AHC ACADEMY
ABU HURAIRA CENTER

PARENT HANDBOOK

2023/2024 School Year

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EDUCATE. ACTIVATE. ILLUMINATE.

AHC ACADEMY
ABU HURAIRA CENTER

Abu Huraira Center Academy Handbook
2023-2024 Academic Year

Abu Hurairah narrated that the Prophet (ﷺ) said:
"The best of charity is when a Muslim man gains knowledge, then he teaches it to his Muslim brother."
- Sunan Ibn Majah, Vol. 1, Book 1, Hadith 243

Welcome Message

Asalamu Alaikum

Dear AHC Academy Families,

Welcome to the Abu Huraira Center Academy 2023/2024 school year. Inshallah, we are enthusiastic about embarking on this new journey alongside all of you. We eagerly anticipate the opportunity to meet both our new and returning students, as well as parents, guardians, and valued members of our community.

In this new academic year, let us renew our intentions and aspirations. May this be a time of growth not only in academic knowledge but also in our connection with our deen. As we gather in these halls of learning, we are reminded of the hadith of the Prophet Muhammad (ﷺ): "Seeking knowledge is obligatory upon every Muslim." This pursuit of knowledge, rooted in faith brings us closer to Allah and empowers us to make positive contributions to our community and the world at large.

As we embark on this new chapter, let us remember that seeking knowledge is a lifelong journey. Let us uphold the values of sincerity, perseverance, and gratitude in our pursuit. May this year be filled with moments of discovery, connection, and personal growth. We look forward to the year ahead inshallah, confident that with the support of each other, our families, and our faith, we will overcome challenges and achieve success, both in this world and in the Hereafter.

As we start the new school year, we kindly ask all Parents and Guardians to go through our Parent Handbook. It contains crucial details about school policies and procedures. Should you have any inquiries, feel free to contact us via phone, email, or on our ClassDOJO app. We believe open communication is key for successful education, and we're excited to work together for a productive school year. Your support and suggestions are highly appreciated.

Jazakum'AllahuKhairan,

Sr. Deqa Farah – Principal

AHC ACADEMY NASHEED

AHC Academy
Aiming for sincerity
Our Lord, our Lord!
Increase our knowledge,
So that we can be
Better than we've ever been

With shining faces
From all the races
We come forth
We walk through open doors

Every day we stand in line
We are grateful all the time
For our health and our strong minds

Praying, playing, growing,
Goodness always flowing!
With all of our brothers,
With all of our sisters in Islam!
Together we work towards a better world

AHC Academy
Aiming for sincerity
Our Lord, our Lord!
Increase our knowledge,
So that we can be
Better than we've ever been

Allah is Great
Allah is Great
To Him is our fate
So let's win the race
To khair
Insha Allah

AHC Academy
Aiming for sincerity
Our Lord, our Lord!
Increase our knowledge,
So that we can be
Better than we've ever been

AHC Academy
Aiming for sincerity
Allah, Allah!
Increase our knowledge,
So that we can be
The best of all the
Muslimeen

Rabbee,
Zidnee,
'Ilma!

Written with the help of the amazing Sr. Sara Ansari. JazakAllah Khair!

Important Dates 2023-2024

First day of classes for all students is on **Tuesday, September 5th, 2023** inshallah.The last day of school is **Wednesday, June 26th, 2024** inshallah.

The Abu Huraira Center Academy follows the same yearly calendar as the Toronto District School Board.

PA Days & Holidays	Date
Labour Day	September 4, 2023 **First Day of School - September 5, 2023**
PA Day	**October 6, 2023**
Stat Holiday (Thanksgiving)	October 9, 2023
PA Day & Parent Teacher Interviews	**November 17, 2023**
PA Day	**December 8, 2023**
Winter Break	December 25, 2023 to January 5, 2024 **School Resumes January 8, 2023**
PA Day	**January 19, 2024**
PA Day & Parent Teacher Interviews	**February 16, 2024**
Family Day	February 19, 2024
March Break	March 11 - 15, 2024 **School Resumes March 18, 2024**
Stat Holiday (Good Friday)	March 29, 2024
PA Day	**April 19, 2024**
Stat Holiday (Easter Monday)	April 1, 2024
Stat Holiday (Victoria Day)	May 20, 2024
PA Day	**June 7, 2024** **Last Day of School - June 26, 2024**

***Note: Inshallah there will also be a holiday period during the last 10 days of Ramadan and Eid.**

EQAO Testing (Grades 3 & 6)

The Abu Huraira Center Academy administers yearly EQAO testing for grades 3 and 6 (Late May – June 2024). The testing is optional, yet we highly recommend all students in both grades to participate.

General Information & Policies

School Start Date: **Tuesday, September 5th, 2023**
School End Date: **Wednesday, June 26th, 2024**

Drop-Off Time: The earliest morning drop off time is at 8:30 am for all students
Drop-Off Location (All Grades): **Main Doors** - Sisters Entrance

Pick-Up Time: The latest pick-up time is at 3:15 pm for all students
Pick-Up Location: **Warehouse Doors** KG – Grade 3
Main Doors Grades 4 – 8

Hours: 8:50 am Morning Duaas – 9:00 am Class Start | 3:00 pm School Ends – 3:15 pm Latest Pickup

Morning & After School Programs: 7:15 am Drop Off | 5:00 pm pickup ($100 fee per program)

School Buzzer: The AHC Academy main doors are always locked. Please use the buzzer located at the main doors to gain access. This is a video based system to ensure the safety and security of our students.

Principal Contact: Sr. Deqa Farah **| E-Mail:** principal@abuhuraira.org
Admin Contact: Sr.Urusi Rafiq |**E-Mail:** islamicschool@abuhuraira.org

School Cell Phone:(647) 509-2422 (Call & Text)
Abu Huraira Center Phone: (416) 752-1200

Scheduling Procedures

The AHC Academy follows a **full-time in-person school model.** There will not be any virtual classes, unless in the case of a pandemic related province-wide lockdown.

1) Class Timings

- School will run full-time in person from Monday-Friday.
- Parents will receive a schedule for their child's class at the beginning of the school year.
- School starts promptly at 8:50 am for the Morning Duaas and announcements. Classes start at 9:00 am.
- The earliest morning drop-off time is at 8:30 am for all students.
- School Ends at 3:00 pm, with the latest pickup being at 3:15pm.
- Parents/Guardians must respect Abu Huraira parking rules. Parents must drive into 270 Yorkland Blvd and exit from 280 Yorkland Blvd (New masjid).

2) School Entry

- The morning drop-off location for all grades is at the main doors – Sisters Entrance.
- Parents and students must line up together using the new entry sidewalk near the main doors, to wait for their turn to enter the school building.
- Teachers will be in their classrooms by 8:30 am sharp so students can go directly into class as soon as they arrive.
- There will be a staff member present at the main doors for entry from 8:30 AM - 8:50 AM.

- The main doors will be closed and locked right at 8:50 AM.
- Latecomers may use the video door bell system to enter the school.

3) School Dismissal

- There are two separate Pick-up Locations: The warehouse doors for KG – Grade 3 and the Main Doors for Grades 4 – 8.
- To ensure a seamless dismissal we will make sure students have their backpacks, jackets, and belongings ready before the end of the day.
- Names will be called via a wireless microphone and speaker system as soon as the parent or caregiver has arrived at the doors.
- Students whose parents have not arrived by 3:15 pm will be placed in the after-school program and will be charged a fee.
- Parents and Guardians will not be allowed inside the school during both drop-off and dismissal.

4) Morning & After School Program

The Abu Huraira Center Academy provides an early drop-off and late pickup program.

- Students in the Morning Program can be dropped off at 7:15 am daily.
- The After School Program runs from 3:00 – 5:00 pm.
- The cost for both programs (morning and afternoon) is $200, or $100 for one session.
- The parents/guardians of students who are late (Past 3:15pm mark), there will be a daily charge of $5 per child. This will be billed in the next months fee. This does not apply to those students already enrolled in the after school program.
- Parents will be given 3 emergency days per child during the year where no fee will be paid if they are picked up late.
- Families who develop consistent lateness for pickup will be given a reminder, followed by a warning if lateness continues.
- The morning and after school programs will be held in the front warehouse area or lab, and will consist of 2 staff members daily.
- Families can contact morning and after school staff using the AHC Academy school cell phone.

5) Lunch & Snack

- Alhamdulilah, the AHC Academy runs a snack program, whereby all students will be provided with a nutritious snack daily.
- The program is free of charge with a suggested $10 monthly contribution.
- Each snack will include a fruit or a vegetable, a serving of grain, as well as a serving of dairy or protein alternative.
- Snacks will be varied and new will rotate on a monthly basis.
- Students are also free to bring their own snacks to school as well!
- Parents/Guardians must provide lunch for their child on a daily basis.
- If a student does not have lunch, the family will be called and a snack will be given to the child for the time being.
- Inshallah we will notify families in advance regarding special lunches such as Pizza Day!
- Snack takes places on a staggered schedule between 10:00 am – 10:45 am, and lunch between 12:00 pm – 1:00 pm.
- 2 microwaves are available in the cafeteria for all students to use. (Younger grades will have supervision when using)

Attendance

Regular attendance is very important to your child's school success and is a most necessary habit toward a productive life. Whenever your child is late or absent, pleases call or text the school office (School Cell Phone) to inform us. A written letter must be sent to the office upon the student's return to school, stating why they were absent. Even if a phone call has been made to dismiss the child from school a note is required for written documentation. Without written documentation from a parent or guardian the absence will be marked as unexcused. Examples of excused absences: doctors visits, dental visits, etc. If a student has missed three consecutive days, a doctor's note is needed to excuse the absences.

- Students should be at school promptly by 8:50 AM for their morning dua assembly, and ready to start lessons by 9:00 AM. It is extremely disruptive for the teacher and the rest of the class when a child arrives late.
- When a child is late or absent it is recorded in our attendance management system.
- A late slip will be written, along with a phone call/text message notification sent to the family
- When a pattern of lateness emerges the school is directed to contact the parents or guardians in order to resolve the situation.
- If a student reaches 10+ lates in the school year a letter will be sent home.
- If a student reaches 5+ absences in the school year a letter will be sent home.
- Failure to resolve any continuous lates or absences can result in expulsion from school.
- All attendance is marked down on your child's report cards, and will be documented in the Ontario Student Record.

Visitors/Leaving Early

All Parents and Guardians must communicate via phone call/text/email, and first visit the office before picking up their children early.Parents and Guardians must sign an early pick up form before leaving. We do not allow any visitors or any random individuals to enter the school property during school hours. Parents/Guardians must notify the administration if another person or relative will be picking up their child. If there is no communication, then the student will not be allowed to leave without the consent of the Parent/Guardian.

- Safety gates and main doors close promptly at 8:50 am each day, and open at 3:00 pm.
- Parents/Guardians must sign a Drop Off/Pick-Up authorization form in September.
- Families of students from Grades 6 – 8 will be sent a form in order to specify if students would be allowed to leave or arrive at school on their own.
- All classroom visits by parents (legal guardians) must be scheduled through the office and/or by the teacher.
- All visitors are required to report directly to the office for a visitor's pass if required, before proceeding to the classroom. Once the appointment has concluded the parent or visitor must return to the office and sign out.
- Parents and Guardians will be allowed to enter the school to speak with office staff as long as an appointment has been made via phone or email.
- Walk in one-on-one meetings with the principal or teachers will not be allowed.

1. A special priority will be given to parents with students JK/SK who are new to the school to help with adjustment.

Tuition Payments

Fees	1st Child	2nd Child	3rd Child	Additional children
Tuition:	$ 425	$ 400	$ 380	$350
Application fee for new students (non-refundable)				$50 per Student
School Supplies Fee (Annual) **($150 in September, and $150 in January)**				$300 per student

Tuition should be paid on time every month. A payment in the amount of $300 ($150 in June or September, and $150 in January) must also be submitted for school supplies for the academic year. We advise that all parents switch to our convenient Pre-Authorized Payment Plan. This allows you to pay the exact amount – automatically from your bank account without having to remember to pay your child(s) school fees. Parents will be notified by administration if fees are not paid on time, with the potential of the child being withdrawn from the school.

1. Tuition and admin fees for the first month of September will be withdrawn within the first week. All following tuition will be withdrawn at the times specified on the registration form.
2. There will be an NSF charge of $25 for payments that do not go through.
3. Failure to maintain regular payments will result in revoking enrollment of students.
4. **Early Withdrawal Processing Fees:** All parents would have to pay a $425 fee if they decide to leave the school during the school year, or within 2 weeks before school begins. This fee will be put in place in order for admin to necessitate the finalization of all student record files, along with the dispatch process to the next school.
5. **Non-Refundable June Fees:** In the beginning of the school year all parents must pay the first and last tuition payments (Sept and June) for the school year. If a parent chooses to withdraw their child mid-year, the June fee will not be refunded. If the June fee has not been paid and a student withdraws early, then both the early withdrawal fee and June fee will be processed ($425).
6. **Temp Leave/Vacation:** If a parent decides to temporarily remove their child from school or go on a vacation there will be no tuition breaks given. All monthly payments will be deducted as usual. Tuition breaks will only be given if a child is severely sick and parents provide a medical note from their family doctor.

Tuition Payment Options

- All payments must be done through EFT (Electronic Funds Transfer)
- The AHC Academy does not accept cash, cheques or credit card on a monthly basis
- Only bulk payments such as 5 month or full 10 month fees can be paid in cash or cheque
- No discounts will be provided unless otherwise specified by the board

Uniform Policy

The Abu Huraira Academy encourages the adherence of uniform. The uniform policy is in place to ensure the students develop organizational skills as well as disciplinary skills. The uniform teaches the students be mindful of cleanliness and presentation. Students are expected to come to school with neat, presentable clothes. Any appearance that violates the uniform policy is considered a violation of Abu Huraira Academy school policy. Teachers and staff at the AHC Academy will routinely monitor student uniforms.

- It is necessary for all children to have a pair of indoor shoes for their own health and safety. Indoor shoes can be left at the school overnight outside every classroom.
- Indoor shoes can be any color, and preferably running shoes. Please avoid blinking light shoes.
- Students are discouraged from wearing expensive brand name shoes to school. If they do, the safety and maintenance of that is solely the student's responsibility.
- Please make sure students bring appropriate and warm clothing during the winter months, such as jackets, boots and gloves.
- Students in JK-Gr.2 are urged to bring and extra set of clothes in case of accidents.
- Kindergarten students must be potty trained. To avoid any accidents pull-ups are recommended.
- Uniforms can be purchased at: Wal-Mart, The Children's Place, and Old Navy. Navy blue abayas can be purchased here at the Abu Huraira Center store or Firdaus or Umm Anas.
- The AHC Academy also has added our very own branded hoodies which can be purchased in September, and can be worn over the normal uniform.

Abu Huraira Center Academy Girls Uniform

White polo/shirt-long sleeved	All year
AHC Academy Navy Blue Hoodie	Fall/Winter/Spring
Navy Blue dress	All year
Navy Blue pants	All year
Navy Blue Abaya	All year
White socks	All year
White or Navy Blue Hijab	All year
Closed indoor running shoes	All year

Abu Huraira Center Academy Boys Uniform

White polo/shirt- long sleeved	All year
Navy Blue AHC Academy Hoodie	Fall/Winter/Spring
Navy Blue pants	All year
White Thobe	All year
White socks	All year
Closed Indoor running shoes	All year

Dress Code Violation Rules

It is the responsibility of the Parent/ Guardian to send their child(ren) to school in clean and tidy clothes. If a student is not dressed in uniform the following procedure will occur:

1st Violation: Student will receive a reminder to wear their uniform to school.

2nd Violation: Parents will receive a phone call from the office administrator requesting the parent to bring the proper uniform to school for the student to put on.

3rd Violation: Parents/Guardians will be requested to pick-up his/her child and attend a conference with the principal.

Trips/Non-Uniform Days Dress Code

For specific school trips or non-uniform days, students may not be required to wear their uniforms. Parents and Guardians will be provided with a written notification regarding this exception. During such instances, students are expected to adhere to a modest and masjid appropriate dress code.

Lost & Found

The Lost and Found area is situated in front of the main sisters wudhu area. Any articles discovered in school will be placed there. If you suspect your child has misplaced something, we recommend checking the area periodically.

It is wise to tag your child's attire and possessions with their name. Possessions within Lost and Found will be either removed or appropriately managed during significant school breaks. The AHC Academy is not responsible for damage or loss of any article that is brought to school by the student.

Homework Policy

At the AHC Academy, we believe that homework plays an essential role in reinforcing classroom learning, developing responsible study habits, and fostering independent learning skills. Our homework policy is designed to strike a balance between academic enrichment and a child's overall well-being.

1) **Purposeful Assignments:** Homework will be purposeful, relevant, and aligned with the curriculum. It will serve to reinforce classroom instruction, practice skills, and extend learning beyond the school day. They will be designed to challenge and engage students at their appropriate grade level, fostering a sense of accomplishment and self-confidence.
2) **Realistic Workload:** We value a well-rounded education, and therefore, the total time spent on homework should be reasonable and age-appropriate. We acknowledge the importance of a balanced life for our students, including time for extracurricular activities, family, and play.
3) **Support and Encouragement:** Teachers will provide clear instructions and guidelines for all homework assignments. They will be available to address any questions or concerns students or parents may have about the assignments.

Homework Guidelines

1) **Frequency:** Homework will be assigned on a regular basis, with the frequency increasing gradually as students progress through the grade levels. Younger students may have shorter assignments, while older students might have more substantial tasks.
2) **Time Allocation:** We recommend the following approximate guidelines for the daily time dedicated to homework, encompassing the review of Quranic and academic assignments:
    a. **Kindergarten - Grade 2:** 30 - 45 Minutes
    b. **Grades 3 - 5**: 45 Minutes - 1 Hour
    c. **Grades 6 - 8:** 1 Hour - 1.5 Hours
3) **Responsibility:** Homework completion is a shared responsibility between students, parents, and teachers. Parents are encouraged to create a comfortable study environment and provide guidance when necessary.
4) **Feedback and Assessment:** Homework will be reviewed and acknowledged by teachers. Constructive feedback will be provided to students, helping them understand their strengths and areas for improvement.
5) **Extensions and Special Circumstances:** In cases of legitimate reasons such as illness or family emergencies, extensions may be granted. Parents are encouraged to communicate with teachers about such circumstances.

Communication

Regular communication between teachers and parents is vital. The AHC Academy encourages open dialogue regarding homework-related concerns, allowing us to collaboratively support each student's academic journey. By adhering to this homework policy, we aim to empower our students to become confident and self-directed learners. We advise parents and guardians regularly check ClassDojo, Google Classroom, and their emails for class and school updates.

Behaviour Policy

"The most beloved of you to Allah is the best of you in character"
(Bukhari)

"Nothing will be heavier on the Day of Resurrection in the Scale of the believer than good manners"
(Tirmidhi)

All children deserve to feel safe and happy while learning at school every day. The AHC Academy follows the guidelines provided by the authentic Quran and Sunnah and we try to embody these principals in the classroom and beyond.

Students must abide by school, and masjid rules at all times and be respectful towards staff and their fellow classmates. The AHC Academy has a zero tolerance policy against bullying, harassment, assault, racism, abusive language etc.

Rules/Code of Conduct

To create a positive and productive school environment students are expected to:

Arrive at school on time	Wear our school uniform
Show respect to everyone in school	Be truthful, well mannered, and kind
Take care of the school building/masjid	Walk properly and quietly in the halls
Keep our school litter free	Set a good example to others
Exercise self-control	Line up quickly and quietly

The code of conduct along with school/classroom/lunchtime rules will be displayed around the school in order to remind students at all time. We feel the best way to get students to remember the school rules are through acronyms and rhyming patterns.

SMART	THINK	RULES	LEARN
Say please and thank you	Is it **T**rue?	**R**aise your hands	**L**isten to instructions
Make friends and be thoughtful	Is it **H**elpful?	**U**se proper language	**E**nter and Exit prepared
Arrive on time	Is it **I**nspiring?	**L**isten and follow all directions	**A**lways try your best
Respect yourself and others	Is it **N**ecessary	**E**xpress respect	**R**espect yourself and others
Try your best	Is it **K**ind?	**S**tay in class	**N**o excuses

Levels of Misbehaviour

Low Level	Moderate Level	Serious Level
• Dropping Litter • Noisy e.g. talking • Failing to keep on task • Leaving seats/class without permission	• Fighting • Telling lies • Shouting • Distracting others • Poor attendance	• Assault • Swearing • Threatening/Aggression • Stealing • Vandalism

• Unkind remarks • Leaving work area untidy • Running in the halls • Pushing in line • Borrowing without permission	• Continuously unprepared for work • No uniform • Disregarding Supervisors	• Physical / verbal threats • Violent outbursts (verbal or physical) • Leaving school without permission

If student fails to act appropriately at school, then a series of actions will take place in order to ensure that their actions are not repeated again.

Course of Action

1) Reminder (Reiterate rules)
    a. First occurrence by teacher
2) Oral warning
    a. Second occurrence by principal/School Counselor/Admin.
3) Decreased Play time/Time Out
4) Written memo in behavioral log (Pink Slip)
    a. The Pink Slip folder will document behavioral problems and incidents that occur with each student.
5) A phone call to the Parent/Guardian
    a. The Principal/School Counselor and teacher will have a conversation with the parent of the student.
6) Suspension
    a. If the student fails to cooperate and/or takes part in an incident that severely affects themselves or other students they will be suspended.
7) Expulsion
    a. The Principal may expel a student if he/she deems such action necessary for the student or the well being of the other students and school as a whole.
    b. Parents (legal guardians) will be notified and given the opportunity to schedule an appeals hearing.
    c. The request must be in writing, and delivered to the Principal within five school days after receiving the Notice of Expulsion.

Encouraging Positive Behavior in School

The goal at the Abu Huraira Center Academy is not only promote and teach positive behavior, attitudes, and akhlaaq, but also to show that we greatly value them and thus reward them as well. Positive reinforcement is essential in creating well-mannered students and encouraging atmosphere at school. The following strategies have been put in place to encourage students at the AHC Academy.

General Praise

All teachers and staff should recognize and celebrate positive behavior and attitudes at all times around the school through informal and formal praise. This includes:

1) Smiling at children (Smile its Sunnah!)
2) Saying thank you or JazakAllahkhair at good actions
3) Giving stickers, stamps, or certificates for good behavior
4) Written comments to parents
5) More privileges in class e.g. (Extra play time)

Akhklaaq Cup

In order to improve and motivate akhlaaq in the school as a whole we have introduced the AHC Academy Akhlaaq Cup. This trophy will be awarded weekly to the class that has demonstrated the best akhlaaq as a whole. Students in the winning class will also receive a small prize or in school benefits!

Health & Wellbeing

The health and wellbeing of all our students is our first priority. Ensuring a healthy learning environment is paramount at the AHC Academy. By following the procedures outlined below, we aim to create a nurturing space where students can thrive, and enable a successful educational journey.

Student Health/Illness

The Abu Huraira Center Academy does not have a nurse on the premises. Our office will only provide general first aid to students as needed. Calling 911(emergency) is required for any and all medical emergencies beyond general first aid.

Please do not send your child(ren) to school if he/she has any of the following symptoms:

- High fever
- Nausea or vomiting
- Evidence of a communicable disease
- Severe headache and/or stomach ache
- Spasm or convulsions
- Any severe accident including cuts or bleeding
- Persistent cough
- Rashes or Pink Eye

There will be cases when parents must show proof in writing that their child has actually received medical attention from a physician and indicating the student's date of return to school.

Lice Policy

Students with head lice will not be granted access to the school premises. Parents will receive a notification and will be requested to promptly address the issue by initiating treatment. Furthermore, parents of students within the same class will also be informed about the case and requested to keep a watchful eye on their child's condition. Parents are obliged to keep their child at home until the head lice have been completely removed. The school may undertake random inspections to confirm the absence of lice within the school environment.

Medication Policy

If your child requires medication during school hours, kindly provide it to the school office with clear labelling containing your child's name, and the accurate dosage information. Prior to the administration of any medication by the office staff, parents are required to notify the administrative team. This procedure applies to both prescribed medications and over-the-counter drugs like Advil or Tylenol. Please assist your child in remembering to visit the office at the designated time for their medication. For safety reasons, students are prohibited from carrying medications themselves, as this could potentially be accessed by other students.

Peanut/Nut Policy

The AHC Academy is a nut free school, meaning that we are a school in which we encourage everyone to be aware of allergies and take the appropriate precautions. We ask our families not to send nuts or peanut butter as we have students with severe allergies. In the case of other severe allergies, parents will be notified of the allergy and asked to respect the student's life-threatening issue, for example, sesame seeds. We sincerely appreciate your cooperation in avoiding the use of these products to assist in our continued efforts to create a safe, caring and inclusive learning environment for all students.

Snack Program

Alhamdulilah, the Abu Huraira Center Academy runs a daily morning snack program for all students. The snack program is primarily sponsored by the Toronto Foundation for Student Success to cover some of the costs associated with the program. Participating students will be provided with a nutritious snack every day. Our snack program will follow the Canada Food Guide for Healthy Eating. We will strive to accommodate all of our students' dietary needs to ensure that everyone can be included in our nutrition program.

Healthy snacks are an important part of keeping kids healthy and ready to learn. Well nourished students are better able to concentrate, remember and apply the things they learn, and are more likely to show positive social behaviors. Children use up energy quickly and need to eat frequently throughout the day. Each snack will include a fruit or a vegetable, a serving of grain, as well as a serving of dairy or protein alternative. Snacks will be varied and will rotate on a weekly basis. These snacks will be nut, sesame, and fava bean free.

Mental Health

Nurturing both academic and emotional growth is a significant part of mental well-being. We are pleased to have Sr. Warda Ahmed, our dedicated school counselor, available to support students in their mental health journey. Whether it's handling challenges, or seeking guidance, her presence ensures that our students have a caring hand to hold. Your mental health matters, and we are here to help all students in their time of need.

Safety & Injury

Injury Policy

The AHC Academy mandates that any hurt or injured students receive sufficient care and attention until their parents, guardians, or designated individuals can take responsibility for their well-being. School employees are required to offer assistance to sick or injured students on school premises and during school events, regardless of the location or time. The following guidelines are to be followed, unless deemed otherwise by the principal or their authorized delegate responsible for the matter:

1. When a student sustains an injury, the teacher or adult in charge, whenever possible, should first assess the nature of the illness or injury.
2. The designated parent, guardian or emergency contact of the student should be notified.
3. If unable to contact the parent, guardian, or designated individual, the student should receive care on the school premises.
4. In the event of an emergency requiring immediate treatment, the student should be transported by ambulance to a hospital, and the parents or guardian should be notified.
5. If the student can be moved safely, they should be brought to the office or medical room for first aid treatment. First aid supplies can be found in the main AHC Academy office.
6. The main teacher, admin, or office staff in charge should contact the student's parents, guardian, or designated individual. They should be asked to provide transportation to the home or treatment center. If the parent, guardian, or designated individual cannot be reached, the student should be cared for in the school's medical room.
7. The decision to send the student home should only be made if the Principal or teacher-in-charge is convinced that it is in the best interest of the student.

Cleaning and Sanitization

The AHC Academy is equipped with full-time cleaning staff during school hours:

1. Classrooms and offices will be cleaned regularly.
2. Areas such as washrooms, hallways, doorways, and communal areas will be cleaned frequently.
3. Hand sanitizers will be present within all classrooms and throughout the school setting.
4. Students will be told sanitize or wash their hands before eating, touching laptops, books, and other shared items.

Fire Drill & Lockdowns

Throughout the year, we conduct school drills and lockdown drills as a proactive safety measure. During fire drills, students are required to form orderly lines, wear footwear, swiftly evacuate the premises, and maintain silence while their teacher checks attendance. In the event of a lockdown drill, students are guided to sit quietly, positioned away from the locked classroom door, in the company of their teacher until the drill concludes. In a genuine emergency situation, the school follows the directives of law enforcement agencies.

General Policies

Office Phone/Cell Phone Policy

The Abu Huraira Center Academy allows all students to use the office phone to call parents at times of need. Cell phones are not allowed to be used in class and outside of class during school hours. Students may keep their cell phones in their bags or in a designated school storage area, and use them after school or before school hours to contact parents at times of need and for emergencies.

Non-Scholastic Items Policy:

To maintain a focused and positive learning environment, we kindly request that parents ensure their children refrain from bringing the following items to school:

1) **Baseball Caps/Hats:** Except during field trips, please discourage your child from wearing baseball caps or hats on school premises.
2) **Expensive Jewelry/Accessories:** We advise against wearing valuable or expensive jewelry and accessories to school, as they can be prone to damage or loss.
3) **Make-Up:** To maintain a respectful and appropriate appearance, we discourage the use of cosmetics and heavy makeup.
4) **Handheld Games/Electronic Devices:** In the interest of focusing on learning and social interaction, we kindly request that students refrain from bringing handheld games, playing cards, or electronic devices to school. Unless specified for a special occasion like class party.

Please understand that these guidelines are intended to create a safe and productive school environment for all students. In the event that any of these items are found, they will be collected and returned at the discretion of the school principal. We appreciate your support in ensuring a positive educational atmosphere for everyone.

Extreme Weather/School Cancellations

If in case there are any storms or dangerous weather occurrences, we will be sure to contact parents through e-mail, ClassDOJO, and through our social media streams. We hope to avoid school cancellations, but we also take student safety seriously and will only do so during extreme weather conditions.

Follow Us: facebook.com/AbuHurairaCenterAcademy/	Visit Our Website ahcacademy.com/	Join ClassDOJO classdojo.com/
Sr.Deqa's Google Classroom Code: **oeuewjd**	Join our E-Mail List: https://lp.constantcontactpages.com/su/ZqKkN24/AHCAcademyEmailList	

On behalf of the Abu Huraira Center Academy, we would like to thank everyone for your continued support! To our amazing, teachers, students, volunteers and parents we appreciate all your hard work and efforts for making the Abu Hurara Center Academy such a wonderful school. May Allah (SWT) accept our duas and keep us on the right path. Ameen!