experience different environments as part of their educational experience, Al Ihsan will organize field trips to various locations such as the fire station, museums, etc. Parents will be notified in advance when each field trip will take place.

There will be no Preschool on days that we have an out of school field trip which lasts longer than 3 hours. Parents are responsible for bringing their child to the location of the field trip. Parents are also responsible for staying with their child during the trip and taking their child home when the field trip is over. If a parent cannot take their child another family member such as a grandparent, aunt, or uncle can take the child (if no one can bring the child to the field trip then the child will stay home for the day); a written notice needs to be sent to the teacher if another family member will accompany the child during field trip. While Preschool teachers will be at the field trip, they will not be responsible for students' (parents are responsible for their own child).

## **Preschool Roster**

A roster of names and phone numbers of the children attending the preschool and their parents (who have agreed to share such information) will be prepared annually and available upon request. Only those individuals who give their permission to be on the roster will be included. The roster will be provided only to a parent/guardian of a child who attends the preschool or to the director's representative for review.

## **Inclement Weather Conditions**

In the event of inclement weather, Al Ihsan Preschool will consider the decision of the **neighboring school districts** regarding school closing, delays, or early dismissal. Please check the announcements on the radio or television. An email and text message will also be sent out from the administration office through Digital Academy and gmail to those parents who have given email addresses.

In case of a **tornado** while the school is in session, please do not call the preschool as we need to keep the phone line open for emergencies. Parents may come and pick up their children during a **tornado watch if necessary**. Children will not be dismissed during a **tornado warning** until an all-clear has been announced by local fire/police/authorized party. Under such conditions, it would be safer for children to remain inside the school building than to venture outside.

## **4. Medical & Emergency Information**

### **Well Child Checks**

A visual check will be done by preschool staff each morning as the students arrive. At that time the staff will be looking to see if there are any marks, symptoms of communicable disease, or any other items of note on the visible areas of the child. Staff will initial a well child checklist and make notes of anything for each student. Parents may be contacted about anything found during well child checks if the teacher and director seem it necessary to do so. These checks are done to help keep the classroom free of communicable disease and prevent sickness to staff and students.

### **Medical Forms**

Our enrollment form includes sections for the medical information and history of the child. This needs to be filled out before admission. A medical report from your child's licensed physician stating that the child is in suitable condition for enrollment in the program must also be submitted at the time of enrollment. The physician should examine the child less than twelve months before the day of admission.

The enrollment form also includes the Emergency Transportation Authorization. If a parent cannot be reached during emergencies, this form authorizes the preschool to arrange for transportation and medical treatment.

### **Medication, Food Supplement, Modified Diet, or Fluoride Supplement**

Parents should schedule the administration of medication, food supplement, modified diet, or fluoride supplement outside the preschool hours. If it is necessary to administer any of these during class time, the child's parent must train the preschool staff to properly administer any prescription/regular medication, food supplement, modified diet, or fluoride supplement to the children. A Medication Authorization Form must be completed and filed for any medications, topical solutions or other supplements prior to administration. In order for Al Ihsan staff to administer any medications, we must have a doctor give permission and instructions for the medication. This doctor's letter will be

kept in the child's file. Parents must also make sure they sign the medication administration form.

## **Accident and Emergency Procedures**

At least one staff member trained in first aid and CPR will be onsite at the preschool at all times. The training will be in a course approved by the Ohio Department of Health or American Red Cross.

In the event of a minor accident/injury (including cuts/scrapes, bumps, and bruises), first aid will be administered. The parent will be asked to pick up the child if necessary. An Incident report will be completed for any injury or first aid given to a child. First aid kits are kept in each classroom, and a travel kit is brought along to the playground during recess.

For serious injuries, the parents will be called immediately before or after calling 911. The child's physician or dentist will also be called for advice. The child's medical information and the emergency transportation authorization will be sent with the child if transported in an ambulance to a hospital. If a parent or a parent-designated emergency contact person is not present, a preschool staff member will accompany the child in the ambulance and remain at the hospital until a parent or emergency contact person arrives. Preschool staff will not use their personal cars to transport children in emergencies. An emergency transport vehicle/ambulance will be called. If parents do not want 911 to be called first and rather for the school to call a parent first, a written letter needs to be given to the preschool director to place in the student's file.

The following information will be posted in each classroom and near the telephones:

1. Emergency phone numbers: police, fire department, nearest hospital, poison control center, etc.
2. Medical and dental emergency procedures
3. Location of children's medical records to be taken to the hospital in case of an emergency
4. Emergency evacuation route (including a map of the building) in case of a fire or other emergency.
5. Tornado shelter location.

## **Accident/Incident Reports**

In case of accidents, a staff member will complete an incident report that is given to the parent on the day of occurrence. An incident/injury report shall be completed by the child care staff member in charge of the child when the following occur:

- an injury/incident that requires first aid treatment

- head injury
- an injury/illness that requires emergency transportation/medical care.
- An event where the child's safety is compromised (e.g., a child left unsupervised, or a child leaving with an unauthorized person).

## **Lockdown, Fire and Tornado Drills**

In order to familiarize children with the evacuation procedures, fire drills will be conducted on a monthly basis and the records maintained. Tornado drills will be conducted seasonally to train children to assemble at the designated area in the event of a tornado warning. Lockdown drills will be conducted as needed. Records of all drills are also maintained.

Specific procedures, including maps with evacuation routes, for fire and tornado drills are posted in each classroom. The preschool building is inspected annually by the Parma Fire Department. The reports are filed in the office.

## **Communicable Disease Policy**

At least one staff member will be trained in the recognition, prevention, and management of communicable diseases by attending a class approved by the Ohio Department of Education or American Red Cross. As required by state regulations, this staff member will closely observe each child that enters the preschool daily for signs of communicable diseases or other illness. The Department of Health Communicable Diseases Chart will be posted in the building and serve as a guide for this purpose.

If any of the following symptoms are observed, the parents will be requested to take their child back home:

1. Fever of 100 degrees Fahrenheit or greater taken orally and in combination with other signs of illness
2. Elevated temperature
3. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
4. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Unusual redness of the eye
8. Conjunctivitis
9. Untreated infected skin patch(es)
10. Unusual spots or rashes
11. Unusually dark urine and/or grey or white stool
12. Stiff neck or headache with fever
13. Sore throat or difficulty in swallowing

14. Vomiting (severity at discretion of teacher and/or administrator)
15. Evidence of lice, scabies, or other parasitic infestation

If any of the above signs develop while at school, the child will be immediately isolated from the remaining class and the parents will be called to pick up the child. The child's conditions and symptoms will be monitored continuously for deterioration. A child who is isolated from the class will be moved to another available room or to a separate spot within the same room, away from other children. The parents will be called to pick up the child. If parents are unavailable, the emergency contact person(s) will be called. An adult will remain with the child until pick-up. At no time will the child be left alone.

The isolated child will be made to feel comfortable and provided with a cot to rest. All linen and blankets used by the ill child will be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

Parents must notify the school within twenty-four hours after their child has shown symptoms of a communicable disease. Parents will be notified by email, as soon as possible, when their child has been exposed to a communicable disease.

A child may return to the classroom when twenty-four hours (one full school day after being sent home) have passed since any symptoms have been present or when a physician indicates that the child is no longer contagious.

A child who is experiencing minor common cold symptoms (but not any of the symptoms listed above) will be allowed to attend school only if he/she feels well enough to participate fully in the preschool activities.

Staff members are trained and instructed in proper hand washing and disinfection procedures. Children and staff are required to wash their hands with soap before snacks and after using the restroom. Paper towels are available in the restrooms for staff and children to dry their hands after washing.

### **Child Abuse**

Staff member are trained to recognize the signs and symptoms of child abuse and neglect. All child abuse/neglect cases will be reported directly to the Child Abuse Reporting line. *If any staff member suspects signs of abuse, the state will be notified immediately. The staff is not required to call parents first to inquire about what may have happened.*

If any child has been injured out of school in any minor/major way, the parents are required to inform the preschool director/administrator and teacher of the incident. However, remember that staff members have been trained to recognize the signs and symptoms of child abuse and neglect.

## **Verification of Parent /Guardian Receipt and Review of the Preschool Policies and Procedures**

All parents/guardians must review and agree to abide by the policies set forth in the Parent/Guardian Student Handbook. The policies may be changed/updated as required. The parents/guardians will be informed when a new policy takes place.

### **Agreement**

I have reviewed the Al Ihsan Preschool Policies listed in the Al Ihsan Preschool Parent Student Handbook and agree to abide by them.

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_