



# ISLAMIC FOUNDATION OF TORONTO

المؤسسة الإسلامية - تورنتو

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Dear Parent/Guardian,

Assalamu Alaikum wa Rehmatullahi wa Baraktuh,

It is with great pleasure that I welcome you and your child to the Islamic Foundation of Toronto Evening Madressah.

As Principal of the IFT Evening Madressah, it is an honour and a privilege to lead this learning community. Since its inception, the Islamic Foundation of Toronto has provided quality Islamic education to hundreds and thousands of students. The Evening Madressah is committed to preparing students to effectively deal with the challenges of a modern society in an Islamic manner. Our school helps to develop in each student a positive identity as a Muslim who is equipped physically, intellectually, and spiritually to compete in today's world in accordance with Islamic principles. We hope to establish within each student a strong commitment to family, community, and humanity.

It is the aim of the IFT Evening Madressah for students to complete the recitation of the Holy Qur'an under the guidance of qualified and experienced Teachers according to the tenets of Tajweed and Tarteel as well as providing students with excellent quality Islamic education according to the Qur'an and the Sunnah and based on high moral and ethical values in an Islamic environment.

Your child will be learning the following subjects throughout the year: Quran/Qaidah, Surah memorization, Masnoon Duas, Tajweed, Fiqh, Seerah, Aqa'id, and Akhlaq, Asma-ul Husna.

This Handbook is your guide to the Evening Madressah. Inside, you will find the following information and more:

- Rules and regulations regarding the Evening Madressah
- Policies and procedures
- The Staff list
- The yearly calendar
- Our methodology

Alhamdu-lillah, you have taken the first step of instilling the importance of our religion and the Holy Qur'an by enrolling your child in the Evening Madressah.

Insha-Allah, we will do our best to provide an enriching and enjoyable environment which will lay the foundation for your child's future. Our request is that you spend some quality time with your child reviewing the daily lesson and ensuring that the homework is completed.

May Allah (SWT) reward us all for our intentions and keep us all on the Straight Path. Aameen.

Wasalaam

A handwritten signature in black ink, appearing to read 'Qari Yunus Ingar', written in a cursive style.

Qari Yunus Ingar  
Principal  
IFT Evening Madressah

# Virtues of Knowledge

## Hadith #1: Seeking Knowledge

*Anas (RA) relates that Rasulullah (SAW) said, "The seeking of knowledge is an obligatory duty (Fardh) on every Muslim man and Muslim Woman." (Ibn Majah)*

Note: Learning about the Religion of Islam is a duty upon every Muslim. Through knowledge one can understand more about right and wrong. Knowledge makes one a better human being. It makes one's life easier, happier, and more fruitful.

In Islam, knowledge includes the proper understanding of Deen such as Qur'an and Hadith, as well as the general knowledge of all other useful subjects such as math, science, and language. We should continue to learn all throughout life. We should strive to seek knowledge, put our knowledge to useful practice, and teach others what we have learned.

## Hadith # 2: Health & Free Time

*'Ibn Abbas (RA) relates that Rasulullah (SAW) said, "There are two blessings which many people lose: health and free time for doing good." (Bukhari)*

Note: Health and time are two important blessings from Allah (SAW). When we are healthy we have the energy and strength to do more. We should utilize our health to excel in doing good. Similarly, we should utilize our time wisely in doing virtuous deeds. We should never waste our energy or time in doing unnecessary things.

We should thank Allah (SAW) for keeping us healthy and granting us time to be alive. The best way to thank Allah (SWT) is to use our health and time to do good deeds and seek knowledge.

## Administrative Staff List

**Director**

Maulana Syed Shah Mohammad Quadri  
shahtoronto@gmail.com

**Principal:**

Qari Yunus Ingar  
yingar@islamicfoundation.ca  
416-321-3776 x 226

**Office:**

<b>Duty</b>	<b>Individual to Contact</b>	<b>Contact Information</b>
Fees	Maulana Abdurrahman Hafejee	arhafejee@islamicfoundation.ca 416-321-3776 x 237 5:30 – 7:30 pm
Administrative Assistant	Alima Asifa Pandor	apandor@islamicfoundation.ca 416-321-3776 x 224 5:30 – 7:30 pm
Administrative Assistant	Sr. Uzma Khan	ukhan@islamicfoundation.ca 416-321-3776 x 236

## **Frequently Asked Questions**

### **Q. How will I know about upcoming events at the IFT Evening Madressah?**

A. There are multiple ways to keep informed of upcoming events. Emails will be sent out periodically with any important notices or reminders. Notices and reminders will also be posted in the Evening Madressah section on the Islamic Foundation website, insha-Allah ([www.islamicfoundation.ca](http://www.islamicfoundation.ca)).

### **Q. What do I need to know about visiting the school?**

A. We take educating your child seriously and try to keep distractions to a minimum. As such, we request that all parents arrange an appointment with their child's teacher either before or after class if you would like to have a meeting. Parents may soothe their child outside the classroom but should not come inside in fairness to all students.

### **Q. How often will I receive information on my child's progress?**

A. Report Cards are distributed twice a year: mid-term and at the end of the year. Parents are encouraged to contact their child's teacher any time they have a question or concern. Parent/teacher communication is vital for the success of your child. The agenda is also an important communication tool and should be checked and signed daily.

### **Q. Who will contact me when my child is having difficulty?**

A. If your child is experiencing academic difficulties, the classroom teacher or Head Teacher will contact you.

### **Q. When will my money be deducted from my bank account?**

A. Money will be deducted between the 8<sup>th</sup> and 15<sup>th</sup> of every month, from January to December, excluding the month of Ramadaan.

### **Q. What will I need to do if I wish to remove my child from the Evening Madressah?**

A. Parents who wish to remove their child from the Evening Madressah will need to complete a "Withdrawal Form" and submit it before the 5<sup>th</sup> of the month in order to put a stop on the withdrawals of fees for the month. An email may also be sent to [apandor@islamicfoundation.ca](mailto:apandor@islamicfoundation.ca), notifying us of your intent to withdraw your child from the Madressah. This must be sent before the 5<sup>th</sup>. Informing us by phone or informing the teacher will not suffice.

### **Q. What happens in the event of inclement weather?**

A. In the event of a school closure due to bad weather, a notice will be posted on our website and an email will be sent, notifying of a school closure.

## Policies and Procedures

### Admission Policy

Admission to the Evening Madressah is based on the following:

- Priority is given to returning students who were registered **during the allocated time period**. For any remaining spaces, waiting list students are contacted on a “first-come, first-serve” basis.
- Student’s acceptance will be conditional, based upon specific behaviour for a specific period of time and is inclusive of attendance and punctuality. If this is not met, the School reserves the right to remove the child from the program.

Students who wish to register after the classes have been filled will be placed on a waiting list and will be contacted if and when space becomes available in their grade. The current grade they are in must be indicated when completing the waiting list application form. Students will not be accepted in grades above or below their current grade.

### Tuition Fee

The monthly fee for the Evening Madressah is as follows:

- \$65.00 per month for 1 child
- \$130.00 per month for 2 children
- \$180.00 per month for 3 children
- \$210.00 per month for 4+ children

***\* A one time, non-refundable registration fee must be paid at the time of registration. The fee for JK and SK is \$40.00 and the fee for grades 1 and up is \$55.00.***

Fees are to be paid thru pre-authorized bank withdrawals, for which a “void” cheque is required. Please note that we will no longer be accepting full year’s payment of fees.

A charge of \$25.00 will be applied to all transactions which are returned by the bank as NSF, which means there were not sufficient funds in the account for the fees to be taken.

Please note that fees will not be refunded, in part or in full, for the month if the Office is not notified of a student’s withdrawal by the 5<sup>th</sup> of each month. Parents who wish to withdraw their child from the Evening Madressah will need to complete a “Withdrawal Form”, which may be obtained from the Office or send an email to [arhafejee@islamicfoundation.ca](mailto:arhafejee@islamicfoundation.ca) notifying us that the child is being removed from the Madressah. Phone calls will not be accepted for stopping the withdrawal of fees and notifying the teacher will not suffice.

**Automatic withdrawal of the fees from your bank account will not be stopped while a student is on vacation.**

### Registration Requirements:

- Application form, completed in full
- Health Card
- Non-refundable registration fee
- “Void” cheque for monthly withdrawals
- Must be in Junior Kindergarten

### Attendance

The process of learning requires continuity. Regular attendance on the part of the student is an important component of this process and the evaluation of the student’s achievement. When the process of learning is disrupted by irregular attendance, the student suffers a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their achievement cannot be full assessed. Students are responsible for “catching up” on all assigned lessons missed during an absence.

Before handing in your child’s application form, please be aware that all students are strictly prohibited from taking part in any extra-curricular activities which may affect their attendance in the Evening Madressah School (Sports teams, clubs, groups, tutoring etc.).

### Absences

Please call in advance or send an email to Sr Asifa (refer to page 2) if your child will not be attending Evening Madressah. In case a call or email cannot be made, parents are requested to send a note to accompany your child when he/she returns to school after an absence. Students are responsible for any and all assignments missed during absences, including homework.

### Punctuality

Students need to be on time for school. Classes commence at 5:25 pm and as such, students should be in their respective classes by 5:25 pm. Any one arriving after 5:25 pm will be marked late. Those who are late more than 3 times in a month will be issued a warning letter. In the event of chronic tardiness, meeting with the parents will be scheduled do discuss the reason for the student being habitually late. Students should be on time for classes. **Parents are advised not to drop off the children too early as teachers will not be responsible for the students arriving before 5:25 pm. As well, parents must ensure that children are picked up on time. Classes are dismissed at 7:40 pm, Monday to Thursday, and at 7:30 pm on Friday. Islamic Foundation and teachers are not responsible for students after they have been dismissed.**

### Release from Class

Release of the student must be made through the School Office and only permitted for an emergency or a valid reason. Parents must sign the student out and back in if the child returns the same day. Please do not pick up your child directly from the classroom. Report to the Office first.

If your child is over 18, they will be allowed to sign themselves out if we receive permission from a parent/guardian.

### School Cancellation

If the IFT Evening Madressah is cancelled due to inclement weather or emergencies, you will receive an email. A notice will also be posted on our website ([www.islamicfoundation.ca](http://www.islamicfoundation.ca)). Please notify the Office of any changes in contact information as soon as they occur.

### Vacations

If you are going on vacation, you are required to contact the Office at least one week in advance. The student will be responsible for completing any and all assigned work. Parents are required to fill out the vacation form and the teacher will assign homework for your child to be completed during the vacation period. Please keep in mind that vacations during exams may not be approved.

**Please note that the automatic withdrawals of the fees from your bank account will not be stopped during the vacation period.**

Students will be permitted a maximum of 6 weeks holidays. If your child will be going on vacation for more than 6 weeks, you will be asked to withdraw your child from the program. Re-registration will be allowed only if we have any available seats.

### Dismissal

Students are dismissed at 7:40 pm, Monday to Thursday, and 7:30 pm on Fridays. Students are to be picked up on time as teachers and the Office will not be responsible for students after dismissal. Students in grades JK and SK must be picked up from their respective classrooms.

Students who have not been picked up on time will wait outside the School Office for pick up.



## Parking

Parents are requested to follow proper parking lot protocols for pick up and drop off. Cars should not block traffic and the instructions of the parking attendants must be followed for the safety of the students and the members of the congregation.

Please park your vehicle in the designated parking spots in the parking lot, and proceed to picking your child.

Parents must remind children of the importance of safety in the parking lot and should be discouraged from running in the parking lot for the safety of themselves and others.

## Agenda

The agenda is a vital communication tool between parents and teachers. Therefore it must be read and signed on a daily basis. Please do not sign the agenda in advance. If the agenda is lost or damaged, there is a \$10.00 charge for a replacement. Any lost agendas should be replaced within 3 days.

## Books

Books will be distributed on the first day of class to the students. If any books are lost, they will need to be re-purchased from the Office. Qur'an are not included in the books given to the students and may be purchased from the Office.

## Parent/Teacher Interviews

The purpose of the Parent-Teacher Interviews is to have a formal time for discussion between parents and teachers regarding the student's academic progress. This type of interview aids the home and school in working together. Interviews also help discern areas that need reinforcement and extra attention in order to help the student grow to his/her full potential. Scheduled interviews are held twice a year.

## Homework

The goal of homework is to help students learn to make their school work a top priority. Assignments are intended to reinforce concepts learned in class. If excessive parent involvement is necessary to complete homework, please notify the school so this can be addressed with the staff. It is not the school's intention to overwhelm the student with homework.

Students of the Evening Madressah are expected to spend 45 minutes a day homework, which includes practicing the Qur'anic lesson assigned, reviewing surahs and duas to be memorized, and any homework assigned for the books subjects.

### Dress Code

Please help your child start the day in a positive manner by being well-groomed and appropriately dressed for school. Students who enter school inappropriately dressed will not be able to attend classes until the infraction is corrected. Parents may need to bring a change of clothes for their child if necessary.

The dress code for Grade 1 and above is as follows:

**BOYS:** It is preferable that all boys must wear either a Jubba/thobe or shalwar kameez, or else pants and a shirt with no pictures on it, as well as a topi. Shorts are not allowed.

**GIRLS:** All girls in SK and up must wear a white Hijaab (headscarf) as well as a black abaya. The entire body must be covered except the hands and face. No tight clothes or pants are permitted. Nail polish and make-up are not permitted.

### Allergy Warning

The students may occasionally have a class party. Please be advised that the Islamic Foundation of Toronto is a peanut-free zone and parents are requested to ensure that any food item brought into the Masjid is peanut-free and Halal for the safety of all of our students.

### Procedural Infractions

Students who miss homework assignments or fail to adhere to the appearance code will be sent to the Office. Parents may be contacted in order to help students take responsibility for meeting school requirements.

### Disciplinary Infractions

The IFT Evening Madressah has a Zero-Tolerance Policy and reinforces that school should be a safe place for students and staff. Subsequently, immediate action will be taken by the administration against all forms of threats including bullying, up to and including expulsion.

## Rules of Conduct

Appropriate conduct on school grounds and at school events is expected. Conduct expectations are as follows:

1. Show respect.
2. Keep hands, feet and objects to yourself.
3. Follow directions.

Whenever possible, consequences for breaking rules will be handled in the classroom. At the teacher's discretion, a student may be sent to the Office with a referral for fighting, insubordination, or in any way preventing the entire class from functioning effectively. Administration will meet with the student to review the behaviour and determine the consequences.

Our goal is to maintain a safe and orderly learning environment for our students. The Administration reserves the right to immediately use any of the following consequences if the severity of the behaviour deems it necessary:

- 1) Verbal warning by teacher
- 2) Verbal warning by Principal
- 3) Phone conference between parents and teacher
- 4) One day suspension
- 5) Two day suspension
- 6) One week suspension
- 7) Expulsion\*

*\*in some cases, a student may be expelled immediately without following the above procedure*

## Forbidden Articles

Tobacco, drugs, weapons, cigarettes, vapes, lighters, and related items, are not permitted on school property. If any such article is found, it will immediately be confiscated and parents and law enforcement may be contacted. This action can result in immediate suspension or expulsion from school.

The possession of cell phones, pagers, iPad, laser pointers, toys, video games, music players (including iPods), electronics, and magazines is strictly prohibited.

Makeup is not allowed whatsoever during Madressa timings.

### Damage to School Property

Students are required to report to the Office in the event of any loss of, accident, or damage to school property. This includes books and all other educational materials. Writing, scratching, or defacement of desks, tables, walls or any other school property will result in disciplinary action. Parents will be responsible for any monetary implications associated with their child's damage to school property.

### Gym Period

Students will have a scheduled gym period where they can engage in physical activity with their peers. Students are reminded to be aware of when their gym period will be and to bring the necessary change of shoes during the winter months. Students in JK will have Gym once a week, students in SK will have Gym once in two weeks and students in grades 1 and up will have Gym once a month.

### Evaluation and Examination

The intent of evaluation is to ascertain as accurately as possible the extent to which each student has met the objectives of his / her course and to report these results to the parent. The results also provide valuable feedback regarding the effectiveness of instruction.

Please make note of the following policies for the students in regards to being permitted to write their exams:

- Any student who has attended Madressah less than 2 months will not have to write the exams in either term.
- Students who fail in Qaidah/Qur'an and/or fail in any three subjects, including du'aa, memorization of surah, tajweed, fiqh, akhlaaq, aqaaid, or Seerah (SAW) in the Mid-Term Exams will be issued a warning letter explaining that their promotion to the next grade is at risk due to their marks. This will apply to all students in SK and up.
- Students who fail in Qaidah/Qur'an and/or any three subjects in the Final Exams will not be permitted to advance to the next grade.

### Report Cards

The purpose of our reporting system is to track academic progress. Your child's success is our goal. Report Cards will be issued twice a year: after the Mid-Term Examinations and after the Final Examinations.

### School Supplies

Students should come to class suitably prepared with all the necessary materials, texts, notebooks, pens, pencils, homework book, etc.

### Jalsa

The Jalsa is an end of the year on-stage presentation by the students to display what they have learnt throughout the year. Awards are also given out to the top students in each class. Final Reports Cards and Certificates of Participation will be distributed at that time. Parents are encouraged to attend the Jalsa and to support the students.

## METHOD USED FOR TEACHING QAIDAH/ QUR'AAN

- The last letter of a word before a stop of the following will be changed to a sukun: fatha, dhamma, kasra, two dhamma, two kasra, long dhamma, and long kasra
- When you stop, if there is a tanween of two fatha on the last letter of the word change with Alif Madda and stretch for 1 second
- If you stop on a round "Taa" i.e. "آ" (Taa-e-Mudawwara), the round "Taa" with change to a small "ا"
- If you stop on an Alif Madda of long Fatha, it will remain the same; it should be stretched for 1 second
- The child will not be allowed to go ahead if his/her letters are not correct
- When alif has a harakat on it, the alif will change to a Hamza (ء)
  - NOTE: These letters should also be implemented while reciting Qaidah

TERMS USED IN IFT	URDU TERMS ( not recommended)	SYMBOL	NOTES
FATHA	ZABAR	◌َ	
DHAMMA	PAISH	◌ِ	
KASRA	ZAIR	◌ِ	
FATHATAIN	TWO ZABAR	◌َ◌َ	
DHAMMATAIN	TWO PAISH	◌ِ◌ِ	
KASRATAIN	TWO ZAIR	◌ِ◌ِ	
JAZAM	JAZAM	◌ْ	
TASHDEED	TASHDEED	◌ُ	
FATHA MADDAH	KHARA ZABAR	◌َ◌َ	MADD-E-ASLI = STRETCH FOR 1 SECOND
KASRA MADDAH	KHARI ZAIR	◌ِ◌ِ	MADD-E-ASLI = STRETCH FOR 1 SECOND
DHAMMA MADDAH	ULTA PAISH	◌ِ◌ِ	MADD-E-ASLI = STRETCH FOR 1 SECOND
ALIF, WAW, AND YAA MADDA		اُ	MADD-E-ASLI = STRETCH FOR 1 SECOND
SMALL MAD	CHOTA MAD	-----	MADD-E-MUNFASIL = STRETCH FOR 3 SECONDS
MEDIUM MAD	BARA MAD	-----	MADD-E-MUTTASIL = STRETCH FOR 4 SECONDS
LARGE MAD	SABSE BARA MAD	-----	MADD-E-LAZIM = STRETCH FOR 5 SECONDS

## METHOD OF READING QUR'AAN

SYMBOL	RULE
	Use this line to break a long ayah/ line into parts
←	Use this sign after stopping for a breath, for repeating
<b>WITH GHUNNAH</b>	
_____	<p>If after noon Saakin ن° or Tanween = ُ , these letters appear:</p> <p style="text-align: center;"><b>ب ت ث ج د ذ ز س ش ص ض ط ظ ف ق ك م ن و ي</b></p> <p>then there will be Ghunnah.</p>
_____	<p>If after meem Saakin م° if the letters م or ب appear there will be Ghunnah</p>
_____	<p>If the letters ن or م have Tashdeed ( نّ مّ ) then there will be Ghunnah</p> <p>*These letters are called meem mushaddad and noon mushaddad</p>
<b>WITHOUT GHUNNAH</b>	
_____	<p>After noon Saakin ن° or Tanween = ُ</p> <p>if any of the following letters appear, there will be <b>NO</b> Ghunnah</p> <p style="text-align: center;"><b>ء ه ح غ خ ر ل</b></p>

If any letter appears after meem Saakin م̣ other than the letters م or ب then there will be **NO** Ghunnah

### QALQALAH

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If any of the following letters have Sukoon ْ or if they are the last letter of an ayah, then Qalqalah on that letter must be made

ق ط ب ج د

### FULL MOUTH LETTERS

The following letters will always be pronounced with full mouth

خ ص ض غ ط ظ ق

The letter ر will be pronounced with full mouth in the following occasions:

\* If Raa has a fatha رَ or dhammah رُ

\* If Raa mushaddad has fatha رّ or dhammah رّ


\* The letter before Raa Saakin ر̣ has fatha رَ or dhammah رُ

\* The letter before Raa makoof ر̣ has fatha رَ dhammah رُ

- If there is a fatha or dhammah before the name of Allah الله then the laam in the Name الله will be pronounced full mouth
- If before alif there appears a full mouth letter, then the alif will be read full mouth also

### HUROOFUL MADDAH



	<p>ا Maddah: if the letter before alif ا has a fatha َ</p> <p>و Maddah: if the letter before waaw Saakin و has a dhammah ُ</p> <p>ي Maddah: if the letter before yaa Saakin ي has a kasra ِ</p> <ul style="list-style-type: none"> <li>* These letters must be stretched for one 1 second</li> <li>* The duration of one second can be determined by the <i>normal opening and closing of a finger</i></li> </ul>
*	If any letter is silent, it should not be recited

**EVENING MADRESSAH 2019**  
**TIMETABLE**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
5:25 PM	STUDENTS ARRIVAL TIME				
5:30 - 5:35 PM	DAILY ANNOUNCEMENTS				
PERIOD 1 5:35 - 6:20 PM	QUR'AN	QUR'AN	QUR'AN	QUR'AN	QUR'AN
PERIOD 2 6:20 - 7:00 PM	QUR'AN	QUR'AN	QUR'AN	QUR'AN	QUR'AN
PERIOD 3 7:00 - 7:40 PM	SURAH	SURAH	DU'AS	DU'AS	QUR'AN

All students in Gr. 1 and above will have Book classes for 40 minutes twice a week. Students will be taught Fiqh, Seerah of Nabi (S.A.W.), Akhlaaq wal Adaab and Aqaa'id.

Also, all students in Gr. 1 and above will have Tajweed class once a week. In this class, they will learn the correct pronunciation and the application of the rules of Tajweed.

### Some Useful Websites

1. <http://www.islamicity.com>
2. <http://www.quranexplorer.com>
3. <http://www.quran.com>
4. <http://www.reciter.org>
5. <http://www.quran.nu>
6. <http://www.submission.org/quran>
7. <http://www.quran.net>
8. <http://www.quranonline.net>
9. <http://www.aswatalislam.net>

### Useful Apps

1. mp3 Quran
2. Quran Kareem
3. Quran Majeed
4. Quran Explorer
5. iQuran
6. ezquran
7. itajweedquran