

Al-Hadi Preschool



PRESCHOOL PARENT HANDBOOK 2025– 2026

Table of Contents

○ Attestation.....	4
○ Background.....	7
○ Our Vision.....	7
○ Our Mission.....	7
○ Our Philosophy.....	7
○ Our Staff.....	10
○ The Program Goals and Objectives.....	12
○ Physical Activity.....	12
○ Screen Time.....	13
○ Embracing Diversity.....	13
○ Children’s Safety and Health.....	12
○ Curriculum.....	13
○ Hours of Operation.....	14
○ Admission Policy/Enrollment/Tuition Fees.....	14,16
○ Adjustment Period.....	15
○ Potty Training Policy.....	15
○ Required Admission Documentation.....	15
○ Schedules.....	17
○ Late Payments, Refund Information, & Additional Fees.....	17,18
○ Late Pick up Charges.....	17
○ Emergency Medical Information.....	20
○ Absences.....	18
○ Withdrawal.....	18
○ Drop Off, Pick Up, and Dismissal Procedures.....	18,19
○ Sing-in and Sing-out Procedure.....	19
○ Updating Contact Information.....	19
○ Hearing & Vision.....	19,20
○ Rights of State Licensing Agency.....	20
○ Telephone Calls.....	20
○ School Closing.....	20
○ Gang Free Zone.....	21
○ Health & Safety.....	21
○ Allergies.....	22
○ Medication use and Procedures.....	22
○ Immunization.....	23
○ Sick Child Policy.....	23
○ Meals & Nutrition.....	25
○ Breastfeeding Benefits & Policy (Voss campus).....	25
○ Rest Period.....	26
○ Accident & Injury Reporting.....	26

- Guidance & Discipline Policy and Behavior Expectation.....27
- Challenging Behavior policy.....29
- General Policies.....29
- Clothing Policy.....30
- Observing Children in the Classroom.....31
- Suggestions and Concerns.....31
- Parent Annual Evaluation and Survey.....30
- Accommodations.....31
- Parent Orientation32
- Termination of Enrolment.....32
- Lost and found.....32
- Family Participation.....33
- Assessment.....33
- Behavior Expectations.....33
- Development Checklist.....33
- Parent-Teacher Conference.....34
- Field Trips.....34
- Progress Report.....34
- School Visitors & Volunteers34,35
- Parent Communication..... 35
- Birthday Observances.....35
- Walk-in Visitors.....35
- Campus Tour.....35
- Religious Holidays and Activities/ Calendar.....36
- Conclusion.....36
- Abeka Curriculum.....37
- Frog street Curriculum (Infant).....41
- Calendar.....43
- Tuition Schedule44
- Emergency Procedures.....45
- Inclement Weather.....46

Disclaimer:

“The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school. Further, the contents of this handbook apply to all students of the school, as the contents now appear in the handbook or may be amended in the future.”

Attestation/ACKNOWLEDGEMENT OF RECEIPT PRESCHOOL HANDBOOK 2025-2026

Parent Name: _____

Children attending Al-Hadi Preschool and AHS

<i>Name</i>	<i>Grade</i>
_____	_____
_____	_____
_____	_____
_____	_____

I hereby acknowledge that it is my responsibility to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in Al-Hadi Preschool policies may supersede, modify, or eliminate the information summarized in this booklet. As Al-Hadi Preschool provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the school of any changes in personal contact information, such as phone number, address, etc. I also agree to send these changes via email to alhadi@alhadi.com. I also accept responsibility for contacting the school if I have questions or concerns or need further explanation.

- I understand that my responsibilities as a parent include the following:
1. I accept and acknowledge all the policies established by administration of Al-Hadi School and its Governing body, the Islamic Education Board (IEB) and submit to comply with them.
 2. I commit myself to follow religious obligations and codes within school boundaries and act accordingly.

Parent Signature: _____

Date: _____

Note: You will receive a copy of this form. Please sign and return it to the administration.



Al-Hadi PRESCHOOL

14855 Richmond Ave
Houston, Texas 77082
832-617-8363, ext. 2500
Web site: www.alhadi.com
Email: alhadi@alhadi.com

IN HIS NAME, MOST GRACIOUS, MOST MERCIFUL

Dear Parents,

Assalaamu Alaikum,

The Al-Hadi school Board (also known as the Islamic Education Board or IEB) welcomes you to the 2025-2026 academic school year. By electing to enroll at Al-Hadi Preschool, you have chosen an institution whose mission is to provide academic excellence for all students in a safe and healthy environment, which will nurture and challenge students to develop their physical, emotional, spiritual, intellectual, and social potential following Islamic values. We sincerely hope this will ensure every single student to become a good human being, a productive member and an asset to society.

Al-Hadi Preschool is fully licensed by the Department of Family and Protective Services. We could not have this distinction without your commitment and support. Going forward, we want to further enhance the academic and extracurricular offerings of our school. As such, we have created an inspirational agenda for the future as reflected in our vision.

This 2025-2026 handbook provides our administrative policies and code of conduct. We request your cooperation and participation in its full implementation and encourage you to provide comments and feedback for continual improvement via email to alhadi@alhadi.com

We hope that your experience here will be academically and personally rewarding.

Once again, as the governing body of the school, we would like to congratulate you and wish you all the best in the coming year.

Let us know if we can provide you any further assistance.

Regards,
Islamic Education Board

Al-Hadi Preschool

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Email: alhadi@alhadi.com

In the Name of the Most Almighty, Most Compassionate, Most Merciful

WELCOME!

Dear Parents and Students:
Assalam Alaikum,

Welcome to the 2025-2026 school year!

The information in this handbook is designed to provide valuable details regarding school procedures and the rights and responsibilities of students in the Al-Hadi Preschool. I hope it serves as a resource for you during the school year.

Although each class has its own unique culture and climate, our goal of promoting student excellence in a safe, positive environment is shared. Al-Hadi Preschool has developed and implemented a school-wide plan, which emphasizes students being safe, respectful, responsible and exhibiting proper Islamic values. This unified approach to addressing the needs of students is an example of what makes our school so successful.

Our school also depends on positive collaboration between home and school, so I invite you to visit your school often, take part in school activities and stay involved in your child's progress. Please do not hesitate to contact your child's teacher if you have any questions or concerns. It is my sincere wish that we all work together in fostering positive learning experiences for students.

I wish you and your family an outstanding school year!

Sincerely,
[Seyed Alireza Abedi](#) E.d.M

BACKGROUND

Al-Hadi Preschool (hereinafter referred to as AHPS) was founded by the Islamic Education Center (hereinafter referred to as IEC), a non-profit organization serving the Muslim community in the Houston area, in 1996. The Islamic Education Center's services are of a religious, educational, social and charitable nature. AHPS is an integral part of AHS.

AHS is a private Islamic, non-discriminatory, independent school, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Houston Area. The school program takes into consideration the spiritual, physical, social, psychological, and academic development of students. AHS is founded on Quranic teachings, and the Prophet Mohammad and his household (peace be upon them) as role models. The curriculum thus includes Quranic Studies, Islamic morals and ethics, Arabic Phonics, reading and writing. In addition, emphasis is placed on developing students' social skills, curiosity and motor skills. We believe that there is no job more rewarding than educating young children.

VISION

To foster students' optimal potential and leadership skills by inculcating a spirit of lifelong learning based on Islamic principles.

MISSION

To provide academic excellence to all students in a safe and healthy environment following Islamic values.

PHILOSOPHY

We, at AHPS, believe that:

1. A safe and comfortable environment promotes student learning.
2. Faith, knowledge and good deeds are the keys to our children's success.

3. The *Jafari Ithna'Ashari* school of thought is the basis for our beliefs and practices.
4. Cultural diversity increases students' understanding of different peoples and cultures.
5. Islamic environment prepares students for future challenges by developing their spiritual compass.
6. Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.
7. Students learn to make appropriate decisions given a balanced supportive and challenging environment.
8. Staff, parents, and community are role models and share the responsibility for advancing AHPS mission.
9. Curriculum and instructional practices incorporate a variety of learning activities to accommodate differences in learning styles.
10. Students' learning is the chief priority and includes understanding of knowledge as well as developing critical thinking and problem-solving skills.
11. The commitment to continuous improvement enables students to become confident lifelong learners.
12. The inclusion of Islamic Principles in the curriculum with an emphasis on ideology and morality is necessary to instill proper values and behavior in students, and prepare them to be a *Momin* (practicing and believing Muslims).
13. A structured environment allows for a uniform effort in discipline and fostering Islamic values into the lives of students and establishing a harmonious learning environment.

CORE VALUES

P.R.I.C.E

POSITIVE ATTITUDE

RESPECT

INTEGRITY

CREATIVITY

EXCELLENCE

SCHOOL ADMINISTRATIVE STAFF

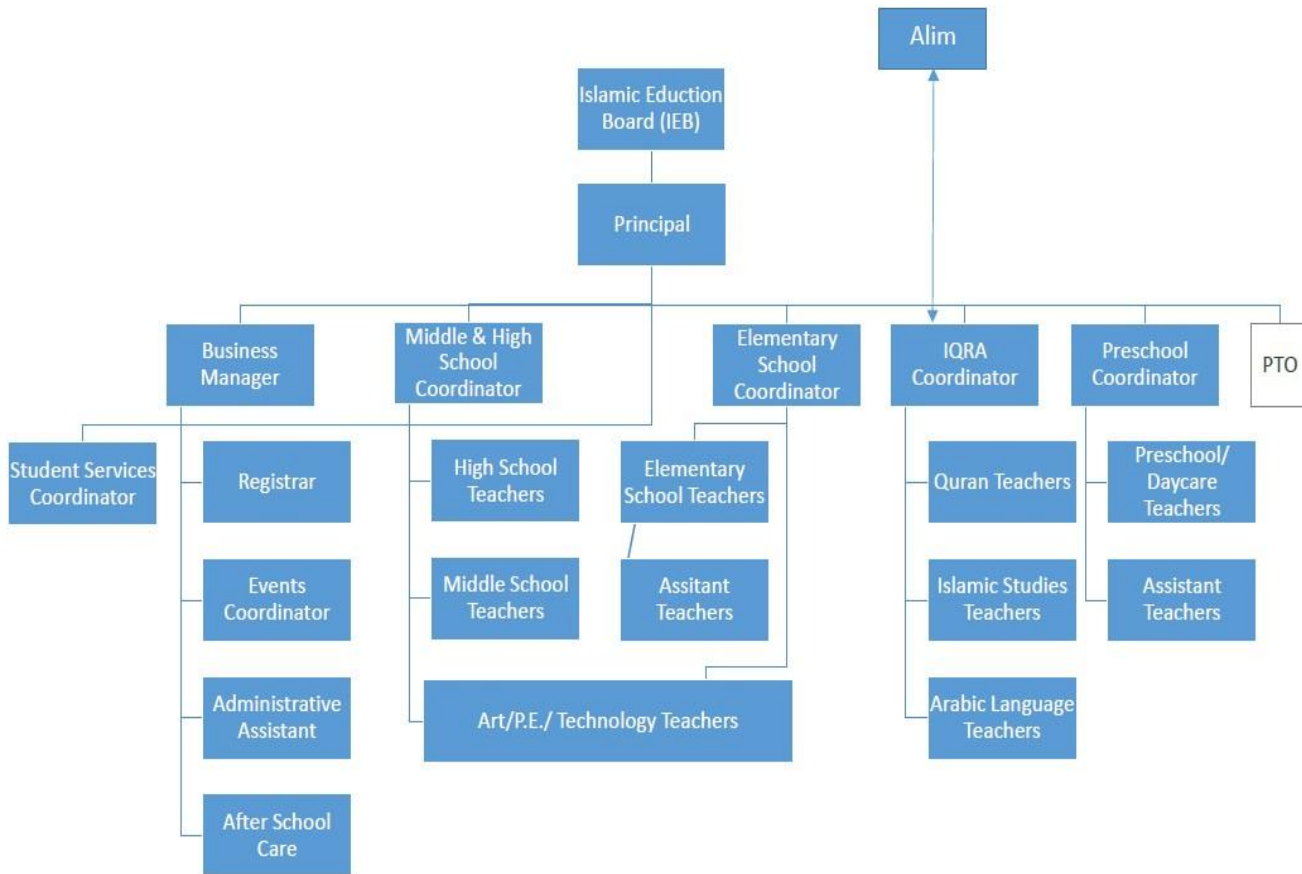
Name	Title	Email Address	Phone Number
Seyed Alireza Abedi	Principal	Principal@alhadi.com	832-617-8363 x 2501
Fatemeh Vostaie	Preschool Director& Coordinator	fvostaie@alhadi.com	832-617-8363 713-787-5000 x 2506
Zahra Radhi	Office Manager	Business.manager@alhadi.com	832-617-8363 x 2502
Mariam Mirza	Registrar	registrar@alhadi.com	832-617-8363 x 2504
Selma Zaidi	Director of Development	studentservices@alhadi.com	832-617-8363 x 2503
Qiyamah El Bari	Administrative Assistant / First Aid	qelbari@alhadi.com	832-617- 8363x 2500
Maulana Syed Farhat Abbas	IQRA Coordinator	sfabbas@alhadi.com	N/A
Siddiqua Shahnawaz	Student Life Coordinator	sshahnawaz@alhadi.com	832-617- 8363x 2515
Naveed Mirza	Title Coordinator	nfatima@alhadi.com	N/A
Shabnam Sanaei	Preschool Director/Voss Campus	Shabnam.Sanaei@alhadi.com	713-787-5000 x2508

Admin group email: schooladmin@alhadi.com

ORGANIZATIONAL CHART

2025-2026

AHS Organizational Chart



AL-HADI PRESCHOOL GOALS

Children are personally and socially competent

Children will learn how to share and work with others, how to solve problems, and how to help others. Students are encouraged to be responsible for themselves and their belongings (clean up, put backpacks away, etc.).

They are encouraged to share their belongings with peers.

Children are effective learners

Cognitive development is encouraged through numbers (math), phonemes, phonics, games, listening to stories, thematic activities, as well as following directions. They will learn how to communicate and be used for proper speech and language development.

Program management

Our Program supports families and children who may need additional accommodations to include home language, special needs (speech therapy), and/or cultural backgrounds.

Children show physical activity and motor competence

Gross motor (large muscle) development is encouraged through playing, running, climbing, etc.

Our daily schedule provides opportunities for children to engage in physical activities.

Children Participate in age-appropriate outdoor and indoor activities as part of the daily schedule. Children can play outside freely by utilizing the playground equipment and the various outside toys, including hula hoops, tricycles, seesaws, and more.

Additional indoor activities to promote physical development will be provided during inclement weather.

Fine motor (hand–eye) development is encouraged through a wide variety of activities; use pencils, markers, crayons, scissors, paints, small and large toys. Further, children classify, sort, match items.

Children’s safety and health

Children are encouraged to maintain good hygiene through proper hand washing and use of tissue for nasal discharge. Proper nutrition is an important part of our program. Emergency education is

covered as well. Severe weather and fire drills are practiced. Learning about the 9-1-1 system and first aid is included.

Screen Time Policies

Electronic media is only used for educational purposes. Children are allotted one hour of screen time per day. All screen time is:

- Based on meeting educational goals,
- Age-appropriate, and
- Advertisement or violence free.

Screen time is not used during mealtimes.

Screen time for children under two years of age is restricted.

Embracing Diversity

We do not discriminate against children, parents, or co-workers for any reason. This includes race, skin color, religion, creed, gender, disability, military status, or national origin. All are welcome at our facility.

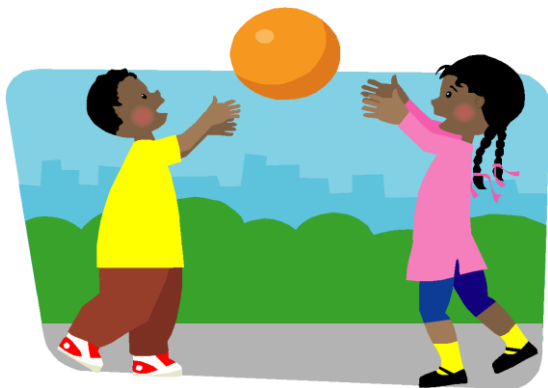
Curriculum

Our program uses Abeka curriculum that engages all learning styles. Our goal is to facilitate the development of young children

The curriculum emphasizes hand eye coordination, listening, thinking, reading, writing, phonics, numbers, art/skills development, and habits training i.e., raising a hand for permission to speak, lining up, putting toys away, etc.

Additionally, the Abeka curriculum has workbook/s for every age group based on their level of development to help every individual student master their learning skills, and also help the teachers understand every student's developmental stage and set a goal to approach and aid every child to develop their skills in the areas that are lacking.

Our infant program uses Frog Street curriculum. Please find the needed information at the end of this handbook.



ADMINISTRATIVE POLICIES

HOURS OF OPERATION

Al-Hadi Preschool is open Monday through Friday year-round (except for holidays and school closures) from 8:00 am until 6:00 pm. Parents have the option to sign for any one of the time slots.

Half Day	7:30 am - 1:00 pm
Full Day	7:30 am - 4:00 pm
After school care	4:00 pm- 6:00 pm

ADMISSION & PLACEMENT POLICY

Children are initially placed in classrooms based upon their chronological age. Children are moved to the next classroom based on the following criteria:

1. Chronological age
2. Developmental readiness
3. Availability of space

Because all children in the classroom grow older as the year progresses, the teachers in each classroom will adjust the activities according to the developmental readiness of the children in each classroom.

Potty Training policy

Children enrolled in Al-Hadi Preschool must be potty trained before attending Prek3 or Prek 4 by the parent. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull-ups isn't considered being potty trained.

Note*

If a child is not potty trained by the time, he or she reaches Prek 3 then they will have to be sent back to Prek 2 for a short period of time till the parents ensure the child is potty trained (Teacher will not be responsible for potty training).

Note*

The child must be potty trained before enrolling in Prek4. (Enrollment not guaranteed) A potty trained child is a child who can do the following:

Communicate to the teachers that he/she needs to go to the restroom before they need to go.

Alert him/herself to stop what he/she is doing, to go and use the bathroom.

Pull down his/her clothes and get them back up without assistance.

Wipe him/herself after using the toilet. (With minimal assistance for 3-year-olds.) Get on/off the toilet by him/herself.

Wash and dry hands.

Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.

Awaken during nap time should they need to use the bathroom

REQUIRED ADMISSION DOCUMENTATION

The following mandatory items are required in order for your child to be enrolled:

- Admission Application
- Immunization Records
- Health information form
- Authorization form
- Birth Certificate
- Handbook Acknowledgement
- Sick Child Policy Acknowledgement
- Discipline Policy Acknowledgement

ADJUSTMENT PERIOD

Coming to school for the first time often causes anxiety to children. We recommend that you visit the Preschool before your child comes to class, allowing him/her to meet some of the staff and see

other children at play. We will work with you and the child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the Preschool experience. First day of attendance must be scheduled with the office in advance.

STAFFING

All Al-Hadi preschool staff have completed CPR/First Aid training and have been checked and cleared for any criminal history. They have training in Early Childhood Development/CDA and meet all the requirements set forth by the State of Texas and AHPS. Our staff is hired because of their desire to nurture and care for your child.

ENROLLMENT & FINANCIAL POLICIES

Tuition is charged on a monthly basis and is due on the first day of each month. Parents/guardians are expected to make tuition payments on a timely basis. Any payments received after the 3rd of the month will be subject to a late payment charge of \$25 increment, per day.

Tuition will be prorated for the first month at the time of enrollment, if applicable. Both tuition and supply fees are posted on the fee schedule. The first month's tuition will be due on the first day of school.

If an account becomes 15 days past due, the student may be denied attendance from school until the account is paid in full. Parents/guardians who are consistently late in the fee payments (at least two months in a row) will be required to enroll in an auto debit/draft from a financial institution.

Forms of payments accepted

Payment method via online payment form:

- Bank Withdrawal (ACH form online)
- Credit/Debit Card online payment should be accompanied with a 3.125% processing fee.
- NCI

1. Tuition payments received after a **3-day grace period** (three business days including the tuition due date) will be subject to a late payment charge of \$25 per month per child.

2. Returned payments are subject to a bank service fee of \$25 and declined Automatic Bank deductions are subject to a fee of \$10 per transaction.
3. A \$150 payment could secure your child's spot during a one-month absence. Preschool families can avail this only once during an academic year. Second month onwards we will charge the entire tuition to save a student's spot.

Tuition Refund Policy

Tuition payments are **non-refundable** under any circumstances, except for summer school programs. In such cases, a full refund will be granted only if the class is canceled by the school. No other refunds, credits, or transfers will be issued.

Registration fees are non-refundable.

EXTRA CHARGES/ LATE PICK-UP CHARGES

Extra Charges begin after 1:05 p.m. for a half day schedule and after 4:05 p.m. for a full day schedule, and after 6:01 pm for after- care program schedule. Please refer to the tuition schedule for applicable charges.

**Students registered to be picked up at 1:00 p.m. or 4:00 p.m. will be charged \$15 per 20-minute increment if they are picked up after these hours.*

Due immediately via online form.

**Al-Hadi Preschool closes and ends all operations at 6:00 p.m. Any student picked up after 6:00 p.m. will be charged \$50 per 15-minute increment. Due immediately via online form.*

- ❖ Questions or concerns regarding student-billing accounts should be referred to the registrar and all other financial matters should be addressed to the Finance Department.

SCHEDULES

Changes in student schedules can be made at the **beginning** of the month only. If changes are made in the middle of the month, higher/old cost will be charged.

1. No credit is given for sick or vacation days.
2. Changes in student schedules, if any, should be made at the beginning of the month only. If changes are made in the middle of the month, the tuition charged for that month will be the higher of the two amounts.

** Schedules may not be changed more than 2 times over the academic year. **

ABSENCES

If your child will be absent, please call the office and email teachers of your child/ren and let us know. **Please note that tuition fees will not be waved absences.**

NOTICE OF WITHDRAWAL FROM SCHOOL

Al-Hadi requires written notification at least 30 days in advance when a student is to be withdrawn from school to avoid charges for the next month.

When a student is going on vacation, they will have to pay \$150 to hold on to their spot for that month only. If the vacation is past 1 month, then the student will be subject to pay the whole tuition for the following month/s in order to keep his or her spot. If not, upon return the parents will have to re-enroll the student at Al-Hadi (Enrollment is not guaranteed if there is no available spot).

Note*

The \$150 to hold on to your spot is a courtesy we can only **offer once in the academic year**. Please contact the registrar at registrar@alhadi.com for further assistance

Additional Fees

A non-refundable admission fees include application fee of \$150 and annual registration fee of \$275 are required at enrollment. For more information, please visit our website (Alhadi.com). Also, the tuition schedule can be found at the end of this handbook.

Drop Off/ Pick-Up Procedures

Students registered from 7:30am-1pm will be dropped off at the back door (facing the preschool playground) starting 7:35am. There will be two preschool teachers outside the door to receive children from their parents. The teachers will be out until 8:15am. Parents arriving after 8:15am will drive to the main door and inform the school security of their child's name and the class that the child is registered in. One of the preschool staff members will then collect the child from the parent and escort them to his/her classroom. Please do not drop the child at the front door unless a staff member assumes

responsibility for the child. Students registered till 1pm/or 6pm will be picked up from the main door and will follow the same procedures mentioned above.

Dismissal procedures

Students registered until 4pm: Preschool dismissal starts at 3:20pm as the other section of the school upon entering the dismissal gate their vehicles parents will provide the name and the grade of their children in the preschool section to the security staff and the dismissal team will relay the information to the preschool staff. The parents will then exit the dismissal line and will park at front of the soccer field in one of the parking spots. They will then come to the door located in the back of the preschool playground to collect their children. If you have another child/ren in k-12, preschool staff will page the car tag number and k-12 student will exit from the preschool hallway.

Note: The classrooms' teachers will distribute a dismissal tag to each family of the preschool to distinguish them from parents of student belonging to different school sections in order to ease the dismissal process for our parents. Procedure mentioned above.

Sign-In and Sing-Out Procedure

To ensure the safety and accurate attendance tracking of preschool students, the classroom teacher is responsible for recording each child's arrival and departure. Upon arrival, the teacher will sign in the child. At the time of dismissal, the teacher will sing out the child once they have been released to an authorized parent or guardian. This procedure provides a clear record of each child's presence on campus and supports the school's commitment to maintaining a secure and accountable environment.

Updating Contact Information

Families are responsible for keeping their contact information up to date in Blackbaud. This includes changes such as a new address, phone number, or update to the list of authorized persons for student pickup. If any information changes during the school year, please email the update details to registrar@alhadi.com. The registrar will make the necessary updates in the system. Keeping this information current helps ensure clear communication and safety of all students.

HEARING & VISION SCREENING

In accordance with State of Texas requirements, all four-year-old and Kindergarten students must complete hearing and vision screenings. Additionally, any new student entering the school, regardless of grade level, is required to have these screenings.

Our school strives to provide on-campus hearing and vision screening services at a more affordable cost for students who need them. Parents may also use their health insurance to cover the cost of these services.

While we aim to make the screening process convenient and accessible, parents also have the option to choose their child's personal physician or healthcare provider to complete the required screenings.

EMERGENCY MEDICAL INFORMATION

Parents are required to sign the Emergency Authorization form and the Tylenol Administration Form at the time of registration.

It is to your child's benefit that you keep the school up-to-date on phone numbers, and other pertinent information.

TELEPHONE CALLS

Only phone calls of an emergency nature from parents will be transferred to teachers. Messages will be taken for non-emergency calls. Teachers will return phone calls during their planning time, 1:15 – 2:30pm. Please call the office at 832-617-8363 ext. 2500 or 2511 after 4:00 pm to leave a message for your child's teacher.

SCHOOL CLOSING

During inclement weather, the school closing will follow Alief ISD (the Voss location will follow **HISD**) protocol.

During school hours, if weather conditions require students to leave for their safety, parents will be contacted by the administration with instructions for immediate pick-up.

RIGHTS OF STATE LICENSING AGENCY

The State of Texas, Department of Social Services – Childcare Licensing Division has the right to visit the Preschool location and perform inspection of the classroom and programs, including interviewing students and staff.

Local Child Care licensing phone number: 713-287-3238 www.HHS.Texas.gov

GANG-FREE ZONE DESIGNATION

Based on licensing requirements and local statutes, the area in and around Preschools and childcare centers are designated as gang-free zones. This designation acts as a deterrent for gang activity and helps maintain a safe and secure environment where children gather. For this reason, it is important to share this information with parents and guardians.

A gang-free zone is defined as the area within 1000 feet of a childcare center. According to the statute, prohibited gang-related (or organized) criminal activity within a gang-free zone is a violation of the Texas law and is subject to increased penalties.

HEALTH & SAFETY

The health and safety of your child is one of our foremost concerns at AHS. It is a responsibility, which we take seriously on a daily basis. We have established several policies to ensure that your child’s health and safety is protected while entrusted in our care.

Al-Hadi Preschool is a ‘well-child’ facility. This means that if your child is not feeling well, you will need to find alternate care. To protect your child, the staff and the other children, it is requested that your child not be brought to school if he/she is ill. State regulation requires that there be daily observation of each child on arrival at the Preschool. A child who is ill upon arrival at the preschool will not be admitted and will be separated from other children until the parent / guardian can pick up the child.

We plan our programs with the assumption that every child will attend their scheduled class. If your child is unable to attend preschool, please notify the office. In case of an infectious disease, we ask that you seek your physician’s advice and always notify us of the disease immediately. By law, the school is required to notify all parents of any communicable diseases on premises. When children have been exposed to communicable diseases such as Hepatitis, Chicken pox, Measles, or Strep infection, Covid,

etc., the school will notify guardians of children immediately. **A release from the child's physician is required for the child to re-enter the classroom.**

In general, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your child has a common cold (slight cough, sneezing, or clear runny nose), without signs of any fever, your child may attend preschool. However, if your child requires constant attention, will not play, cries continuously and wants to be held constantly despite all effort, then your child will need to stay home.

If a child displays any of the following symptoms, s/he must be kept at home. Additionally, if these symptoms are observed after the child has been dropped off to school, s/he will need to be picked up immediately from school.

Fever (child will need to be picked up if fever goes above 100.4 degrees)

Diarrhea (after two loose motions)

Vomiting (after two incidents on the same day)

Nasal secretion that is yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection and provide a doctor's note stating that the condition is not contagious.

Sore throat with fever or spots.

Cough accompanied by fever, chills, and the coughing up of green or yellow mucus, vomiting, or nausea.

Eye drainage of any kind should be checked by the doctor to rule out bacterial infection. A doctor's note must be provided indicating that the condition is not contagious. Unusual rashes should be checked by the doctor.

A child may return to the preschool after illness when:

The child has not had a fever (without the use of medication) for 24 hours

Nausea, vomiting, or diarrhea has subsided for 24 hours

At least 4 doses of antibiotics have been administered over a 24 –hour period for any type of bacterial infection (a child requiring prescription medication will need to be kept at home for a period of at least 24 hours until no longer contagious, unless accompanied by a signed note from the child's physician).

If the child begins to show symptoms such as fever, tiredness, then the child will need to be picked-up immediately.

Child is feeling well again and normal behavior has resumed.

Doctor's permission note to return to school is provided.

ALLERGIES

All allergies to medication and/or other substances must be stated on the **Emergency and Medical form**. The law requires that we have a signed note from your physician stating any food allergies and or any

medical condition that your child may have. The physician must recommend alternative food choices for your child. This information will be provided to all concerned staff members.

MEDICATION USE

Please dispense all medication at home whenever possible. For times when this is not possible, parents are required to bring the medication to the front office (please do not put the medication in your child's lunch box) along with a detailed note from the physician containing following information (this applies to over the counter and prescribed medication):

- Full name of the student
- Name of the medication
- Dosage
- Time / conditions for administration
- Authorization to administer medication

Also, a Medical Consent Form (authorization medication form) must be filled out in order for us to dispense medicine.

All prescriptions and over the counter medications must be in their original containers and prescriptions must display the pharmacist's label with the doctor's name.

According to State licensing requirements, the prescribed medication must be kept in its original container and clearly labeled with the following information:

- The child's name
- Doctor's name
- Prescribed dosage
- Expiry Date

The school houses all medication in a secure place, well out of reach of children. We maintain dated records of the amount of medication dispensed and the name of the staff person who administered the medication. (We also provide refrigeration when necessary). Parents are responsible for collecting medicines from the office at the end of the day, if required.

IMMUNIZATION

All children admitted to the Al-Hadi preschool must meet immunization requirements, as specified for the child's age by the state Department of Health. A copy of the most shot record must be provided for each child at enrollment and kept up to date. It is the parent's responsibility to provide the center with the most up-to-date immunization requirements.

SICK CHILD POLICY

AHS Pre School is a well-child facility. This means that if your child is not feeling well, you will need to find alternate care. Please do not bring your child if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 100.4 degrees or above
- Vomiting
- Diarrhea
- Conjunctivitis (pink eye)
- Excessive greenish nasal discharge, indicating possible infection
- Head Lice

In general, if your child is too sick to go outside and play, then your child is too sick to attend the preschool. If your child becomes ill, we will call you to pick up your child immediately.

If your child has a common cold (slight cough, sneezing, or clear runny nose) your child may attend daycare. However, if your child reaches a point where he/she requires constant attention, will not play, cries continuously, whines, and wants to be held constantly, then your child will need to stay home.

Any child requiring prescription medication will need to be kept at home for a period of at least 24 hours until no longer contagious, unless accompanied by a signed note from the child's medical practitioner.

Please dispense all medications at home whenever possible. **For times when this is not possible, a Medical Consent Form (authorization medication form) must be filled out in order for us to dispense medicine. All prescriptions and over the counter medications must be in their original containers and prescriptions must display the pharmacist's label with the doctor's name.**

Signatures below indicate acknowledgement of receipt of this form and agreement to adhere to these policies.

Name of Child: _____

Grade: _____

Parent/Guardian Signature

Date

MEALS & NUTRITION

Good nutrition is essential. Parents must provide lunch and snacks on a daily basis. Lunch can be purchased from school. We are unable to refrigerate food; therefore, parents are advised to place ice packs in their child's lunchbox. We are able to warm lunches using a microwave. All food sent from home must be **Zabiha Halal in non-glass microwavable containers. Students' lunch should include all paper supplies and utensils needed to consume meals.**

Please make lunch something your child enjoys, and the serving size should be age appropriate. **Please be sure to send only 100 % juice or water.**

We utilize mealtime as a means to instill in children, at an early age, the long-term benefits and the joy of healthy eating habits. We encourage the children to eat the healthy part of their lunch first. **Do note that we cannot force a child to eat.**

Surahs from the Holy Qur'an are recited before each meal/snack.

Please provide healthy snacks. Here are a few suggestions:

Fruits and vegetables prepared in bite sized pieces

Crackers and cheese snacks

Mini muffins

Pretzels

Carrots

Celery

Raisin
Yogurt
Grapes (should be cut into halves to avoid choking)
Cheese sticks
Juice (100% juice such as Juicy Juice brand)

Breastfeeding Benefits & Policy (Voss Campus)

Breastfeeding can help protect babies against short- and long-term illnesses and diseases. Breast milk also allows the sharing of antibodies from the mother with her baby. Breastfeeding mothers can come to the program and breastfeed if needed. Mothers can breastfeed their children in a comfortable chair in the infant room or a private area if requested. If mothers choose to bring breastmilk, we ask that the milk be labeled with the child's name, dated, and in an insulated bag. For more information about breastfeeding resources and maternal and child health in Texas, please contact infanthealth@dshs.texas.gov

REST PERIOD

Children work and play hard all morning, and generally require a rest or nap to have energy for the rest of the day. It is the Pre-school's policy that all students must lie down for at least 45 minutes to rest every day after 1:00 pm. They are not required to sleep, but they must lie down and rest quietly. This is a time cycle they need to wake up and feel fresh and alert. AHS Preschool provides comfortable mats for this purpose. If your child has a favorite crib-size blanket or crib-size pillow (the size of an airplane pillow), he or she is welcome to bring it to school. These items from home often help children adjust to sleeping in a new environment. A standard size crib sheet will fit our mats. We ask that you **label the items with your child's name** and that you take all bedding home every other Friday for washing. The sleeping mats are disinfected after every use. Please do not bring **full size pillows, sheets or blankets**, as there is not enough storage space available.

ACCIDENT & INJURY REPORTING

In designing our facility, we have attempted to prevent accidents and injuries by taking measures such as providing protective playground surfaces, equipping our classrooms with equipment that is age appropriate for your child, and using child-proofing materials such as outlet safety-covers. We ensure that staff members are trained in CPR/First Aid. In the event that an accident does occur, we have established accident and injury procedures.

The child will be administered first aid. At this time, it will be determined if the injury is serious enough to warrant further medical attention.

If the injury is serious enough to require medical attention, you will be notified immediately by telephone.

If the injury is not of a serious nature, you will be notified of the accident when you come to pick up your child. We don't want to unnecessarily interrupt your workday to report a minor injury.

An accident report is completed by the staff member who witnessed the accident following each incident and will be available at the end of the day for your review.

You will also be informed at the end of the day if your child has been injured as a result of a bite. Although you will be informed of the circumstances surrounding the event, the biting incident report is for staff use only.

In the event that a parent witnesses an injury to a child (his child), the parent should refrain from confronting the other child. The parent should talk to the lead teacher and not directly to the student. This will allow the regular discipline policies to be implemented. If confronted by a parent, the child can get scared unnecessarily.

Regardless of the type of injury (scratch, bite, etc.) it is AHPS's policy not to reveal the name of the child who hurt another child to the parents of the child who has been hurt. If your child has hurt another child or has been hurt by another child, you will be informed either verbally or in writing of the incident and all circumstances surrounding the incident. As per school policy, teachers are not allowed to disclose names.

GUIDANCE AND DISCIPLINE

BEHAVIOR EXPECTATION

During early childhood, children begin to develop skills that help them take charge of their lives. While we must consistently enforce reasonable behavioral limits, our staff is trained to respond to inappropriate behavior with insight, sensitivity, and skill. Only when children clearly understand their limits, can they learn to make behavior modifications, and become responsible for their actions. AHS Pre School upholds the following principles in a manner appropriate to the child's age, developmental level, and maturity.

Each child is a precious and important individual who deserves to feel good about themselves. Children need opportunities to learn responsibility and fully understand the consequences of their actions. Children need limits, which are consistently enforced.

When a child exhibits inappropriate behaviors, a positive approach to redirecting the child is most effective.

The policy/process Includes teacher and/or director having ongoing conversations with parents to express Concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around the objective of the program. Parents are kept informed through a phone call, an email/ or meeting with them in person of their child's progress.

Children need opportunities, which allow them to make appropriate choices.

Placing blame or shame on children is detrimental to their psychological well-being.

Based on these principles, the disciplinary procedures outlined on the next page are applied.



GUIDANCE POLICY

The following guidelines will be followed at Al-Hadi Preschool:

- Discipline will be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed towards teaching the child acceptable behavior and self-control.

- Preschool teacher will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If completed by parent/guardian, list name of child:

My signature verifies I have read and received a copy of this guidance policy.

Signature

Date

Check one please:

- Parent/Legal guardian** **Employee/Teacher**

Challenging Behaviors

We follow a four-step method for children misbehaving:

- A verbal warning will be given to the parents, informing them of the incident.
- A written warning will be given to the parents. All written warnings will require a parent's signature.
- Parent/ Teacher at risk conference (Behavioral invention)
- 1-week suspension (No refund for that week.)

During this time, conversations to meet the needs of the students will be made throughout this process. Parents are also encouraged to share strategies that may improve the child's behavior. If the behavior is still not improved, families will be given one week's notice to locate another facility.

GENERAL POLICIES

ARRIVING AT SCHOOL

Children must be escorted to their classroom by a staff member. Please do not drop the child at the front door unless a staff member assumes responsibility for the child.

Regular and punctual attendance is the greatest single factor in school success. Please inform the office if your child will not be attending school for any reason. If you do not call, as a courtesy, the school will be calling you.

LEAVING THE SCHOOL

We would like parents to pick up their child (ren) outside the building. Please wait outside the building and allow a staff member to bring the child to you. This way the child learns to independently collect his/her belongings e.g., Lunch box, jacket, say good-bye to the teacher and be ready to leave. **Please be punctual and kindly refer to the tuition schedule for late pick-up charges.**

The school will release children only to those persons designated by each child's parents on the School Registration/Authorization Form. Parents can also call the school and give the name of the person who will be picking up their child. The staff requires proper identification from any unfamiliar person

authorized to pick up your child. This has to be accompanied by a written authorization by the parents, dated, and signed. There will also be a phone call made to the parents to verify this. The authorized person will be asked to sign the child out.

TODDLERS

Toddlers must bring in their own diapers, baby wipes, creams, powder, or whatever you would like the staff to use on your child at changing times. You can send your child's favorite cup as long as it is labeled with his/her name. Also, please send extra clothes.

Feeding bottles should be prepared for the day. They should be clearly labeled with your child's name. Bottles will be warmed up in the microwave and shaken to avoid "hot" spots.

OBSERVING CHILDREN IN THE CLASSROOM

You are welcome to visit your child's class. Parents need to pick up a visitor badge at the office indicating that they are visiting the class. Keeping in mind that parents' visits disrupt the students' routine, we request that you do not spend more than 15 – 20 minutes in the classroom. We request that you remain as discreet as possible while in the classroom. **Only one parent will be allowed at a time in the classroom.** Also, children often have a difficult time adjusting to parents coming and going during the day. They have a hard time understanding that mom or dad is coming to visit only, and think that it is time to go home. When they find out that they are staying at school, it can be very upsetting for the child. In such cases, it is better to schedule a visit around the time the child leaves school. Please schedule a visit with the teacher in advance.

CLOTHING

Please dress your child in comfortable, easily washable clothing. Children can get dirty in the course of activity and active learning. For safety reasons **laced up shoes, sandals, slippers, and other open-toed shoes are not permitted.** Be certain that all items (jackets, lunchboxes, and blankets) are well labeled with your child's name in permanent marker. **Keeping modesty in mind, we request that bike shorts be worn underneath dresses.**

TOYS

Al-Hadi Preschool provides carefully chosen learning toys, tools, and developmental materials. As a result, we ask that your child **NOT** bring any toys from home. All children share the materials at the school as part of the learning experience. Children have more fun and participate more actively when they are not concerned about having personal belongings lost or destroyed. We are not responsible for any lost/damaged toys.

Jewelry

Please note that sending your child to school with jewelry such as necklaces, earrings, etc. is not allowed and school will not be responsible for the loss of or damage to the item.

SUGGESTIONS AND CONCERNS

Our goal is to make you and your child happy. We want to be aware of any problems or concerns that you may have. Please feel free to discuss any concerns you might have with your child's teacher or the school. Since teachers are responsible for and in charge of their own classrooms, concerns or problems within the classroom should be discussed with your child's teacher first, then discussed with the administration, if necessary. We want you to feel comfortable in approaching us to discuss your concerns.

Parent Annual Evaluation and Survey

Parents are provided with an annual written evaluation and/ or survey to offer feedback regarding the preschool program. All responses are reviewed and considered as part of our ongoing commitment to program quality and continuous improvement.

Accommodations

Our program's policy and process in supporting families and children who may need additional accommodation to include home language, and cultural backgrounds. Please notify the school and the director if you or your child require accommodation, and we will ensure that we do our part to meet your needs.

Below are ways that our program will partner with families:

- We will provide space to accommodate sessions if specific therapies are needed during the day while the child is in our care.
- Participation in all comprehensive care meetings if needed

- Complete supporting documentation from an authorized medical professional for any accommodations related to developmental needs.
- Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year

Parent Orientation

The program conducts an orientation with the family at enrollment. The orientation includes the following offerings:

- A tour of the facility/areas of use
- An introduction to the teaching staff
- An overview of the parent handbook
- The policy for arrival and late arrival
- An overview of family support resources and activities in the community

TERMINATION OF ENROLMENT

Al-Hadi Preschool reserves the right to terminate a child's enrollment in extreme situations. If the school cannot meet parental demands and needs, or the child's needs, due to some unforeseen reason(s), we reserve the right to terminate our service. If there exists a persistent and/or severe behavioral problem, and we do not receive full parental involvement and support, or we believe that we are unable to bring the problem to resolution, then we also reserve the right to terminate enrollment.

ANIMALS / PETS

No pets/animals are allowed in school

LOST AND FOUND

A lost and found depository is maintained at the lobby behind the double doors entering the main school lobby. Any lunch boxes or personal property found is placed in that location. Students who have lost personal items should check this area. Items that go unclaimed for a period of one month will be donated towards a charitable cause.

SCHOOL PORTRAITS

Student pictures will be taken in the Fall and Spring of each school year. There are varieties of packages, reflecting a broad price range, designed to accommodate all those who wish to participate. Complete details will be furnished prior to the scheduled portrait date.

Family Participation

Family involvement in our program is important to the success of our program and your child (ren). There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our center will be a great one!

Opportunities for parent involvement include:

- Parent/teacher conferences (Fall & Spring)
- Daily/weekly parent meeting (as needed)
- School and community carnivals (communication shares via email)
- Annual fundraiser (communication shares via email)
- Graduation
- Book fair
- Parents orientation
- Campus tour for prospective parents & students (online appointment)

Behavior Expectations

We encourage each child to make appropriate choices and sometimes use the “calm down” and “think about it” area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices, and redirection. In cases where there is an issue of constant inappropriate behavior, parents must attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved.

Assessment

Our program uses the formal assessment, for children ages 0 to 5 years old.

These assessments are given to all children whenever is needed. These assessments will be shared with parents during the parent conferences and anytime the teachers request a meeting with parents. The Teachers will use the assessment data to plan for future lessons to ensure teaching improves unmet goals.

Developmental Milestone Checklists

The program uses developmental milestone checklists annually (at minimum) to support identifying developmental delays for children ages 0-5 years, makes referrals when necessary, and shares those completed checklists with families.

PROGRESS REPORTS

Progress reports will be sent home two times during the academic year. Progress reports will be provided midway through each grading period in order to keep parents updated on students' growth and development. Daily reports for your child are provided for Toddlers and Pre-K2, and weekly reports are provided for Pre-K3 and Pre-K4

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year. Once in the Fall and once in the Spring. These are the only scheduled conferences for the school year. However, parents are always welcome to call and or email the school to schedule an individual conference with his/her child's teacher. Please note that parents are also welcome to contact the office and speak with the Preschool Director/Coordinator. Memos reminding parents to sign-up (if needed) for the Parent-Teacher Conferences will be sent home two weeks prior to the conference date.

FIELD TRIPS

Field trips are an integral part of the preschool experience. They enhance the learning experience by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip at least a week in advance.

SCHOOL VISITORS & VOLUNTEERS

For safety and security of students and employees, we require that all visitors sign in at the office and pick up visitor badges, and sign out as they exit the building. The front office will be happy to help you find the location you wish to visit.

For safety reasons, any visitors not wearing a visitor badge will be directed to the office, and not allowed in the classroom. Only parents/guardians and individuals authorized to pick up students will be permitted to interact with their students. Unauthorized family members and other visitors will not be permitted to interact with students and may be asked to leave the premises if they are non-supportive of school policies.

Note* Similarly, IEC visitors are not permitted to interact with students unless they are parents/guardians or individuals authorized to pick up students (Voss location).

WALK-IN VISITORS

Parents will be given a tour of the Preschool with prior scheduling, provided a member of the administration is available at the time. Tours by appointment are encouraged and appreciated.

PROSPECTIVE STUDENTS & PARENTS VISITING FOR A DAY (CAMPUS TOUR)

Prospective students and their parents that wish to visit the campus must schedule a visit by calling the office/ or request a tour online at least a week in advance.

Visitors may not be able to meet with teachers unless an appointment has been made in advance. The major part of teachers' time during school hours is allocated to teaching. Unscheduled conferences with teachers may not be held while the teacher is on duty. To speak with a teacher, please leave a message at the office and the teacher will contact you. **To meet with the teacher, Director, and Principal, please make an appointment.**

VOLUNTEERS

Volunteer parents are always welcome to assist at the AHS Pre School. This assistance may involve working in the classroom, office, reading to children, monitoring students during lunch, etc.

Parent volunteers may be needed at times to help out with classroom activities and teachers may request parents to help on these occasions. The presence of the volunteer is meant to enhance the educational experience of students (and should not be a distraction that takes away from student activities), and volunteers are expected to be free of all responsibilities except providing their complete attention to the students and the activity at hand, under the guidance of the teacher.

Parent Communication

Our goal is to keep the communication doors between the family and the center open. Each parent will receive a monthly calendar/news letter sent to you via email that provides important dates and upcoming activities at the center. Once a quarter/monthly, you will receive the center newsletter outlining important happenings relative to child development information. We value feedback at our program.

BIRTHDAY OBSERVANCES

In an effort to promote moderation and avoid displays of extravagance, birthday parties for students are not celebrated at the school.

RELIGIOUS HOLIDAYS AND ACTIVITIES CALENDAR

Please refer to our School Calendar online, for a list of holidays in 2025-2026

During the 2025-2026 academic year, school and Preschool will be closed for approved Islamic holidays if they fall on weekdays. If there is a chance that a holiday that is projected to fall on the weekend may move (based on the sighting of the moon) to the previous or following work day, then that holiday will be marked as a tentative holiday, which will be confirmed only if the actual day falls during the week day.

CONCLUSION

Thank you for reading this handbook. Please keep it handy throughout the school year, as it will prove useful on a regular basis. If you have any questions or concerns, please feel free to contact the director or Principal. You may receive God's blessings and best wishes for a successful school year.

Abeka Curriculum

Salaamun Alaikum,

Dear Preschool Parents

I am thrilled to inform you about our curriculum, Abeka that we have been using since 2021 for all ages within the preschool section. The curriculum has a lot of features to help all of our students in different areas of development. The curriculum emphasizes hand eye coordination, listening, thinking, reading, writing, phonics, numbers, art/skills development, and habits training i.e. raising a hand for permission to speak, lining up, putting toys away, etc.

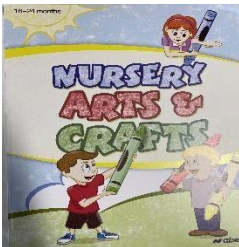
All aforementioned features will help each and every one of our students develop their skills in different areas of learning,

Additionally, the Abeka curriculum has workbook/s for every age group based on their level of development to help every individual student master their learning skills, and also help the teachers understand every student's developmental stage and set a goal to approach and aid every child to develop their skills in the areas that are lacking.

The workbooks for every age are as follows:

18-23 months:

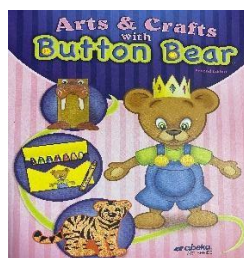
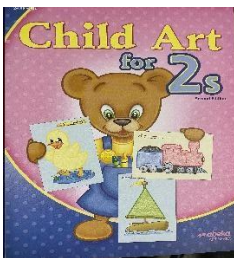
Each child in the toddler classroom will receive the Nursery Arts & Crafts workbook by Abeka. With this book the children will learn about colors, shapes, animals (zoo and wild animals), fruits, vegetables, etc. In addition, they will learn how to use crayons to color and make crafts on a daily basis.



2-year-old

Skills Development Workbooks:

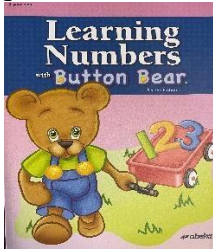
1. *Child Art for 2s* provides coloring sheets for each child.
2. *Arts & Crafts with Button Bear* has a variety of crafts with at least one craft each week.



Numbers Workbook:

3. *Learning Numbers: Two-yr.-old will learn about Numbers every day. Learning Numbers with Button Bear* teaches children to practice coloring and improves their listening skills.

Children will also use **learning games (10 games)** during numbers time to motivate them and to make learning enjoyable and fun. The games include small pieces that can be attached as students answer questions.



Additional learning materials:

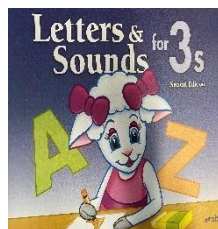
“Fun Poems & Finger Plays and Fun Songs for Little Ones” song book and CD provide delightful selections to enhance the preschool child’s natural love of poetry and songs/nursery rhymes. *“Animal Alphabet Friends Flashcards”*. These cards will expose children to each letter of the alphabet as they learn about interesting animals and their habitats. Also, the *Language Development Visuals* (76 Visuals) will help children to develop their language and listening skills. The topics of this Visuals cover science, health, safety, manners, community helpers, geography, history, family, colors, and shapes.

3-year-old

Phonics workbook:

1. *Letters and Sounds for 3s*

Three-year-old will learn the shape and sound of each letter of the alphabet through the workbook, “Learn about Letters and Sounds” every day. Letters and sounds for 3s gives them practice in letter formation. The Animal Alphabet Friends CD will help each student learn the correct sound for each letter.



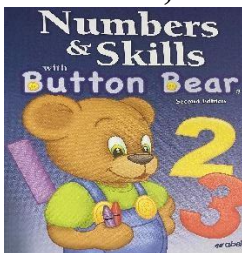
Animal Alphabet Friends Flashcards introduce each letter of the alphabet through a special animal friend. Children learn to recognize the letters as well as learn the sound. These cards are designed to complement Letters & Sounds for 3s.

Language Development Visuals (76 Visuals) will also help children develop their language and listening skills. The topics of this Visuals cover science, health, safety, manners, community helpers, geography, history, family, colors, and shapes.

Fun Poems & Finger Plays and Fun Songs for Little Ones” song book and CD provide delightful selections to enhance the preschool child’s natural love of poetry and songs/nursery rhymes. **Learning Games** (10 games) are used during phonics and numbers time to motivate the children and to make learning enjoyable and fun every day. The games include small pieces that can be attached as students answer questions.

Numbers workbook:

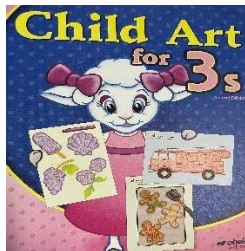
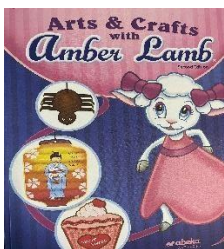
2. **Numbers & skills with Button Bear** teacher recognition of numbers 1-20 as well as matching, tracing, and listening skills with the aid of **Numbers Concepts Flashcards, Numbers Flashcards, Felt 3 inch Numerals, and Felt Objective for Counting.**



Skills Development Workbooks:

3. **Arts & Crafts with Amber Lamb** has a variety of crafts with at least one craft each week.

4. **Child Arts for 3s** provides coloring sheets for each child.



4-year-old

Phonics and Reading:

Children in the prek4 classroom can learn to read by using the simple and logical phonics system. In this grade children will learn to recognize the short vowels, long vowels, learn the sounds of the long vowels, learn to blend two letters together, learn to sound one-vowel and two-vowel words, etc.

Children also will be provided with 12 small booklets, “*Little Books 1-12*”, to read and color. Each book helps students learn how to sound out each blended words such as “**ro**” for **rocket**, ja for jacket, etc. and finally read each completed words in every books. Each book of the set becomes more challenging as their number goes up. Each student in prek-4 will receive twelve books.

Animal Friend Books (8 books): *The Animal Friend Books* has eight books with eight different, simple stories for children to read. Each student will receive a set of eight books.

Numbers:

Children in the prek4 classroom will learn to recognize and understand the concepts of numbers. By the end of the year, they will be able to count from 1-100, recognize 1-20, distinguish *before* and *after* numbers, and answer simple combinations.

Workbooks and supporting materials: ABC-123, Miniature Alphabet Flashcards, Individual Number Cards (one set per student)

Writing: (3 workbooks)

ABC Writing Tablet workbook: This working book has the sample letters to help the students see the formation of the letters. The letter houses on the pages are to aid the children in letter placement. For instance, some letters live only in the “downstairs” (a, c, m, etc.), and others live in the “downstairs” and “basement” (y, g, p, etc.).

Writing with Phonics K4: The book designed for use as a kindergarten writing workbook. It is correlated with basic phonics sounds to help children learn phonics as they practice correct writing formation.

Readiness Skills K4: The book features coloring pages, directed art pages, and other activities designed to aid a young child in developing *writing readiness, eye-hand coordination, visual perception, and listening and thinking skills.*

ABC-123 workbook (This workbook has two parts):

Part 1. Numbers: The book introduces number concepts and the writing of numbers from 1 to 20. The students will enjoy counting the objects on the number sheets and coloring the pictures.

Part 2. Phonics: The phonics pages provide guided activities in the following areas: short and long vowel sounds, simple consonant sounds, blending of consonants and vowels, and words containing one and two vowels.

Art Projects K4 workbook: This book has been designed to give month-by-month variety in enjoyable art activities, to provide interesting seasonal projects, and to teach children art techniques in various types of media.



Frogstreet Curriculum (Infant)

Dear Infant Parents,

Welcome to Al-Hadi Family! I would like to inform you about our infant curriculum, Frog Street that we will use. The curriculum has a lot of features to help our infants in different areas of development. The Curriculum emphasizes Language Development, Cognitive Development, Social and Emotional Development and Physical Development.



Language Development:

Read, Sing, and Speak

There is no more fertile time in life for developing language than between birth and three. Auditory discrimination and auditory memory will be wired during a baby's first year of life. An Infant's sensitivity to sound is present at birth. Babies will begin to make utterances within the first week of life. By six weeks, they will begin to control the sounds they make. Language is, however, a complex system that will continue to evolve throughout life. Frog Street Infant helps teacher build a language-rich environment with a library of colorful board books and high-interest photo cards.



Cognitive Development

Understanding the Patterns of Life

The first cognitive function that is wired in the brain is the relationship between cause and effect. For the first year of life, little one will diligently strive to understand what causes things to happen. Infants are driven by curiosity. They have a need to learn about the world they live in. The understanding of cause and effect is one of the first cognitive and social-emotional concepts a baby will learn.



Social and Emotional Development

The Foundation of Life Skills

Frog Street Infants helps little one develop a foundation of important life skills by:

- . Developing trust
- . Forming healthy attachments

- . Developing impulse control
- . Enhancing social interactions





In the Name of the Most High

PRESCHOOL TUITION SCHEDULE 2025-2026

Admission Fees (due upon enrollment)	
New Student Application Fee (non-refundable)	\$150.00
Annual Registration Fee* (non-refundable)	\$275*

* Registration includes books, supplies, and classroom resources. It excludes personal items such as a lunchbox, blanket, pillow, etc.

Payments due on the 1st of every month.

Infant Tuition (M-F) - Only available at Voss		
		1st Child
Half Day	7:30 AM – 1:00 PM	\$940
Full Day Instructional Hours	8:00 AM – 4:00 PM	\$1,200
Toddler's Tuition (M-F) - Available at Richmond and Voss		
		1st Child
Half Day	7:30 AM – 1:00 PM	\$795
Full Day Instructional Hours	7:30 AM – 4:00 PM	\$845
Pre-Kindergarten 2, 3 & Kindergarten Bridge (M-F) - Available at Richmond and Voss		
		1st Child
Half Day	7:30 AM – 1:00 PM	\$590
Full Day Instructional Hours	7:30 AM – 4:00 PM	\$720

**A discount of 5% will be applied if the preschool student is the first sibling and 7.5% will be applied if the preschool sibling is the second or subsequent sibling.

After-care program		
After-care program	4:00 PM - 6:00 PM	\$155 monthly
Late Charges	6:01 PM onwards	\$50 per 15 minute increment
	After 1:05 PM	\$15 per 20-minute increment
Daily after-care	After 4:05 PM	\$15 per 20-minute increment

* Please note that the instructional day begins at 8:00 am for all students regardless of arrival time. For more information regarding the schedule for the instructional day please email the Richmond preschool director, Sr. Fatemeh Vostaie, at FVostaie@alhadi.com or Voss preschool director Sr. Shabnam Sanaei, at shabnam.sanaei@alhadi.com

1. No credit is given for sick or vacation days.
2. Changes in student schedules, if any, should be made at the beginning of the month only. If changes are made in the middle of the month, the tuition charged for that month will be the higher of the two amounts.
- **Schedules may not be changed more than 2 times over the academic year.**
3. Tuition payments received after a 3-day grace period (three business days including the tuition due date) will be subject to a late payment charge of \$25 per month per child.
4. A \$150 payment could secure your child's spot during a one month absence. Preschool families can avail this only once during an academic year. Second month onwards we will charge the entire tuition to save a students spot.
5. Payment method via online payment form:

Bank Withdrawal (ACH form online)

Credit/Debit Card online payment should be accompanied with a 3% processing fee.

Registration will not be complete unless all documents and payments are submitted.

Revised: 4/25

Al-Hadi School

Emergency Preparedness Plan Richmond Location

Evacuation Process

FIRE DRILLS

1. **Familiarize the students with the fire drill.** Teachers talk to the students in their classroom about the bell/alarm, rules, and procedures for vacating the building.
2. **Evacuate the building.** At the sound of the alarm, the teachers will make sure that students immediately start to line up in an orderly manner. The teacher will grab the student roster by the door and escort the students out of the building making sure everyone is accounted for.
3. **PLAN A:** Unobstructed route is to precede the main exit of the building.

PLAN B: When that route/doorway is obstructed, proceed to the exit door that opens to the Preschool play area (located at the end of the Preschool hallway).
When told that it is safe to return, the teachers will escort the students back to their classrooms to resume work.

Fire Drill/Evacuation Instructions:

- All students, employees, and visitors must evacuate the building upon the sounding of the fire alarm.
- Evacuate the building in an orderly and quiet manner to the safe area indicated on the evacuation map.
- **All teachers must take their class roster/grade book with them to take roll.**

- **Close all classroom doors behind you after exiting so the fire will be contained and not spread.**
- Everyone must walk, not run to the safe area. No talking is allowed. The building must be evacuated within **2 minutes**.
- Students must stand in straight rows facing the building.
- **Teachers must take roll call / headcount of students in their custody to assure all students have been accounted for.**
- Inform an administration member if all students are accounted for or if someone is missing. If a student is missing, under no circumstances should another student be allowed to enter the building.
- Remain absolutely quiet – no talking, giggling, etc. Be ready to take instructions as necessary.
- Remain outside the building in lines with your class until permission is given to return inside the building.
- Return to class in an orderly and quiet manner.

Notes:

When the alarm is activated, do not try to diagnose the problem, evacuate the building with the students. It is the school administration’s responsibility to investigate the problem. It is the teacher’s responsibility to help their students safely evacuate the building and supervise them until further instructions are given. Everyone must evacuate – the clock stops when the last person exits the building.

SEVERE WEATHER DRILLS

1) What does the Severe Weather Alarm sound like?

The Severe Weather Alarm will be broadcast over the PA system (it sounds like a fire engine & is different from the Fire Alarm).

Groups in areas where the PA system cannot be heard will be alerted by an front office administrator (backup: Business Manager/ Principal)

2) What are the general procedures for a Severe Weather Drill?

- a) Attendance roster should be taken from the classroom to the safe zones.
- b) Students should be accompanied to designated safe zones (see #3).
- c) Students must be instructed to walk calmly and quietly.

d) Attendance should be taken before leaving classrooms and upon arrival in the safe zones

e) Students on the 2nd floor may use both hallways (middle and high school) as a safe zone.

in order to identify any missing students.

f) Everyone must report to the safe zones. Students & employees may NOT remain in the classes during a Severe Weather Drill.

g) Severe Weather Drills will be announced in advance to employees. In case of an announced drill,

-Preschool students may use part of the preschool hallway (the opposite side of the prek4 class) as a safe zone.

-Students (grades kg-5) may use the elementary hallway or and the stage located in the gym.

-Grades 6-12 will use the 2nd floor hallways or the stage located in the gym.

h) In case there is an unannounced drill, please consider it to be an actual exercise.

3) Where are the Safe Zones?

a) Preschool Hallway (Todd, prek2, 3, &4 outside wall).

b) Grades kg – 5 students will use the elementary hallway.

c) Students in grades 6– 12 will use the 2nd floor hallway/s area.

d) Students in the gym will use the stage located in the gym.

I. Students should be seated upon arrival in the safe zones. They should be organized into groups by grade (segregated into boys and girls sections).

e) The preschool storage area near the prek3 (room114) is also a safe zone (can be used by the preschool students & staff).

f) The stage located in the gym is also a safe zone.

Hazardous Weather Outlook

A Severe Weather Coordinator/ business manager/front office administrator will be responsible to check the weather forecast on a regular basis.

Resources: weather.gov, local radio stations, TV channels, Alief ISD website (www.aliefisd.net/contact), and Alief ISD hotline: 281.988.3499.

Lightning

A thunderstorm contains lightning. It is a threat to anyone outdoors. Students in the play areas will need a safe shelter. **30-30 Rule**

30 Seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.

30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter. Stay in a safe area until you are sure the threat has passed.

Flash Floods

If the National Weather Service issues a Flash Flood Watch, you may continue with your daily routine. If a Flash Flood Warning is issued, then action needs to be taken. Never enter flooded waters! If in an automobile, turn around, do not drown!

Severe Weather

Thunderstorms are those storms which produce winds of 58 mph or greater and/or hail of 1 inch in diameter or larger. Tornadoes are violently rotating columns of air attached to the cloud base above and in contact with the ground below.

Safety Zones

The greatest danger from high winds is:

- Roof failure
- Breaking glass
- Flying debris

Rooms with large windows are not safe. Large rooms with expansive roofs are not safe. Lowest level is always the safest.

Tornado Warning

When a tornado warning is issued by the county and it is determined that the school is in the path of this storm, begin the process to move students and staff from unsafe locations to the safe zones.

Tornado Safety Position

If winds begin to pick-up outside the school (or if a roar is heard or large hail is falling), have students and teachers drop immediately into the ‘tornado safe’ position.



Dismissal

Hold classes beyond regular dismissal time until a severe weather threat has passed. It is not advisable for parents to go to the school to pick up their children in severe weather.

Power

At least two people should know how to shut off the main power (electricity) and gas (if applicable). After a severe storm, it may be necessary to turn these off (for example, to avoid leaked gas catching fire with electric sparks).

Exposure to Excessive Heat

The National Weather Service issues a heat advisory when the heat index is expected to reach 105°F and an excessive heat warning is issued when the heat index is expected to reach 115°F or more. Students should be kept indoors. Encourage them to drink plenty of water.

Lockdown Procedures

There are two types of lockdowns:

1. **LOCKDOWN WITH WARNING (Soft lockdown):** The threat is outside of the school. There may be a threat by an intruder or emergency outside the school

that prevents the evacuation of students from the building. At any time during the soft lockdown, it may be elevated to a hard lockdown if circumstances warrant.

During a soft lockdown, everyone needs to remain inside and lock his or her doors.

2. **LOCKDOWN WITH INTRUDER (Hard lockdown):**

The threat or intruder is inside the school building.

Active Shooter in the Building

The premise for the procedure for an active shooter in the building is based on the 3 actions- **Run, Hide** and **Fight** but more importantly is the use of **common sense** given the specific circumstances.

If the situation permits, evacuate the classroom, floor, building or campus.

Run

- Plan several escape routes from your office or classroom.
- If an exit is out a window, plan to break the glass.
- Do not stop to gather personal belongings.
- Do not attempt to remove wounded people when escaping.
- Call 911 when you are safe. Tell the 911 operator the location of the active shooter, number of shooters, physical description of shooters, and the number of potential victims at the location.

If the situation does not permit a safe evacuation, then hide.

Hide

- Hide out of the shooter's view.
- Lock the door and block the entry to your hiding place.
- Remain quiet and silence your cell phone.

- If students or staff can be seen from the door, attempt to cover the door panel.

Fight only as a last resort when your life is in imminent danger.

Fight

- Attempt to incapacitate the shooter.
- Use anything you have as a weapon.

When Law Enforcement arrives, remember the following points: •

Remain calm and follow instructions.

- Raise hands and keep fingers spread and visible at all times.
- Avoid quick movements toward the officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or directions when evacuating.
- Know that the first officers on the scene will not stop to help injured persons. Their main objective is to apprehend the shooter.

Lock Down Procedure

- An announcement will be made over the public address system, “Your attention please! We are now in Hard Lockdown.”
- The Principal/business manager will make the announcement over the public address that the Lock Down procedure is now in effect.
- Teachers will keep the students in the classroom with the lights out, doors locked and the blinds closed. Teachers will take roll and report unaccounted for students or all present by texting to the business manager or the principal. Make sure your **cell phone is on SILENCE and not on VIBRATE.**

Your message should look like this:

Room # _____. I have _____ grade class. _____ are present today and all of them are with me. OR one of them went to the restroom. (Your name).

- All auxiliary teachers and staff should send a message of their location on campus.
- Teachers should disregard bells until further notice.
- Students out of their classrooms at the time of the lock down should take shelter in the nearest classroom. Their names and location should be reported to the business manager or the backup.
- Students and teachers in the library remain there and close all panels/curtains. Their attendance should be reported.
- Students should move to a location in the classroom with the least visibility from the door or window and remain silent. **If an intruder has a gun and begins to shoot, everyone should lie down on the floor and cover their heads.**
- Administration will call **911**.
- Administration will be alert to all students' locations and be ready to move students as necessary.
- Administration and the custodian will lock gates and appropriate inside and exterior doors in an attempt to isolate the intruder away from students and staff.
- Administration will initiate the communication system if the situation deems necessary.
 - Administration will indicate with a "Bismillahir Rahmanir Raheem, **ALL CLEAR**" over the public address system when it is safe to resume normal activity. Preferably, another person will also make a similar announcement.
- Teachers will take roll calls after the "all clear."

In the event there isn't time to evacuate children into the building from the playground or any outdoor areas, the "freeze down" procedure will be used.

Freeze Down Procedure

- The students/faculty will respond by dropping flat to the ground, face down.
- The students and faculty will remain with arms overhead and listen for the bullhorn signal “all clear.”

Voss Location Emergency Preparedness Plan

When the decision is made to evacuate the Center facility, the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

In the event of an **Actual Fire**, the Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete.

Center staff will evacuate their children as follows:

Toddlers and Preschool

The Toddler Group Leader and Preschool Group Leader shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the Parking area. The Group Leader is also responsible to bring all attendance sheets, child rosters, and information sheets. Upon arriving at the parking area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately. **Director, Toddler Group Leader and Preschool Group Leader will walk the children to the Parking of:**

2323 S.Voss Rd. Houston/TX77057

Alternate Location:

The building that is next to the Voss location (on the right side of the Voss building).

For inclement weather, if possible, take appropriate supplies to protect the children. Center Aides and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

Director, Toddler Group Leader and Preschool Group Leader will take the children to the Playroom.

Procedures for Conducting a Fire Drill

1. Inform the staff in advance. The Center Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classrooms about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and the Center will be evacuated.

- a) Evacuating Toddlers: The designated member of the management team goes to the toddler area.
 - b) Toddlers (walkers) proceed immediately with their Group Leader to the outside-designated area.
 - c) Group Leaders will count their children and take attendance sheets, emergency information and cell phones with them.
 - d) The Center Director or designee checks bathrooms, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
 - e) The Center Director retrieves the official daily sign-in sheet and cell phone.
4. Time the drill. The Center Director times how long it took to vacate the building.
 5. Verify accurate recount of all persons. The Center Director or designee checks with each group to verify an accurate recount of all persons.
 6. Return to the building. The Center Director or designee gives approval to re enter the building. The Center Director or designer helps with toddlers.
 7. Document the completed fire drill. The Center Director completes written documentation that contains the specifics of the drills: date, time and location of fire and the length of time required to vacate the building. Fire drills will be practiced at least once in a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

Additional assignments of staff:

1. Evacuation Supervisor – Director
2. First Aid – Preschool Aide
3. Communications – Administrative Staff – Alternate: Director
4. Play space operations – Preschool Group Leader
5. Pick-Up Assignments – Toddler Group Leader

1. Evacuation Supervisor: Director - Alternate: Preschool Teacher A. Make sure all children are accounted for.
 - B. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
 - C. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
 - D. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.

Key Materials: Cell phone, official daily sign-in sheets

2. First Aid Assignment: Preschool Aide Administer First Aid as necessary

Key materials: Complete First Aid Kit, flashlights, batteries, cell phone, and Radio contained in a bright, labeled bag.

3. Communications Assignment: (Each Group Leader will contact their own class parents. Communication Coordinator to give out wording and information to be relayed.)

Check with Evacuation Supervisor about exact info to give to families when Calling (emphasis should be placed on the child's condition and the pick-up location).

Discuss with the Evacuation Supervisor, the exact wording to offer families whose children have been injured in some way by the event.

4. Relay information to group leaders of each class
 - A. Confirm all parents/emergency back-up contacts have been actually spoken to.
 - B. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.
 - C. Play Space Assignment: Determine where to set up different groups of children
 - D. If possible, define areas.
 - E. Determine the nearest and safest bathroom and arrange for supervision.
 - F. Report back to the Evacuation Supervisor with updates, needs, and problems

G. During his/her rounds. Key materials: Prepared Emergency Evacuation Kit (see Emergency Kits and

H. Supplies, including some play materials.

5. Pick-Up Assignment: Establish an area away from the primary play area and first aid areas to control access.

A. Collect all the sign-in sheets to monitor family pick-ups.

B. Select a staff member to collect children and bring them to the pick-up point.

C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper; highly visible cap

In case of School, emergency evacuation please call:

Seyed Ali Reza Abedi, School principal. (713) 992-2385

Shabnam Sanaei, Preschool Coordinator/Director: (832)643-0865

Emergency Procedures for Preschool & Elementary

FIRE DRILLS

1. **Familiarize the students with the fire drill.** Teachers talk to the students in their classroom about the bell/alarm, rules, and procedures for vacating the building.
2. **Evacuate the building.** At the sound of the alarm, the teachers will make sure that students immediately start to line up in an orderly manner. The teacher will grab the student roster

by the door and escort the students out of the building making sure everyone is accounted for.

3. **PLAN A:** Unobstructed route is to proceed to the exit doors by the front play area. **PLAN B:** When that route/doorway is obstructed, proceed to the exit door towards the masjid area. Students on the second floor will be taken towards the parking garage exit door.
4. When told that it is safe to return, the teachers will escort the students back to their classrooms to resume work.

Fire Drill/Evacuation Instructions:

- ❖ All students, employees, and visitors must evacuate the building upon the sounding of the fire alarm.
- ❖ Evacuate the building in an orderly and quiet manner to the safe area indicated on the evacuation map.
- ❖ **All teachers must take their class roster/grade book with them to take roll.**
- ❖ **Close all classroom doors behind you after exiting so the fire will be contained and not spread.**
- ❖ Everyone must walk, not run to the safe area. No talking is allowed. The building must be evacuated within 2 minutes.
- ❖ Students must stand in straight rows facing the building.
- ❖ **Teachers must take roll call / headcount of students in their custody to assure all students have been accounted for.**
- ❖ Inform an administration member if all students are accounted for or if someone is missing. If a student is missing, under no circumstances should another student be allowed to enter the building.
- ❖ Remain absolutely quiet – no talking, giggling, etc. Be ready to take instructions as necessary.
- ❖ Remain outside the building in lines with your class until permission is given to return inside the building.
- ❖ Return to class in an orderly and quiet manner.

Notes:

When the alarm is activated, do not try to diagnose the problem, evacuate the building with the students. It is the school administration's responsibility to investigate the problem. It is the teacher's responsibility to help their students safely evacuate the building and supervise them until further instructions are given. Everyone must evacuate – the clock stops when the last person exits the building.

SEVERE WEATHER DRILLS

1) What does the Severe Weather Alarm sound like?

The Severe Weather Alarm will be broadcast over the PA system (it sounds like a fire engine & is different from the Fire Alarm).

Groups in areas where the PA system cannot be heard will be alerted by an administrator or designee.

2) What are the general procedures for a Severe Weather Drill?

- a) Attendance roster should be taken from the classroom to the safe zone.
- b) Students should be accompanied to designated safe zones (see #3).
- c) Students must be instructed to walk calmly and quietly.
- d) Attendance should be taken upon arrival in the safe zone in order to identify any missing students.
- e) To avoid crowding outside the prayer halls (safe zones), students in PE on the 2nd floor may use the external stairs (that lead into the parking basement) to enter the building and arrive at the safe zone (please leave shoes on shelves outside Men's entrance).
- f) Everyone must report to a safe zone. Employees may NOT remain on the 2nd floor during a Severe Weather Drill.
- g) Severe Weather Drills will be announced in advance to employees. In case of an announced drill,
-**preschool** will be taken to the playroom next to the masjid
- h) In case there is an unannounced drill, please consider it to be an actual exercise.
- i) In case there is an unannounced drill, shoes must be kept on at all times during an actual exercise, since there may be dangerous debris on the floor that can cause injury.

3) Where are the Safe Zones?

- a) Preschool students will proceed to the Ladies with Children Prayer Hall (playroom/gym).
- b) Grades K – 4 students will proceed to the masjid area.
- c) Students in grades 5– 12 will proceed to the hallway in front of the restrooms.
 - i) Students should be seated upon arrival in the safe zone. They should be organized into groups by grade (segregated into boys and girls sections).
 - ii) Grades K-1 will use the ladies side of the Main Prayer Hall
 - iii) Grades 2-4 will use the men's side of the Main Prayer Hall
- d) The three back offices near the 1st floor lobby are also safe zones (Student Specialist, Vice Principal's and Business Operations Manager's offices.)

Hazardous Weather Outlook

Severe Weather Coordinator will be responsible to check the weather forecast on a regular basis. Resources: weather.gov, local radio stations, TV channels, Houston ISD website, and HISD hotline: 713.267.1704.

Lightning

A thunderstorm contains lightning. It is a threat to anyone outdoors. Students in the play areas will need a safe shelter. **30-30 Rule**

30 Seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.

30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter. Stay in a safe area until you are sure the threat has passed.

Flash Floods

If the National Weather Service issues a Flash Flood Watch, you may continue with your daily routine. If a Flash Flood Warning is issued, then action needs to be taken. Never enter flooded waters! If in an automobile, turn around, don't drown!

Severe Weather

Thunderstorms are those storms which produce winds of 58 mph or greater and/or hail of 1 inch in diameter or larger. Tornadoes are violently rotating columns of air attached to the cloud base above and in contact with the ground below.

Safety Zones

The greatest danger from high winds are:

- Roof failure
- Breaking glass ● Flying debris

Rooms with large windows are not safe. Large rooms with expansive roofs are not safe. Lowest level is always the safest.

Tornado Warning

When a tornado warning is issued by the county and it is determined that the school is in the path of this storm, begin the process to move students and staff from unsafe locations to the safe zones.

Tornado Safety Position

If winds begin to pick-up outside the school (or if a roar is heard or large hail is falling), have students and teachers drop immediately into the 'tornado safe' position.

Dismissal

Hold classes beyond regular dismissal time until severe weather threat has passed. It is not advisable for parents to go to the school to pick up their children in severe weather.

Power

At least two people should know how to **shut off** the main power (electricity) and gas (if applicable). After a severe storm, it may be necessary to turn these off (for example, to avoid leaked gas catching fire with electric sparks).



Exposure to Excessive Heat

The National Weather Service issues a heat advisory when the heat index is expected to reach 105°F and an excessive heat warning is issued when the heat index is expected to reach 115°F or more. Students should be kept indoors. Encourage them to drink plenty of water.

Lockdown Procedures

There are two types of lockdowns:

1. **LOCKDOWN WITH WARNING (Soft lockdown):** The threat is outside of the school. There may be a threat by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. At any time during the soft lockdown it may be elevated to a hard lockdown if circumstances warrant.

During a soft lockdown, everyone needs to remain inside and lock their doors.

2. **LOCKDOWN WITH INTRUDER (Hard lockdown):** The threat or intruder is inside the school building.

Active Shooter in the Building

The premise for the procedure for an active shooter in the building is based on the 3 actions- **Run, Hide** and **Fight** but more importantly is the use of **common sense** given the specific circumstances.

If the situation permits, evacuate the classroom, floor, building or campus.

Run

- Plan several escape routes from your office or classroom.
- If an exit is out a window devise a plan to break the glass.
- Don't stop to gather personal belongings.
- Do not attempt to remove wounded people when escaping.
- Call 911 when you are safe. Tell the 911 operator the location of active shooter, number of shooters, physical description of shooters, and the number of potential victims at the location.

If the situation does not permit a safe evacuation, then hide.

Hide

- Hide out of the shooter's view.
- Lock the door and block the entry to your hiding place.
- Remain quiet and silence your cell phone.
- If students or staff can be seen from the door, attempt to cover the door pane.

Fight only as a last resort when your life is in imminent danger.

Fight

- Attempt to incapacitate the shooter.
- Use anything you have as a weapon.

When Law Enforcement arrives remember the following points: ●

- Remain calm and follow instructions.
- Raise hands and keep fingers spread and visible at all times.
- Avoid quick movements toward the officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or directions when evacuating.
- Know that the first officers on the scene will not stop to help injured persons. Their main objective is to apprehend the shooter.

Lock Down Procedure

- An announcement will be made over the public-address system, “Your attention please! We are now in Hard Lockdown.”
- The Principal/business manager will make the announcement over the public address that the Lock Down procedure is now in effect.
- Teachers will keep the students in the classroom with the lights out, doors locked and the blinds closed. Teachers will take roll and report unaccounted for students or all present by texting Sr. Fatemeh Vostaie. at 713.478.1180).
-
- **Make sure your cell phone is on SILENCE and not on VIBRATE.**

Your message should look like this:

Room # _____. I have _____ grade class. _____ are present today and all of them are with me. OR one of them went to the restroom. (Your name).

- All auxiliary teachers and staff should send a message of their location on campus.
- Teachers should disregard bells until further notice.
- Students out of their classrooms at the time of the lock down should take shelter in the nearest classroom. Their names and location should be reported to the business manager or the backup.
- Students and teachers in the library will evacuate to _____ and their attendance should be reported.
- Students should move to a location in the classroom with the least visibility from the door or window and remain silent. If an intruder has a gun and begins to shoot, everyone should lie down on the floor and cover their heads.
- Administration will call **911**.
- Administration will be alert to all students’ locations and be ready to move students as necessary.
- Administration and the custodian will lock gates and appropriate inside and exterior doors in an attempt to isolate the intruder away from students and staff. PE staff will _____.
- Administration will initiate the communication system if the situation deems necessary.
- Administration will indicate with a “Bismillahir Rahmanir Raheem, **ALL CLEAR**” over the public address system when it is safe to resume normal activity. Preferably another person will also make a similar announcement.

- Teachers will take roll calls after the “all clear.”

In the event there isn't time to evacuate children into the building from the playground or any outdoor areas, the “freeze down” procedure will be used.

Freeze Down Procedure

- The students/faculty will respond by dropping flat to the ground, face down.
- The students and faculty will remain with arms overhead and listen for the bullhorn signal “all clear.”