



# Aspire Institute

by ASPIREINSTITUTE.COM

## After School Tahfiz Programme

### Our Mission

To provide students with a conducive learning environment and to ensure that students are engaged in meaningful after school activities.

### Our Programme

The programme is opened to all students from Kindergarten 2 to Primary 6.

Our programme encompasses the following:

- 1) Supervised Homework
- 2) Tahfiz (Hafalan of Surahs)
- 3) Tilawati
- 4) Islamic studies
- 5) Arabic Language
- 6) Solat

While every effort will be taken to ensure that school work is completed at the centre, please understand that there will be occasions that this will not be possible as a result of factors such as;

- 1) Too much homework given by the school
- 2) The child arrives late at the centre

**Please also be informed that the centre provides Supervised Homework. We do not provide Tuition Services.**

### Learning Outcomes

Students at our centre will be able to

- 1) Memorize daily duas and surahs
- 2) Perform the solat
- 3) Have a better understanding of the religion
- 4) Have an understanding of the Arabic Language
- 5) Become a well rounded individual who is responsible to both his society and his religion.



## **Assessments and Appraisals**

A monthly progress report will be given to you so that you can track and monitor your child's progress

A half-yearly appraisal which will include assessments done by our Ustazahs will be presented to you for your reference. The files will be kept at the centre and will be returned to the child at the end of the year or when the child leaves the centre.

## **Rules and Regulations**

### **Attendance**

Attendance is compulsory on all school days (Mondays to Fridays) except for designated school holidays, centre closure days and public holidays.

### **Punctuality**

Your child is expected to observe punctuality. The programme commences at 1.30pm for the full day. The programme ends at 6pm. You are required to fetch your child by 6.30pm.

### **Meals**

The centre provides lunch and tea only. Lunch is catered and will be served between 1.30pm and 3.00pm. If your child will be having lunch at the centre, please ensure that your child arrives by 2.45pm. To avoid food wastage, you are required to inform us on the days your child will not be having lunch at the centre. Please complete the lunch reply slip attached below and keep our staff informed if there are any changes. The centre will provide light refreshments during tea break.

### **Attire**

Your child is required to put on home clothes while at the centre. As the children will be performing solat, please ensure that your child is appropriately dressed.



## Health

If your child has any of the following conditions, please consult a doctor and do not send your child to the centre.

- 1) High temperature above 38 degrees Celsius
- 2) Vomiting or loose bowel motion
- 3) Cough , Runny nose, Flu
- 4) Sore Eyes
- 5) Rashes
- 6) Mumps
- 7) Chicken Pox
- 8) Hand, Foot and Mouth Disease

You are also required to inform the centre if your child has medical conditions such as Asthma, G6PD deficiency or any other medical conditions that require special attention. Please keep the centre informed of any drug or food allergy so that the necessary precautionary actions can be taken.

## Daily Attendance

You are required to inform our centre if your child is absent. If you require early dismissal, kindly inform our staff.

**Full monthly fee is payable even if your child is absent.**

You are required to sign out when fetching your child home. In the event that a different person, (other than the usual person(s) is fetching your child home on a particular day), please provide our staff with the person's name and NRIC Number.

If your child will be going home daily on his/her own, you are required to inform the centre in writing. Your child will still be required to sign out when leaving the centre.



## Late Pick-Up

Our programme ends punctually at 6pm. You are required to fetch your child by 6.30pm. A late pick-up fee of \$10 will be charged for every block of 15 minutes starting from 6.30pm. The late pick up fee will be charged as follows:

6.31pm to 6.45pm - \$10

6.46pm to 7.00pm - \$20

7.01pm to 7.15pm - \$30

The late pick up fee is to be paid in cash to our staff on duty upon fetching your child home.

## Withdrawal

You are required to give a one month's notice in writing before the deduction for giro on the 21<sup>st</sup> of the month if you wish to withdraw your child from the centre. E.g. To withdraw in June, you need to give withdrawal notice before 21<sup>st</sup> April.

## Safety

The safety of your child is paramount. In the event of an accident at the centre, our staff will send the child to the nearest clinic and parents will be informed immediately. **Parents will have to bear the cost of the medical expenses in full.**

Your child is not allowed to wear jewellery or to bring toys, electronic devices such as mobile phones and tablets to the centre. The centre, its staff and students will not be held responsible for the damage or loss of these items.

Label your child's belongings to avoid any loss.

## Update of Particulars

It is your responsibility to inform us of any changes to your contact numbers or residential address.



## **Fee Structure**

\$300 per month for full day daily programme (1.30pm to 6.30pm)

\$200 per month for full day weekly programme (twice weekly/1.30 to 6.30pm)

## **Fees to be paid upon enrolment**

**One month fee for the commencing month**

**Registration fee - \$50 (non-refundable)**

## **Books and Stationery fee for Daily Programme**

Books, Worksheets and Stationery - **\$150** per academic year (non- refundable)

## **Books and stationery fee for Weekly Programme**

Books, Worksheets and Stationery - **\$80** per academic year (non- refundable)

**Full monthly fee is payable for all months .If there is a change in the fee structure, parents will be notified in writing 3 months in advance.**

## **Centre's Closure Days**

The centre will be closed on Saturdays, Sundays and all Public Holidays. We will also be closed on the following days;

- 1) The eve of Hari Raya Aidil Fitri
- 2) Second Day of Hari Raya Aidil Fitri
- 3) The eve of Hari Raya Aidil Adha
- 4) Second Day of Hari Raya Aidil Adha

The centre will remain open on Youth Day, Teachers' Day, Children's Day and all special school holidays such as the PSLE Exams and Marking Days.



## Centre Closure (School Term Break – 6 weeks per academic year)

- 1) March School Holidays (1 week)
- 2) 1<sup>st</sup> week of June Holidays (1 week)
- 3) September School Holidays(1 week)
- 4) 4<sup>th</sup> week of November(1week)
- 5) Last 2 weeks of December(2weeks)

## Continuation of Programme

For parents who wish to continue with the programme the following year, the monthly fee for January will be collected in December. Full payment of fees will secure a place for your child and **you will not be required to pay the registration fee**. However, students who do not confirm their enrolment by December, will have to pay the registration fee when they re-register the following year.

## Exclusions

The centre reserves the right to exclude or refuse admission to a child if the child has conditions in which our staffs is not trained to manage or if the child has behavioural conditions that will pose a threat or be disruptive to the management and implementation of our programme.



## Declaration

I, the undersigned, hereby confirm that I have read and understood the terms and conditions related to my child's enrolment at The Aspire Institute After School Tahfiz Programme. I agree to abide by these rules and regulations.

Name of Parent/ Guardian: \_\_\_\_\_

Name of Child/Ward: \_\_\_\_\_

Parent's NRIC: \_\_\_\_\_ Child's B/C No : \_\_\_\_\_

Date: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

## Lunch Reply Slip

My child will be having lunch at the centre on the following days.

### **Please tick accordingly**

Monday [ ]

Tuesday [ ]

Wednesday [ ]

Thursday [ ]

Friday [ ]

Everyday [ ]



**Allergies or Food Restrictions**

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**Any Other Information(Medical/ Transport/Fetching Arrangements)**

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Name of Parent /Guardian: \_\_\_\_\_

Signature : \_\_\_\_\_ NRIC No : \_\_\_\_\_

Contact No : \_\_\_\_\_ (Home) \_\_\_\_\_ (HP)

Date : \_\_\_\_\_

**For Office Use:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Commencement: \_\_\_\_\_ Campus: YS / TP/ HG / JE / WD

**Programme Option:**

Daily Programme Full Day [ ]

Weekly Prog Full Day(Mon & Thu)[ ]

Weekly Prog Full Day(Tue & Fri) [ ]

Receipt No: \_\_\_\_\_ Amount : \_\_\_\_\_





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Remarks: \_\_\_\_\_