



The Hillfields Muslim Association
Masjid-e-Zakariya

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Charity No: 512053

Madrasah Application Form

Please complete the form below to apply for a place in our Madrasah for your child and we will contact you. Please ensure you provide the information indicated by an * otherwise your application may be rejected.

Application Details

*Childs First Name:		*Childs Surname:	
*Childs Date of Birth:		*Childs Gender	Boy / Girl
*Fathers Name:		Mothers Name:	
*Home Address:		Home Telephone:	
		*Mobile:	
		Email:	
*Post Code:		*Emergency Contact:	
Doctor:		Illnesses/Conditions:	

Additional Children's Details

Name	Gender	Date of Birth
1	Boy / Girl	
2	Boy / Girl	
3	Boy / Girl	
4	Boy / Girl	
5	Boy / Girl	

Additional Information

Have your children attended any other Madrasah?:	YES / NO
If YES please state where, how long they attended, what stage they had studied up to and reasons for leaving:	

PLEASE TURN OVER TO THE NEXT SECTION OF THE FORM

Parent Agreement

(Please read carefully)

Deen-e-Islam (Religion Islam) is the greatest bounty which Allah Ta'ala has bestowed upon Muslims. Allah (S.W.T) has kept our success; regarding this world as well as the hereafter in Deen. To bring this Deen practically into our lives, a great effort is needed. Teaching Islamic knowledge to children is one of the branches of Deen; with which our children can learn iman, (belief, faith) religious worships, characteristics, dealing with one another, all in a religious environment etc. Furthermore, to become successful in this world as well as in the hereafter it becomes a Sadqa-e-Jariah for the parent and Ustaad. Keeping these things in mind, the Ustaads and Committee have jointly made some rules and etiquettes for the betterment of the children and the Madressa. We request your co-operation in these matters.

1. At the beginning of the Madressa term, children should be aged between 5 (five) and 12 (twelve).
2. The opening time of the Madressa is from 5:00pm to 7:00pm, please send your children at 4:55pm at the earliest unless their Ustaads call them earlier for some reason and collect them after 6:55pm. Please ensure that you are not delayed beyond 7:00pm to collect your children as they may have to wait outside alone in the dark and cold weather. The Committee and Ustaads cannot take any responsibility for any incidents outside of the Madressa.
3. Parents are not allowed to enter the classroom during the Madressa hours.
4. Every first Friday of the month, the Madressa fee for the child should be paid to their Ustaad, this fee should be paid in all circumstances, i.e. whether the child attends or not. Fees Notice will be provided separately.
5. Parents are requested to send their children to the Madressa in appropriate Islamic attire.
Girls – Abaya and head scarf, Boys – Jubbah and Toppee.
6. If for any reason (i.e. sickness etc) your child cannot attend Madressa, please inform either the Ustaad or Committee Member in writing or by telephone/e-mail. If you do not inform us, you will be sent a reminder, their name may be removed from the register after 3 (three) weeks of unauthorised absence.
7. If for any reason, you change your address or contact details, please inform the Madressa as soon as possible.
8. If you are going abroad, parents are requested to inform in writing either the Ustaad or the Committee of the absence of their child/ children, so that a place can be kept available for when they return. Otherwise parents will have to re-apply for their child(s) admission.
9. If a child misbehaves in the Madressa, the following actions will take place and a record will be kept for future use.
 - i. Child will be advised and a report will be sent to the parents
 - ii. Child will be suspended, (WITH PAID FEE) for a duration decided by the Ustaad or Committee.
 - iii. Child will be expelled from the Madressa.
10. If you have a complaint against another child, instead of confronting that child concerned, parents must contact the Committee.
11. If you have anything to say regarding the Ustaad, under no circumstances are parents to approach or go to the Ustaad's house, they must contact the Committee at the above address.
12. After the child's acceptance to the Madressa, parents must send them through-out the year. This does not mean summer or winter term only. In this case the child will not be allowed back into the Madressa.
13. Parents must ensure that their younger children are appropriately toilet trained as the Committee will request parents to clean up any mess and if they don't they will be required to cover the cleaning costs.
14. Children are to be taught according to the Madressa syllabus and according to its referred books. Besides this syllabus or these books no other books will be allowed in the Madressa.
15. If for any reason, you want to withdraw your child from Madressa, parents are requested to inform either Ustaad or Committee member 3 (three) weeks in advance.
16. Please keep your child safe outside the Madressa at all times. If you can help it, do not bring your child in a car, but if you have no alternative then it is the parents' responsibility to ensure that they park their vehicles safely. This means away from the double yellow lines or in the middle of the road for pickup and drop offs. Failure to observe this could lead to instant dismissal of the child.
17. Parents should ensure they come to drop and collect children at the Madressa. Children will not be allowed home without supervision. Parents should NOT allow children to cross the roads unsupervised. Any children seen crossing unsupervised will result in Parents being called in and lead to a dismissal.

Please bring a copy of your Childs Birth Certificate with this form

Please sign and date below to confirm you have completed this form accurately and have read & understood the Parent agreement above.

Signed:

Date:

Name:

Please return this form to a Committee member / Principal at the Madrasah and we will be in touch.