



ISLAMIC FOUNDATION OF TORONTO

المؤسسة الإسلامية - تورنتو

441 Nugget Avenue, Scarborough, Ontario M1S 5E1
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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 Hifz.

As Principal of the IFT Evening Hifz, 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 Hifz program 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 Hifz program that students complete the memorization 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 learn the following subjects throughout the year: Quran Hifz (memorization), Du'as, Fiqh, Seerah (SAW) and Tajweed, with our main focus on Hifz (memorization).

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

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

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 Hifz.

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', with a stylized flourish at the end.

Qari Yunus Ingar
Principal
IFT Evening Hifz

Administrative Staff List

Majlis Director

Br. Mateen Khan

Principal

Qari Yunus Ingar

yingar@islamicfoundation.ca

416-321-3776 ext 226

Office

Duty	Individual to Contact	Contact Information
Registration/Fees	Sr. Nabeeha Ahsan	nabeeha@islamicfoundation.ca 416-321-0909 x 231 05:00 – 007:30 PM

Virtues of Reading and Memorizing the Holy Qur'an

Verily, We revealed the reminder (Qur'an) and We are its guardian.

(Al Hijr, Ayah no. 9)

And We have indeed made the Qur'an easy to understand and remember; then is there any that will receive admonition?

(Al Qamar, Ayah no. 17)

And recite the Qur'an in slow, measured rhythmic tones.

(Al Muzammil, Ayah no. 4)

Traditions and Sayings of the Prophet (SAW)

1. The Best Person

Uthmaan bin Affaan (RA) narrates that the Nabi (SAW) said, "The best among you is that person who learns the Qur'an and teaches it to others."

2. Reward for Every Letter

It is reported from Abdullah bin Mas'ood (RA) that Rasulullah (SAW) stated that, "Whosoever reads one letter from the Kitaab of Allah (Qur'an), will be granted one reward for it and one is equal to ten. I do not say that Aleef, Laam, Meem is one letter but Aleef is one letter, Laam is one letter, and Meem is one letter." (Narrated by Tirmidhi)

3. The Intercession of the Qur'an Kareem

Abu Amamata Bahili (RA) says that he heard Rasulullah (SAW) say that recite the Qur'an Kareem, because on the day of Qiyaamat it will intercede for its' reciters.' (Narrated by Muslim)

4. Status

Abdullah bin Umar (RA) and Abdullah bin Aas (RA) say that Rasulullah (SAW) stated, "It will be said to the reciter of the Qur'an Kareem, "You read and reach (the lofty position), and read with tajweed and tahleel (correct, clear, and distinct) as you read in the world, because your abode will be (the height reached) with your recital on the last ayah you read." (Narrated by Tirmidhi)

"One who is well-versed in the Qur'an will be in the company of those angels who are scribes, noble and righteous, and one who falters in reading the Qur'an, and has to exert hard for learning, gets double the reward." (Bukhari).

"The best amongst you is he who learns the Qur'an and teaches it." (Bukhari)

5. The Blessing of Hifz-ul Qur'an

Abu Hurairah (RA) says that once Rasulullah (SAW) wanted to dispatch a Jamaat of a few persons. He inquired from each of them about the extent of their knowledge of the Qur'an. From amongst them came the turn of a young person. The Prophet (SAW) said, "How much of the Qur'an have you learnt?" The youth replied about various Surahs he had learnt and mentioned Surah Baqarah. Nabi (SAW) said, "You be the Amir". From amongst those who had given excuses for not knowing Surah Baqarah, one of them said, "By Allah, the only thing that prevented me to learn Surah Baqara is that I would not be able to fulfill its rights." Rasulullah (SAW) said, "Learn the Qur'an and recite it, for the one who recites the Qur'an, reads it and acts upon it, is like a (open) bag, which is filled with musk such its fragrance spreads wherever it is. The example of one who learns (the Qur'an) and sleeps is like a bag of musk which has been tied at the top." (Narrated by Tirmidhi)

"On the Day of Judgement, it will be said to the man devoted to the Qur'an, 'Go on reciting the Qur'an and continue ascending the storeys of Paradise and recite in the slow manner you had been reciting in the worldly life. Your final abode will be where you reach at the time you recite the last ayah (verse)." (Ahmed, Tirmidhi, Abu Dawood)

“Whosoever memorizes the Qur’an and practices on what is lawful and abstains from what is prohibited, Allah will enter him into Jannah and accept his intercession on behalf on tensuch relatives who have been destined to enter Hell.” (Tirmidhi)

“On the Day of Qiyaamah, a crown of such brilliance will be placed on the heads of the parents of one who has learnt the Qur’an and practiced on its laws, that its glitter will outshine the brilliance of the sun which penetrates your houses. What then so you think will be the position of the one who himself learnt the Qur’an and acted in accordance with it?” (Ahmad and Abu Dawood)

6. Reciting the Qur’an Sweetly

Abu Hurairah (RA) says that Rasulullah (SAW) stated that person is not amongst us who does not recite the Qur’an with “Tagannoo” (sweetly). (Narrated by Bukhari)

7. In Sahih Muslim, we find a lovely story about Umar ibn Al-Khattaab. Some men came to question him during his khilaafah about the leadership of Makkah. They asked “Who do you use to govern Makkah?” He said, “Ibn Abzaa.” They asked, “And who is Ibn Abzaa?” Umar (RA) replied, “A freed slave from those we freed.” They remarked, “You left a freed slave in charge of the people of the Valley (the noble tribes of the Quraysh)!?!?” So he answered them, “Verily he is a reader of the Book of Allah and is knowledgeable about the obligations of the Muslims. Haven’t you heard of your Messenger: “Verily Allah raises some people by the Book and lowers others by it”.

Frequently Asked Questions

Q. How will I know about upcoming events at the IFT Evening Hifz program?

A. There are multiple ways to keep informed of upcoming events. Emails will be sent out periodically with any important notices or reminders. Updates will also be posted in the WhatsApp group.

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.

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 daily 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 any difficulties, the classroom teacher or the Head Teacher will contact you.

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

A. Money will be deducted around the 10th of every month of the school year.

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

A. Parents who wish to remove their child from the Evening Madressah will need to complete a "Withdrawal Form" and submit it before the 5th of the month in order to put a stop on the withdrawals of fees for the month. An email may also be sent to eveningmadresah@islamicfoundation.ca, notifying us of your intent to withdraw your child from the Madressah. This must be sent before the 5th. 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. Updates will also be posted in the WhatsApp group.

Policies and Procedures

Admission Policy

Admission to the Evening Hifz program 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 and progress 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.
- Those interested in joining Evening Hifz must pass a Nazira (reading) test administered by the Principal and must be at least 7 years of age.

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.

Tuition Fee

The monthly fee for the Evening Hifz program is as follows:

- \$100 per month for 1 child
- \$200 per month for 2 children
- \$270 per month for 3 children
- \$360 per month for 4 or more children

**** A one time, non-refundable registration fee of \$60 must be paid at the time of registration.***

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 or any cash payments. Monthly fees will be omitted for the month of Ramadhan and the month of August.

Huffaz will receive a 50% discount. However, please note that only one discount may be used at a time. That is, one can choose either the discount for Hafiz/Hafiza or for siblings but not both. Please inform the Office at the time of registration if your child is a Hafiz/Hafiza so that the discount may be applied.

A charge of \$25 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 5th of each month. Parents who wish to withdraw their child from the Evening Hifz program will need to complete a “Withdrawal Form”, which may be

obtained from the Office, or send us an email to eveningmadresah@islamicfoundation.ca indicating the withdrawal of the student. Informing the teacher will not suffice.

Registration Requirements For New Students:

- Application form, completed in full
- Health Card
- Non-refundable registration fee
- “Void” cheque for monthly withdrawals
- Must be at least 7 years of age
- Must pass the Nazira (reading) test; appointments must be made in office

Allergies/Medical Conditions

If your child has any allergies or medical issues then you must inform the office as well as write it down on the registration form.

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 Hifz program (sports teams, clubs, groups, tutoring etc.) or homework, etc.

Please ensure that you and your child can make the commitment for 5 days a week before completing the registration process. Exceptions will not be made.

Absences

Please call in advance or send an email to the class teacher if your child will not be attending class. 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 04:45 PM and as such, students should be in their respective classes by 04:40 PM. Any one arriving after 04:45 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 to 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 04:40 PM. As well, parents must ensure that children are picked up on time. Classes are dismissed at 07:25 PM. 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 the student is in the 431 building, please notify the head teacher Qari Junaid.

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 Hifz program is cancelled due to inclement weather or emergencies, you will receive an email and a notice will also be posted on our website, www.islamicfoundation.ca. Please notify the Office of any changes in contact information as soon as they occur. Updates will also be posted in the WhatsApp group.

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. Requests for vacations one month before or during exams will 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 07:25 PM. Students are to be picked up on time as teachers and the Office will not be responsible for students after dismissal time.

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 note that tickets will be issued for those who do not park in the designated areas and after 3 warnings, vehicles will be towed at the owner's expense.

Please park your vehicle in the designated parking spots in the parking lot, and proceed to picking your child. Follow the instructions given by the parking staff and do not remove any pylons.

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 charge for a replacement.

Please come to the office to get a replacement for any missing book.

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 Hifz program are expected to practice for a minimum of 1 hour in the morning and ½ hour before class.

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 is as follows:

BOYS: All boys must wear pants and a thobe or shalwar kameez as well as a topi. No shorts, shirts, t-shirts are allowed.

GIRLS: All girls 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 Hifz program 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. If any of the above mentioned items are brought into class, it may be confiscated by the office.

Makeup is not allowed whatsoever during Madressah 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 will have Gym once a month and must bring their own sports equipment.

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.

The students will give a Mid-Term and Final Exam.

After memorizing each juz, students must give a 1-juz test. Students are also required to give a 3-juz test after completing 3 juz and are not allowed to move onto the next juz until they have passed the test.

All students who will be completing their Hifz must complete a total of 2 full rounds of dour of the entire Qur'an. Dour will begin immediately after the student memorizes a total of 25 Juz. Additionally, Sabaq Para will be stopped after the student memorizes a total of 29 Juz until the 2 revisions are complete.

Student of the Month

A student will be selected from each class as student of the month. The certificates of the Students of the Month for the previous month will be posted on the notice board.

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.

Any lost books should be re-purchased as soon as possible in order to minimize any ill effects on the student's studies. Books may be purchased from the School Office.

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.

Hifz Rules

The following rules are to be adhered to by the students in order to maintain the Hifz-ul Qur'an standards of the Evening Hifz program.

1. Students must have their own non-colour coded Qur'an with them at all times; as well, the same Qur'an must be used throughout the Hifz program.
2. Students must mark the necessary Tajweed rules with the help of a senior student before class is dismissed.
3. Students should listen to the lesson that is to be memorized on any electronic device so that Tajweed mistakes can be avoided.
4. Students must recite the Holy Qur'an loudly and with a slow tone at all times. Oral recitation is essential for the best results.
5. The Holy Qur'an cannot be memorized in a place of distraction; therefore, Hifz students should set up a study place where there are not distractions.
6. Before memorizing the lesson, students should read it thoroughly at least 10 times with complete attention. All mistakes should be underlined and corrected when memorizing the lessons.

7. The best way for students to memorize their lesson is to memorize one ayah (line) at a time. After memorizing one ayah, go to the next. Once this is done, recite both ayahs together. Then proceed to the next ayah.
8. Once the student has completed memorizing their lesson, they should read it over by memory a few times and then read it to someone at home to ensure there are no mistakes.
9. All *mutashabihaat* (those verses which are similar) should be marked on the sides of the Qur'an. Alternatively, you may use a *mutashabihaat* Qur'an
10. Hifz lessons must be memorized at home before coming to class
11. The Hifz lesson must be recited to the Teacher by 05:00 PM. If the student does not know their lesson by this time, they will have to study two lessons the next day
12. Students must complete Sabaq Para (the 10 most recent lessons) by 05:45 PM. If a student misses Sabaq Para, he must do his Sabaq Para before moving on to the new lesson the next day
13. If a student is not completing any of his work, Sabaq will be stopped. It is of utmost importance that the student does not progress in his/her memorization of new Sabaq until all previously memorized lessons are mastered.
14. In Sabaq, students are not allowed to make more than 1 mistake.
15. In Sabaq Para (last 10 lessons), students cannot make more than 3 mistakes
16. Daur must be completed on a daily basis. If a student did not finish his/her daur, the daur must be recited first the next day in class.
16. All students are to keep a daily record in their Agenda book, in which they must record what they recited in the entire day to their teacher. This record will be signed by the teacher and must be signed by the parents once a week.
17. For students who are not progressing, a meeting will be arranged with the Teacher and the parents to determine the course of action needed to be taken. Subsequent meetings may include the Principal and may lead to the withdrawal of the student from the Evening Hifz program if the student is still not progressing.

School Rules

1. Students are not allowed to leave the school premises at any time.

2. No eating or drinking is allowed in the classrooms or the Gym.
3. No playing in the Prayer Hall, Classrooms, or hallways. Students are not allowed to argue and / or fight at any time.
4. All problems are to be reported to the Homeroom teacher immediately. Do not go to the Office with your complaints. Teachers will notify the Office. Parents are requested to contact their child's teacher if they have any concerns or problems.
5. Students must prepare for Salah 5 minutes before Salaah time.
6. Students must follow the schedule strictly.
7. Students are to pick up their benches when leaving the class. Two students must carry each bench.
8. Students must come to class prepared with all necessary books and supplies.
9. When students are dismissed after class, they are to go straight home. They are not allowed to play in the Gym or outside the Masjid.
10. If a student will be absent from class or late, the Office must be notified. Parents can call 416-321-0909 ext. 231 and leave a message.
11. Students are not permitted to use the elevator at any time.

Daur (Revision) Policy

1. When practicing your daur, all Tajweed rules must be taken into consideration and *mutashabihaat* (those verses which are similar) must be checked.
2. Pay attention to all previous mistakes marked by Teacher. All mistakes should be repeated three times when reviewing.
3. Students must complete their Daur (revision) between 06:15 PM and 07:25 PM each day. If a student misses his/her daur, s/he must recite it to the teacher the next day before his/her new lesson.
4. If a student's Daur is weak, s/he will not be allowed to continue his/her Sabaq (new lesson) until his/her review is perfect.
5. In Daur (revision), students are not allowed to make more than 3 mistakes in half a juz

6. All students who will be completing their Hifz must complete a total of 2 full rounds of dour of the entire Qur'an. Dour will begin immediately after the student memorizes a total of 25 Juz. Additionally, Sabaq Para will be stopped when the student memorizes a total of 29 Juz until the 2 revisions are complete.

7. Please make note of the Daur policy students are **required** to complete, based upon the amount of Juz they have memorized:

# of Juz Memorized	Amount of Sabaq Para to be Recited Daily	Amount of Daur to be Recited Daily
0-2	¼ Juz	¼ Juz
3-10	½ Juz	½ Juz
11+	¾ Juz	¾ Juz
Entire Qur'an	n/a	Minimum of 1 Juz daily

Parental Responsibilities

1. Please ensure your child arrives to class on time. They must be at the Masjid by 4:55 pm.
2. Attendance is very importance. Students must attend class daily.
3. Please pick up your child on time. The Islamic Foundation of Toronto will not be responsible for your child after 07:25 PM.
4. Your child must spend at least ½ hour in the evening and 1 hour in the morning before class to revise and practice their lesson. You are advised to set up a schedule to ensure your child is using their time wisely and sufficient time is allocated to their memorization.
5. Please ensure that your child's Agenda book is signed and returned to his teacher. Take the time to see what comments your child's teacher has written and to stay informed of your child's progress.
6. It is very important that your child gets adequate rest and has a healthy and nutritious diet. Cold drinks and ice negatively affect the voice and should be avoided.

7. We encourage you to keep in touch with your child's teacher in order to know how your child is progressing. However, teachers cannot meet with parents during school hours. Please book an appointment to meet with your child's teacher by sending an email to eveningmadrasah@islamicfoundation.ca.
8. We encourage you to give priority to your child's Hifz-ul Qur'an over any other activities at home. Students should review their Sabaq and Sabaq para over the week-end.
9. After your child has completed his/her Hifz, the students must remain in the program for at least 1 year in order to do some revision of the Qur'an

Guidelines for Best Results

The following are guidelines to follow in order to help with the memorization of the Qur'an, Insha-Allah:

IKHLAAS

"Actions are but by intention and there is for every person only that which he intended..."
(Bukhari and Muslim)

We must have the right intention. The only reason to memorize the Qur'an should be to gain the pleasure of Allah (S.W.T.)

DU'AA

Success lies with Allah (S.W.T.). Only Allah (S.W.T.) can make the Qur'an easy to remember. Beg Him for His help to not only memorize it but also to remember it and apply to daily life. Ask others for du'aa and make du'aa for others who are doing Hifz

QUR'AN, YOUR COMPANION

More time will be spent with the Qur'an than with any other person or thing. The Qur'an should always be treated with love and respect

TIME

Time is very valuable, don't waste it. Doing Hifz is dependant on how well you make use of time. Hifz should have first priority; everything should be planned around it. There should be balance between memorizing and reviewing, activity and rest.

MEMORIZE ONCE, REMEMBER FOREVER

Memorization of new lesson should be as perfect as possible. If it is not strong, difficulty will be faced when revising it. For some, fixing mistakes is harder than learning a new lesson

VOLUME

Memorization is a combination of seeing and hearing. Read in a volume that is loud enough for yourself to hear and this will speed up the process of memorization.

NO NEED TO SPEED!

While it is tempting to read quickly, the Qur'an should be read in "...slow, measured rhythmic tones." (Surat-ul Muzzammil, verse 4). One should be able to understand and follow what is being read. Recitation should be with tarteel to make it stronger.

MINDSET

If the mindset is that memorizing the Qur'an is hard or that the juz / surah / page is difficult, it will be hard. The mindset should be "Allah has made it easy and will make it easier to memorize, insha-Allah".

READ, READ, READ

Memorization of the new lesson should begin with reading the lesson until one is comfortable with the page. This can be 8 times, 11 times, or 20 times...it all depends on the person memorizing. This will, insha-Allah, speed up the memorization process and reduce the chances of making mistakes

CASSETTES / CDs

Those who are auditory learners will benefit from listening to a reciter in order to memorize. This will help to become familiar with the lesson and reduce the possibility of making mistakes when memorizing

DIET

It is advised to eat raisins, almonds, olives, and honey to strengthen the ability to memorize. Sweets are also good as they give energy. Drink lots of milk, water and juice; NO POP! Find a balance in the amount of food consumed. Too much food will make one sleepy. Too little food means not enough energy to memorize. Doing / eating haram is stated to cause forgetfulness

RESPECT OF USTAAD

How well one does in Hifz depends on how well you listen to your teacher. One should be thankful to Allah for their teacher and should try to benefit from their experience. Their advice will always be for benefit, insha-Allah.

CONCENTRATION AND ENVIRONMENT

Both are linked to each other. The environment should be without distractions or noise and should allow for concentration. Distractions such as TV, movies, the Internet, and video games must be avoided.

SHAITAAN, THE ENEMY

Shaitaan is constantly looking for ways to attack, especially those doing Hifz. We should seek refuge in Allah from Shaitaan. When one is being distracted, remember that these are mostly "waswasay" (whisperings) from Shaitaan.

PATIENCE, PATIENCE, PATIENCE

"...O ye who believe! Seek help with patient perseverance and prayer; for God is with those who patiently persevere..." (Surat-ul Baqarah, verse 153). It is important to not give up; continue to work hard and insha-Allah you will succeed.

Life After Hifz

Once you have completed your Hifz, you must never think that you are done. Alhamdu-lillah, it is a very great achievement, but this is when the test really begins. You must be very concerned about your *daur* (revision) because all the effort and time you sacrificed to memorize the Qur'an will be wasted if you do not do your *daur* regularly.

According to a Hadith narrated by Ibn Umar (RA), Allah's Messenger (SAW) said, "The parable of one who knows the Qur'an by heart is as the parable of an owner of hobbled camels. If he remains watchful, he will retain it; and if he neglects it, it will go away." (Al-Bukhari and Muslim) In this Hadith, we learn that the person who memorizes the entire Qur'an or even a portion of it and continues its recitation, will retain it; otherwise it will start slipping from his memory. Similarly, if one keeps a strict watch on his camel, it will remain tied to the tethers, but no sooner is it freed, it will run away with such speed that it becomes difficult to find and capture.

It is strongly recommended that once you graduate from Hifz class, you should attend an evening class in a nearby Masjid every day where you can recite your *daur* to a teacher or another Haafiz. Since you will be tired to do your *daur* right after school, you should practice it early in the morning after Fajr for at least ½ hour. This way you can save some time because you can recite your *daur* to your teacher right when you get to him. It is very important that you do this for at least 4-5 years as once you grow older, you will not have enough time to revise because of the many responsibilities in your life.

Another effective way to keep your *daur* strong is to lead Taraweeh in Ramadhan. You do not have to lead all 20 rakaats; you can lead anywhere between 4 and 10 rakaats, depending on your situation. You must try to lead Taraweeh somewhere because it will not only make your *daur* strong but will also be a good experience. Even Rasulullah (SAW) used to revise the entire Qur'an with the Angel Jibra'el during the month of Ramadhan. In his (SAW)'s last Ramadhan, he recited it twice.

If you follow these guidelines and make a lot of du'a, insha-Allah your memorization of the Qur'an will be strong.

A few other important things to keep in mind is to keep a connection and strong attachment with your teachers; always stay in the company of good people as the company you keep will have an effect on you; people will always look up to you so set an example for others in every sphere of your life; stay away from those things that are prohibited in Islam as they will destroy you in this life and the Hereafter; and establish and maintain your salaah wherever you are as it will act as a safeguard against evil.

May Allah SWT give us the love of the Quran as well as the ability to act upon the teachings of the Prophet SAW. Ameen!

Useful Websites

1. <http://www.quranexplorer.com>
2. <http://www.islamicity.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