



AL-Hedaya Islamic Centre Calgary Savanna

Address: 108 Savanna Ave NE Calgary, AB T3J 2E3

Email: madrasa@alhedayacentre.ca

Phone: (403) 454-1949

GENERAL REGISTRATION FORM

(Please complete the form below and return it to the Madrasa)

A. PROGRAM DETAIL

Name of the Program: _____

Timing of the Program: _____

B. STUDENT INFORMATION:

Student's Official Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: ____/____/____ Gender: Male: ____ Female: ____
(YYYY)(MMM) (DD)

New Student: ____ Current Student: ____ (Yes/No)

Competency in English: Good ____ Fair ____ Poor ____ Language at home: _____

Does student have any medical conditions we should be aware of?

C. PARENT/ GUARDIAN INFORMATION:

First Name: _____ Last Name: _____

Address: _____ City: _____

Postal Code: _____ Email: _____

Work #: () _____ Ext: _____ Cell #: () _____

Home #: () _____ Occupation: _____ (Optional)

What's App #:() _____

Student lives with:

Both Parents: ____ Father: ____ Mother: ____ Guardian: ____ (Yes/No)

D. EMERGENCY CONTACT INFORMATION (OTHER THAN PARENT/GUARDIAN):

Name: _____ Relationship with Student: _____

Address: _____ City: _____

Postal Code: _____

Work #: () _____ Ext: _____ Cell #: () _____

Home #: () _____ Email: _____



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E. Agreement:

We, _____ and _____,

(Parent/Guardian Full Name)

(Student Full Name)

Agree to abide by the Rules and Regulations (below) of the Program confirm that we have:

1. Provided correct registration information to the best of our knowledge.
2. Agreed to pay the fee on time (before 5th of the current month).

We also understand that Al-Hedaya is not responsible for any liabilities in case of any accident during activities if normal safety procedures have been taken.

Parent /Guardian Signature: _____

Student Signature: _____

Dated: _____/_____/_____
(YYYY) (MMM) (DD)

Dated: _____/_____/_____
(YYYY) (MMM) (DD)

MAKTAB PROGRAMS RULES & REGULATIONS

1. Students are required to be punctual for classes. Failure to continuously meet the attendance requirement may lead to disciplinary action.
2. Students arriving later than **10 minutes** without a valid excuse or letter from a parent, will not be accepted.
3. Transportation will be the responsibility of parents. Students must be picked up no later than **15 minutes** after class ends.
4. All students must dress in an islamically acceptable dress. Boys should wear a topi (cap), no shorts or neckties. Girls must come with proper head covering (hijab). Students who do not adhere to the dress code may be sent home.
5. Students must come prepared to class with all necessary books and supplies.
6. Ensure your child completes all their homework. Parents should encourage, motivate, and help children to understand/practice what they learn in Madrasa.
7. From time to time, parents will receive letters pertaining to their child. These will be sent home with their children. Parents are required to read these letters carefully as well as sign and return any forms that are required.
8. Parents will be required to make themselves available for meetings/ceremonies pertaining to their child.
9. Students are not allowed to bring the following to class: any electronic devices, such as MP3s, electronic games, etc., matches or lighters, or aerosol sprays. Use of cell phone is not allowed during class hours.
10. Misbehaviour (disrespect and/or abusive language) by the student directed to any member of the staff can lead to suspension or dismissal from the Madrasa.
11. Timings may change throughout the year; parents/students will be notified in advance.
12. If any student wishes to take leave outside official holidays, then written permission must be taken beforehand.
13. Any emergency absence or sick leave must be communicated on the day itself to any of the staff members of the Madrasa.
14. For further information, please contact: madrasa@alhedayacentre.ca