



Islamic Community Center Library  
Tempe, AZ

The Kitab Korner  
Information and Registration Packet



## Welcome Letter

Assalamu' Alaikum Dear Parents and Children

Welcome to *The ICC Library's - The Kitab Korner Program*. We would like to thank you all for taking the time and interest to join our program. This is a 30-40 minute interactive story time program for children between the ages of 4-6. We guarantee that you and your children will totally enjoy it, Insha'Allah!!!

### Basic Information

**What:** The Kitab Korner.....Interactive Story Time Program sponsored by the ICC Library.

**Who:** For Children between ages 4 to 6.

**Where:** The ICC Masjid's meeting room downstairs.

**When:** Every Sunday at 1:30 pm for 30-40 minutes .....(please check schedule for holidays off).

**Program Schedule:** This is a tentative program schedule we will try to follow every Sunday, Insha'Allah.

- Welcome and greetings by one of our coordinators and Br. Basheer , the Kitab Korner's special bird.
- Everyone introduces and greets one another.
- Simple dua..... **Rabbi zidni ilma.**
- Light stretching : Let's get rid of the wiggles!
- Interactive Story time: Story is read by one of our coordinators.
- Activity of drawing or coloring that is connected to the story told.
- It is time to thank Allah.
- Goodbye!!

There is a lot of information in this packet....everything from "Contact Information" to "Rules and Regulations." Please take the time to go through each and every section. Also, please feel free to contact us with any questions and concerns, Insha'Allah. We will be more than happy to help. Jazak'Allah for all the support. May Allah bless you all, Ameen.

Sincerely,

**Frasha Hussain**  
**ICC Library Coordinator**



## Contact Information Page

<b><u>Name:</u></b>	<b><u>Contact Info:</u></b>
Frasha Hussain—ICC Library Coordinator	<a href="mailto:justfrasha@msn.com">justfrasha@msn.com</a> home #: 480-786-6515
Zareen Islam—The Kitab Korner Coordinator	<a href="mailto:zareen.islam@gmail.com">zareen.islam@gmail.com</a>
Shams Islam—“Br. Basheer” ....the special bird character for The Kitab Korner	No contact info available.
Yasmeen Hussain— The Kitab Korner Assistant Coordinator	No contact info available.
Omar Hussain—Technical Support	No contact info available.

**Physical Address:**

Islamic Community Center of Tempe  
131 East 6<sup>th</sup> Street  
Tempe, AZ 85281

**Mailing Address:**

Islamic Community Center of Tempe  
Attn: ICC Library  
PO Box 1313

**Phone Number: 480-894-6070**

**Web Address: [www.tempemosque.com](http://www.tempemosque.com)**

**And then go to the Library link for more info.**



# **Confidentiality Policy, Communication and Conflict Resolution**

## **I. Confidentiality Policy**

Confidentiality is very important for an organization and is valued by the ICC Library. All forms with member's information will be locked away in the filing cabinet in the ICC library which only the ICC librarians and ICC Masjid board have access to. All member's information that is on the computer database will also be locked under passwords and only the ICC librarians and the ICC Masjid board will have access to it.

To avoid any misunderstanding, the ICC library upholds a policy of confidentiality. All staff members and or library members should discuss conflicting matters only with the person who is involved with the intent to solve the problem. The presence of Administration of ICC Library is always helpful when discussing the conflicting matters. Above all *"Allah (SWT) is the Witness."*

## **II. Communication and Conflict Resolution**

We encourage open communication within our community. We encourage members to share their comments and concerns with the ICC Library Administration or the ICC Masjid Board. It is extremely important to address and resolve conflicts immediately. However, it should be done calmly, appropriately and most important of all, Islamically!! Please arrange a meeting with prior notification to the library.

Whatever the topic of this discussion or conflict may be, Insha-Allah, we will all try to resolve it together and learn from it and we should also pray to Allah (SWT) to guide us on the straight path. Good communication and honesty is the key to a successful organization.



## **Rules and Regulations for Parents/Children**

1. All parents must fill out a registration form. All member information will be handled with complete confidentiality. Please refer to "The Confidentiality Policy" section of this packet.
2. Due to limited space, we follow a "first come...first served" policy. Insha'Allah, we will expand when more volunteers and resources become available, Insha'Allah.
3. No food or drink allowed in the meeting room.
4. All children (ages 4-6) must be accompanied by the parent. Parents may sit with the children or may sit in the back of the meeting room. They are not allowed to step out or to leave at any time.

### ***This is not a baby-sitting program.***

5. Parents and children and volunteers should be friendly, courteous and respectful to one another.....failure to do so will result in probation or termination from the program. Please refer to "The Communication and Conflict Resolution" section of this packet.
6. Parents are asked to take their child out of the meeting room if they are disturbing others or interfering with the running of the program. They are allowed to come back in if they are willing to stay quiet and cooperate.
7. In the event of changing circumstances, members (Parents and children) are expected to comply with any changes deemed necessary by the ICC Library Administration or ICC BOD.



## The Kitab Korner Story Time Program Application Form

Name of Child: \_\_\_\_\_ Age \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mom Cell Phone \_\_\_\_\_ Dad Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

I, \_\_\_\_\_ and my child/children have received a copy of "The Kitab Korner Information and Registration Packet." We understand and agree to follow the rules/regulations of the Kitab Korner Program. Any noncompliance of these rules/regulations will put my children on probation or cause termination from the program.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Office Use Only:**

Name of volunteer who accepted the application form: \_\_\_\_\_

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