



Islamic Center of Pennsylvania Academy

5138 E Trindle road, Mechanicsburg, PA 17050

<https://icp.alminaret.com> • icpacademy@icpus.org

The ICP Academy is an extended Sunday School Program Offered by the Islamic Center of Pennsylvania

Student and Parents/Legal Guardians Consent Package 2025/2026

This document is intended for the use of ICP Academy parents and legal guardians only. It must be fully read, signed, and returned to the ICP Academy on the orientation day. Please note that students will not be allowed into classes without it.



Dear parents/legal guardians,

Welcome to the 2025 - 2026 academic school year at ICP Academy. We are excited to have you and your children join us, and we ask Allah for a safe, beneficial, and enjoyable year.

The ICP Academy is committed to provide high quality Islamic and Arabic teaching to our children in the central PA area. To ensure our children's safety and to maximize their learning benefits, we ask that the following academy rules and regulations are strictly adhered to.

Schedule and sessions:

- ICP Academy after-school and Sunday program for this academic year will start on September 28th, 2025 and continue through May 31st, 2026. The program is 3 days a week as follows:
 - Wednesday and Friday: From 6:00 pm to 8:00 pm
 - Sunday: From 11:30 am to 1:30 pm
 - Ramadan schedule: Saturday & Sunday 12:00 pm to 2:00 pm

Parent/Legal Guardian Initials: _____

- A detailed calendar will be shared via email and ICP Academy Announcements Whatsapp group

Safety:

- ICP Academy takes our children's safety very seriously. Please help us keep our children safe by respecting traffic signs and by following the directions and the instructions of the traffic and parking volunteers.
- For the safety of our students, every parent/legal guardian is required to inform the Academy administration about his/her child's medical condition that might need a special medical intervention. Please fill in the Medical Conditions Form included in this packet.
- Children are not allowed to play in the parking lot during drop-off and pick-up
- ICP Academy expects all parents to drop off and pick up their children on time
- Students are not allowed to leave their classroom without a teacher or a staff permission
- ICP assumes no responsibility whatsoever for children who are unsupervised before or after classes.
- Administration should be informed if you assigned someone else other than parents (guardians) to pick up your children.
- For students' safety, NO nuts or nut product snacks are allowed in the Academy.
- Parents/legal guardians are requested not to send children to the academy when they are sick or not feeling well. Administration reserves the right to send them back.
- The speed limit within ICP roads and parking lots is 15 MPH. Parking in no-designated areas is prohibited. Violator's vehicles may get towed away.
- In the event of a failure to comply with the above safety rules, ICP Academy reserves the right to take all appropriate measures to ensure our children's safety.

Classroom Rules:

- Treat others as you would like to be treated.
- All students are expected to respect themselves, their classmates, and others.
- All students are expected to respect their teacher and pay attention to what the teacher is saying at all times and follow directions the first time they are given.
- Raise your hand and wait to be called on.
- All students are expected to respect school property (e.g. no littering, no vandalizing of tables, chairs, white boards, Masjid/Academy equipment, walls, fixtures, etc.).
- All students must turn in their homework **completed** and **on time**. Please note that it will be graded.
- Keep hands, feet, and your belongings to yourself.
- No running in the Masjid or Multipurpose Hall unless permitted by the teacher or staff
- **No cell phones allowed during class time** except for emergencies or during breaks.
- Conflicts between students should be taken to the teacher. No retaliation will be tolerated.
- Bullying in any shape or form physically, emotionally, or verbally will not be tolerated. **NEW: Zero tolerance policy. Student(s) could be expelled from the first offense.**
- Absolutely no vulgar or profane language will be tolerated.

Discipline Code:

An **offense** is any act that will cause one or more of the following:

Parent/Legal Guardian Initials: _____

- An insult, harm, or injury (physical or emotional) to any classmates or other school students.
- An insult or harm to the teacher and/or any staff of the ICP Academy.
- Any damage to the Masjid/Academy property.
- A serious disruption to the flow of the class. (It will be left up to the discretion of the teacher to determine how serious the disruption is.)
- The following table outlines the general disciplinary actions that will be taken depending on the number of offenses committed by the student:

Offense Number	Disciplinary Action
1st offense	Verbal warning
2nd offense	5 minutes in time-out area (just outside the class) to think about the offense
3rd offense	The student will be taken to the Principal's office and will be required to write down what he/she did wrong, why it is wrong, and what the correct behavior would have been. Also, they must write down a plan for how to change their behavior in the future. The student must also apologize to the teacher and involved students. The teacher will then be asked if he/she will allow the student back to the classroom for the period. Parents will be notified.

- **Any further offenses past the 3rd** will be dealt with in a meeting with the parents/legal guardian, teacher, and principal which could result from a simple reprimand to a possible permanent suspension from school.
- It will be left to the discretion of the teacher and the principal if certain offenses require immediate attention and immediate presence of parents/legal guardians.
- Parents/legal guardians of the student(s) assume full responsibility to the complete costs of restoration of the property prior to any damage caused by the student. If more than one student is involved in the damage, the costs of restoration will be either split amongst the parents of all the students or shared in accordance with the percentage of fault. The decision is left up to the discretion and judgment of the administration.
- **Cases out of ICP Academy normal disciplinary process:** As for any physically, emotionally, or verbally damaging offenses that are deemed beyond the ICP Academy normal disciplinary process, Law enforcement may be involved, and the parents/legal guardians will assume full legal responsibility.

Dress Code:

All students will adhere to the following dress code:

- Boys: NO SHORTS above the knees and NO NECKLACES. Loose fitting pants and short/long sleeve shirts/t-shirts. Thawbs (Long outfits) are recommended.
- Girls: Long skirts covering up to the ankle. Loose fitting long sleeve shirts/t-shirts and headscarves. Abaya/Jalaba (Long outfits) are recommended.
- If a student does not abide by the Dress Code, the student will be sent to the principal and the parents will be notified.

Parent/Legal Guardian Initials: _____

Arrival & Departure:

- The classes' starting and ending times are shared on this form and posted on our website
- All students should be in class on time
- Any student who arrives after starting time is required to be accompanied by a parent/legal guardian to the teacher. A tardy would be recorded by the teacher.
- Tardy three times will be counted as an "Unexcused Absence" from school.

Absences:

- Please email or message the Academy if your child(ren) will be absent for school and please make necessary arrangements with the teachers to get their homework.
- With no advance notification or a doctor note the absence will count as "Unexcused Absence".
- 4 Unexcused Absences within a semester will result in the student's in-school suspension. Suspension time will be decided by school administration.
- Please note that the teachers are not responsible to make up missed lessons or exams for your child(ren) if he/she is absent for no due reason.

Parents and visiting students:

- Parents are not allowed in the classroom while the classes are in session, without the permission and knowledge of both teacher and principal.
- Visiting students must get permission and their **parents must sign a waiver** from the school before attending any school session or activity.

Fees and payment

The ICP Academy is committed to excellence of performance in all aspects of its duties, and we expect all parents/legal guardians to fulfill their financial commitments. To facilitate this task, the Academy offers different methods of payments:

1. We encourage you to make your advance one lump sum payment for the full academic year and take advantage of a 3% discount we offer for this option
 2. If you prefer monthly payments, ICP Academy staff will help you set up automated monthly payments (Please bring a blank check as it will be needed for one of the automated setups)
 3. If you decide to go a month-by-month payment, all payments shall be received no later than the 5th of every month. (Cash, check, PayPal and cards payments are all accepted)
- If under any circumstances, you cannot meet the due date, please inform the Academy as soon as possible
 - Failure to comply with the month-to-month payment (3) requirements will obligate us to put you in one for the payment plans described in (1) or (2) for the remaining of the school year
 - If parents fail to fulfill their financial commitment, the Academy administration regrettably reserves the right to discharge the student.
 - No family is exempted from paying the Academy's tuition.
 - ICP Academy will provide financial assistance for the needy families only, official documents will be requested for this purpose, and parents will be required to participate in the Academy's functions, i.e parking or kids safety activities.
 - \$10.00 registration processing fee will be charged per student who didn't sign up before early registration deadline

Parent/Legal Guardian Initials: _____

- Parents may be asked to make extra contributions for gifts, awards & students' activities throughout the academic year.

The following yearly and monthly tuitions apply for the school year 2025-2026.

<u>Number Of Students Per Family</u>	<u>Monthly Payment</u>	<u>Total Payment When Paid Monthly</u>	<u>One Annual Payment (3% Discount)</u>
1 (One student)	\$ 90.00	\$ 720.00	\$ 700.00
2 (Two - same parents)	\$ 130.00	\$ 1,040.00	\$ 1,010.00
3 (Three - same parents)	\$ 150.00	\$ 1,200.00	\$ 1,165.00
4 or more (same parents)	\$ 160.00	\$ 1,280.00	\$ 1,245.00

You can make your check payable to: ICP or Islamic Center of PA or pay by Cash using envelopes provided near the donation boxes. You could also use PayPal, debit, or credit card via our website <https://icp.alminaret.com/donate> (Make sure you select ICP Academy in the dropdown menu and add the name of the student(s) in the "Write a note" section.)

Other rules and regulations

- Students and parents are expected to perform Salat in congregation when prayer is in progress at the mosque before they depart
- Dress code is expected to be according to the Islamic teachings for both students and parents
- Parents who are willing to provide snacks should hand it to the teacher or Administration. Students are not allowed to hand out snacks to other students unless they were requested to do so by the Administration or the teacher.
- Special Need Students: We regretfully inform you that we cannot admit these students as our teachers/staff are currently not qualified to deal with these special cases. It is the parents' responsibility to inform the academy management of such cases at the registration time. Failure to do so will lead to immediate student dismissal from the academy.
- No soliciting of any type or promoting other organizations is allowed. Permission is required in advance for any advertising, sale, collecting donation for any cause on ICP property. Soliciting, promoting political agenda, any other centers, or any type of organization (Islamic or non-Islamic) are not permitted on the ICP grounds unless permitted by the Administration.
- Parking on the ICP property is at your own risk. The ICP, the Academy and its agents are not responsible for any loss, theft, or damage to vehicles or personal property while on the premises.

Parents Volunteering:

- The ICP Academy Parent-Teacher Organization (PTO) is forming and will coordinate volunteers and volunteering activities for the Academy. Participation in the PTO is encouraged as a way to support school programs and stay involved in the school community. Information and sign-up options are available at the PTO table.

Parent/Legal Guardian Initials: _____

- Each parent will be asked to volunteer at least once a school year for 2 hours
- Other volunteering activities for the Academy improvements are welcome. Please share your ideas with our PTO team.

Photo/videos/work product Consent:

- By signing this package, I consent and allow my child(ren) to be filmed and/or photographed for use by ICP Academy and ICP. I also allow my child's work product to be featured by the Academy and ICP (this will include the Academy social media).
- I understand that it is my responsibility to email the ICP Academy and ICP in writing to opt out of this specific consent.

Medical Conditions Form (Must be filled and turned in with this package for all students)

Student first & last name

Date of birth **Age**

Fill out if applicable

Student 2 first & last name
.....

Date of birth Age

Student 3 first & last name
.....

Date of birth Age

Student 4 first & last name
.....

Date of birth Age

Address
.....
.....

Phone Number **Email address**

Emergency contact (primary).....Phone

Emergency contact (secondary).....Phone.....

Emergency contact (3rd person).....Phone.....

Special medical conditions

Does your kid have any medical condition (including allergies) that the Academy administration needs to be aware of ? If yes, please describe

Allergies

Other condition
.....

Parent / Guardian full name (print)

Date and signature

.....

.....

Consent Acknowledgement

Dear parents/legal guardians,

We firmly believe that success depends on true commitment and self-discipline and for this reason we have devised the rules and regulations in this packet that you should share with your child(ren) to allow them the opportunity to be mindful of their proper behavior and to understand the consequences that a misbehavior or conduct might lead to.

Not abiding by the rules, regulations, commitments, and the Islamic etiquettes of the Center would, regretfully, force us to ask parents/legal guardians to withdraw their child(ren) from the program. Jazakum Allahu Khairan for your cooperation.

Please sign and have your child(ren) sign or write their names below and return this consent packet to the ICP Academy administration.

.....
“We have read and understood this consent and by signing here we agree to respect all rules and terms and honor all commitments herein, including all preceding pages, whether or not they have been initialed.”

Student #1 Name: _____

Student #1 Signature: _____

Student #2 Name: _____

Student #2 Signature: _____

Student #3 Name: _____

Student #3 Signature: _____

Student #4 Name: _____

Student #4 Signature: _____

Release Of Liability:

As parent/legal guardian of the minor who participates in the ICP Academy program, I accept unto myself all responsibility and all liability for any injury, loss, or damage that occurs to me, my vehicle, my personal property, and/or to the minor as a result of the minor's participation in ICP Mosque programs. I will indemnify and hold harmless ICP, the Academy and its agents from all claims, judgments, and costs incurred with any action that may be brought as a result of the minor's participation in ICP programs. I understand and agree to these terms.

Parent/Legal guardian Name: _____

Parent/Legal guardian Signature: _____

Date: _____

Parent/Legal Guardian Initials: _____