



**Suffah Academy**  
**PARENT/STUDENT HANDBOOK**

**Address:**  
958 N Valley Forge Rd,  
Devon, PA 19333

**Website:** [www.Suffah.Academy](http://www.Suffah.Academy)

**Phone Numbers:**  
610 207 8973

**Email:** [admin@suffah.academy](mailto:admin@suffah.academy)

**Facebook:**

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## About This Handbook

The Suffah Academy handbook includes pertinent information parents will need to know about the school practices and policies. It establishes the procedures and provides a guide that sets the standard for what is expected of students and the students' parents or guardians. These guidelines are subject to change, and we encourage parents to visit our website for the latest version of this document.

To ensure continued compliance with the routine operation and growth of the school, the school procedures and policies are subject to change. Students and parents will be informed of changes or additions through school notices.

Please take the time to read this handbook carefully. Questions about this handbook should be directed to the principal, who can be reached at [admin@suffah.academy](mailto:admin@suffah.academy)

## Suffah Academy Mission Statement

The mission of Suffah Academy to develop an enriched learning community that promotes academic achievement, leadership, and values.

## Suffah Academy Teaching Methodology

Suffah Academy curriculum and methodology are designed to ensure our students are challenged, appropriately developed, and excel academically, socially, and spiritually. For details of our curriculum and methodology please refer to our website.

Curriculum: (<https://suffah.academy/>) under Academics tab

Currently, we have selected great curricula used by best private and Islamic schools in the nation and have hired dedicated and knowledgeable staff.

## Suffah Academy Staff

Please refer to the Suffah Academy Website (<https://suffah.academy/>) under "FOR PARENTS/School Staff" for a complete list of staff.

## School Contact Information

**Mailing Address:** 959 N Valley Forge Rd, Devon, PA 19333

**Cell Phone Number:** 610-207-8973

**Website:** <https://suffah.academy/>

**Email:** [admin@suffah.academy](mailto:admin@suffah.academy)

## School Calendar

For an up-to-date copy of the school calendar, please refer to the school website. (<https://suffah.academy/>) under "FOR PARENTS" tab.

## School Hours, Drop Off and Pick-up

- School begins at 9:00 AM. Parents can drop their child in their class between 8:45 and 9:00 AM.
- Students will be considered tardy after 9:15 AM.
- Parents pick up children from the classroom at 3:15 PM.

- Morning and after school hours care may be available. Drop off from 8:00 AM and pick up until 5:00 PM. Please contact the school admin for details.
- Only authorized individuals listed in the school registry are allowed to pick up students.

## Student Registration

Suffah Academy is accepting registration for the current academic year. To register your child or children please visit our website to complete the form. Upon completion and submission of the form you will receive an email with instructions on how to complete the registration process.

(<https://suffah.academy/>) under “FOR PARENTS/Full Registration Packet”.

## Tuition

Currently, the monthly tuition is \$850 and there is a one-time yearly fee of \$ 250 to cover the cost of supplies for students and the activity fee of \$400. An application fee of \$75 and deposit of \$500 is required at the time of registration to hold your child’s spot. The remaining tuition of \$350 should be received by September 1 of the academic year.

The annual tuition is \$8,250 if it is paid in full by September 1 of the academic year. We also give parents the option to pay in two installments of \$8,500, one by Sept. 1<sup>st</sup> of the academic year and the other by no later than Jan. 1<sup>st</sup> of the academic year. A late fee of 3% of the remaining balance will be added if payment is received after Sept. or Jan. 5th. Before and after school care cost of \$1700 per year.

If additional siblings are registered 5% tuition discount will be applied for additional siblings each.

Tuition is due as stated above unless special arrangement is made in advance and approved by the principal of the school. Deposit is not refundable if cancellation is within two weeks of school opening.

### **Refund for tuition is as follows if a student must leave the school before the academic year ends:**

- 2 months of advance notice needs to be given to leave the school, subject to failure will account for 2 months of tuition fee.
- If a student leaves by the end of the December of the academic year and his/her tuition was paid in full, only 50% of the tuition is refundable.
- If tuition is paid in installment no refund will be made.
- No refund will be paid if a student leaves after Jan. 1 of the academic year.

## Toileting Experiences

- Your child needs to be toilet trained before starting Preschool.
- School staff will give minimal assistance when students need help with toileting.
- Students should also be able to dress and undress themselves.
- Every preschooler needs to have a change of clothes and wipes that will be kept in the classroom.

## Arrival/Dismissal

At Suffah Academy, we take your child’s safety very seriously and we have procedures in place to make the arrival and dismissal times safe for all students.

### **Student Arrival**

- School begins at 9:00 A.M. Parents can drop their child in their class between 8:45 and 9:00 AM.
- School doors will be open at 8:45 AM.
- Students will be considered tardy after 9:15 AM.
- Students may not be dropped off but must be signed in by the parent/guardian or a carpool driver.
- Please do not drop off your child/children early, as there will be no supervision available.
- Students are not to be left unattended anywhere on the Mosque or school premises.
- If a student is planning to arrive late, school should be informed by texting or calling 610-207-8973 and leaving a message for the Office Professional.

### **Student Dismissal**

- Parents pick up children from the classroom between 3:15 – 3:30 PM.
- If you are late, please send a text to Suffah Academy (610-207-8973) with details.
- Students will be dismissed to authorized adults provided by the parents during registration. Parents who have circumstances that prevent them from picking up a child themselves should find/designate a carpool person to sign out a child.
- Suffah Academy will not allow any child to go home with anyone who is not listed as an authorized pick-up person. The school will not be able to accept oral requests to have students picked up by someone not authorized. Once a student has been dismissed to an authorized individual, as stated above, Suffah Academy is no longer responsible for him/her.
- Students will not be allowed to remain in the school building after dismissal unless they are involved in an organized after school activity.
- Any parent who fails to ensure that his or her child/children are properly supervised after dismissal may jeopardize his/her child's/children's enrollment at Suffah Academy.

### **Late Opening/Early Dismissal**

- If, for any reason, it should become necessary to have delayed opening or early dismissal the school will be notified by text message, WhatsApp group or phone calls.
- The parents, guardians or carpool persons must pick up the student at the specified closing time.

### **Late Pick-up**

- If a student is not picked up by 3:30 PM he/she will be placed in aftercare. A late fee will be charged for students who are picked up more than five minutes after the above time unless the parent made arrangements with the school.
- In the event that a parent, or person authorized by the parents, fails to pick up a student or contact the school for lateness within twenty minutes of dismissal time, an office staff member will make a reasonable effort to call the parents/guardians, and then the emergency contact numbers. As a last resort the office will contact the police. A note stating the whereabouts of the child will be left on the door of the school building.

### **Student Dress Code**

- No specific dress code is required for Pre-K and Pre-K Junior students. However, girls are required to have a clean scarf in school for prayer.
- For KG and First grade student, please refer to the letter that was recently sent to parents and/or visit <https://suffah.academy/>.

## Lunch Time Procedures

Suffah Academy lunch time is an important part of your child's learning experience. Students practice and develop social skills and strengthen friendships as they eat lunch with their classmates.

Parents will be responsible for their children's meals (snack, lunch, etc.) until the school offers options to purchase or provide lunch. We recommend:

- Pack a healthy lunch for your child.
- Send a snack with your child each day.
- School has a no food sharing policy due to food allergies. The following items/ingredients are forbidden due to safety or allergy reasons:
  - Peanuts

**It is the duty of the parent to inform the school in writing if a student has any allergies to specific items or if a student has any type of medical condition that may affect his/her health or learning ability. Any changes in this information should be reported immediately.**

## Student Health

All students are required to have a complete medical examination and to have completed the medical forms in the registration package provided by school. For a copy of the registration package please refer to the school website (<https://suffah.academy/>)

- All students must have the appropriate inoculations before the first day of school.
- STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.
- New students must submit a copy of the student's immunization record and birth certificate before the first day of school.
- **\*\*THESE REQUIREMENTS CANNOT BE WAIVED EXCEPT WITH THE EXPRESSED PERMISSION OF THE SCHOOL PRINCIPAL OR HIS DESIGNEE AFTER CONSULTATION WITH THE BOARD ATTORNEY.**
- If your child has any of the following symptoms, please avoid sending him/her to school:
  - Fever - A student's temperature must remain below 100 for 24 hours (without medication) before returning to school.
  - Diarrhea - A student may return after they are free of the condition for 24 hours.
  - Vomiting - A student with the symptoms of vomiting is excluded from school until the student can eat and drink a regular diet.

## Physical Activity and Safety

Athletic shoes are needed for Physical Education every day. Temperature, heat index, and air quality are all taken into consideration for outdoor play. Send your students prepared to participate in recess every day.

**Activity Restrictions:** Without a note, students will be expected to participate in Physical Education at recess.

## Emergency Policies

Please complete and return the Emergency Contact Form in the Registration package to the school administrator.

## Change of Address

It is the responsibility of the parent to immediately inform the school of a change in address, phone number or email by completing the school address/phone number/email update form. This is imperative for the safety of your children in case of an emergency. Forms are available in the Principal Office.

## Report Cards/Grading System

Report cards or assessment sheets will be issued two times a year.

## Home Language/ESL & Special Education

Suffah Academy neither provides nor is liable for classes or support related to the ESL and Special Ed service at this point in time. Please complete and return the ESL Waiver form to the school administrator.

## Attendance Policies

The State Law of Pennsylvania requires that all children between the ages of six and sixteen attend school regularly. Regular attendance is important if a student is to succeed in school.

- If a student will be absent from school, the parents of the student are to inform the school office before 8:30 AM in the morning by sending a text 610- 207-8973 or email to admin@suffah.academy
- When the student returns to school, his/her absence should be explained in writing by the parent/guardian on the Student Absence Form or by a doctor's note. This must be provided to the school on the same day the student returns to school.
- Doctor or dental appointments should not be scheduled during school hours whenever possible. If it becomes necessary to schedule an appointment during the school day, a note should be submitted to the school office at the latest by 8:30 AM of that day to request for an early dismissal. The note must have a phone number where the parent or guardian may be contacted to verify the request. A parent may also call the Principal Office to arrange for an early dismissal.
- If the student absence form or a doctor's note is not sent to school when a student returns, the absence will be considered an unexcused absence.
- If a student is absent from school for more than two days, it is the responsibility of the parent to contact the office and pick up missed homework assignments.

**Extended Absences:** Family trips and other non-school activities should be planned so they do not interfere with school attendance. Since a student's presence and participation in class is essential to his or her success, the potential impact of an extended absence must be seriously considered.

## Photograph/Video/Tape Release

Suffah Academy may occasionally take pictures and videos of children enrolled. Such material may appear in printed materials such as brochures, teacher training videos, and on the Pennsylvania Department of Education's Web site. Please complete and sign the Photo/Video release form in the Registration package to indicate whether or not the school has permission for reproduction of any photographs, videos, or slides of your children.

## Technology Usage and Personal Devices (Cell Phones/Tablets)

Suffah Academy is committed to leveraging the latest and greatest technology available for educating its students. Suffah Academy will, as needed, provide students with the necessary technological equipment (such as tablets, laptops, etc.) and/or provide parents with a list of technological equipment to purchase for school use only.

- Suffah Academy does not allow the use of personal tablets or any wearable Internet accessible device (smart watches) by students at any time during school hours. Please do not bring such items to school; teachers may confiscate such items which will require parents to come on campus to have items returned.
- Cell phone use during school hours is prohibited, unless an emergency situation should arise or under special circumstances. Special permission must be obtained beforehand to avoid disciplinary action. All cell phones must be turned off during school hours.
- Suffah Academy is not responsible for, nor can be held liable for any activity on such devices before, during, or after school hours.
- Please complete the Technology agreement form in the Registration package and return to the school administrator:

## Request for Student Records

- Copies of records will only be provided by written request of a parent/guardian of the student or as required by the law. The request must be delivered to the school by mail or in person. The office requires five working days to process the request.
- Financial records are not considered part of a student's records and are only available with written permission from a person whose name is on the financial responsibility form.

## School Visitors

Due to disruptions, distractions, and liability, no one is permitted on any school premises unless he/she is a staff member, school employee, parent/guardian with an appointment, authorized volunteer or a student listed on the school's attendance register. Neither students nor authorized volunteers are permitted to bring guests (this includes older or younger siblings, friends, etc.) to school. Parents wishing to meet with a member of the administration must arrange in advance for an appointment through the appropriate office.

- All visitors during the school day must register at the school registration desk. They will be asked to show their driving license. They will be provided an escort or be directed to their destination.



- Visitors to the school will wear a "Visitor" pass. Teachers and staff will question any non-staff member who is not wearing a "Visitor" pass and report him/her to the school security officer immediately.
- If parents have something that must be given to their children during the school day, they must deliver the item(s) to the registration desk. All items are subjected to inspection by the school.
- The office staff will deliver items to the student(s) as soon as possible without disrupting the educational process.

### **Parent/Teacher Conferences**

- Parent/teacher conferences will be conducted twice per year.
- Parents can request a meeting with a teacher at a mutually agreed time.
- After making a prior arrangement with the school office, parents are permitted to visit classes for a limited time.
- Parents wishing to have a meeting with a teacher must arrange in advance for an appointment.
- Teachers are not allowed to confer with parents during class time, at drop-off time or dismissal time, under any circumstances.

### **PTO**

Parents are encouraged to join the Suffah Academy Parents Teachers Organization (PTO) to assist with School's extracurricular activities, such as carpooling, school events, etc.

### **Safety and Security**

- For the security of our students and staff, Suffah Academy has installed state-of-the-art security cameras inside and outside of the school building which records activities 24/7.
- Periodically the school will perform fire drills, lock-down drills, and shelter in place.

### **Non-discrimination In Services**

Admissions, the provision of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any Parents/Student/ Guardian who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Suffah Academy  
958 N Valley Forge Rd,  
Devon, PA 19333  
Phone: (610) 207 8973  
Email: admin@Suffah.Academy

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health & Welfare Building  
P.O. Box 2675 Harrisburg, PA 17120  
Inquiries: (717) 787-1127  
Email: RA-PWBEOAO@pa.gov

Pennsylvania Human Relations Commission (PHRC)  
333 Market Street, 8th Floor  
Harrisburg, PA 17101  
<https://www.phrc.pa.gov/File-a-complaint>  
Inquiries: (717) 787-4410  
TTY users only: (717) 787-7279

Office for Civil Rights  
U.S. Department of Health and Human Services  
Centralized Case Management Operations  
200 Independence Avenue, S.W.  
Room 509F HHH Bldg  
Washington, D.C. 20201  
Customer Response Center: (800) 368-1019  
TDD: (800) 537-7697  
<https://www.hhs.gov/ocr/complaints>  
Email: ocrmail@hhs.gov