

ALIF

Alhamdulillah It's Friday

ICC Tempe Youth Program

WELCOME!

Dear Parents and Students:

*Assalamu 'alaykum.* We are thrilled to welcome you to ICC Tempe's new **Alhamdulillah It's Friday** (ALIF) youth program. Our desire to serve the youth of the greater ICC community is instilled in the careful and sincere development of this youth program. We ask Allah Almighty to bless this new initiative and thank ICEV of Chandler for their mentorship and guidance in the creation of ALIF.

The masjid is at the center of Muslim life, and as American Muslims, we are committed to creating opportunities to recenter our cherished youth, providing them with opportunities for growth, personal development, and nourishment of the Muslim spirit. Our program will focus on offering opportunities for our youth to build character, relationships, and skills, all whilst having fun.

The success of ALIF depends on participation from teachers, students, administrative staff, and most importantly, from parents. We invite you to be involved for the benefit of your children, ICC Tempe, the greater community, and most importantly, for the sake of Allah Almighty.

This Parent and Student Handbook will provide you with necessary and valuable information regarding ALIF, its policies and procedures, expectations, and do's and do not's. We ask that you read the following pages carefully and discuss relevant information with your child.

On behalf of the ALIF team, we extend our sincere thanks for entrusting us with your child and pray that Allah Almighty grants us *tawfiq*. Welcome to the ALIF family.

Sincerely,  
ALIF Administration

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## **MISSION AND OBJECTIVES & YOUTH PROGRAM MATTERS**

### **MISSION AND OBJECTIVES:**

The Alhamdulillah It's Friday (ALIF) Youth Program strives to provide Muslim youth with a safe, structured, and stimulating environment where youth and adults can have meaningful experiences together to earn Allah Almighty's pleasure. Our goal is to provide Muslim youth with an environment that fosters community and enables them to be involved in interesting and fun group projects under the umbrella of Islam. By providing indoor and outdoor activities, positive discussions and social interactions, Muslim youth will have an outlet to enrich and balance their lifestyle physically, emotionally, and spiritually, as well as prepare and make choices in a changing society, Allah-willing. We promote and support truth, trust, respect, unity, equity, and responsibility and associate these qualities with Islamic principles through quality discussions, lessons, and activities.

### **YOUTH PROGRAM MATTERS:**

- ALIF is a nominally priced youth halaqa program that brings youth together to stay connected to the masjid on a weekly basis.
- Our wish is to see the Muslim community thrive in the greater community and one way to accomplish this is to raise our youth with healthy Islamic values in a positive environment that encourages this growth.
- Our cultural diversity is our strength. Our youth should become comfortable in a diverse environment. Allah-willing, this youth program will provide a valuable and safe foundation that grows a positive Muslim identity, highlighting the beautiful diversity that lays within our community.
- ALIF is an Islam-focused program that includes fun and meaningful discussions, games, and social interactions. If we are able to bring together a meaningful connection to the masjid, coupled with a solid formation of a healthy and positive Muslim identity, we will be able to provide our youth an invaluable resource.
- We end by showing gratitude to Allah-Almighty for allowing to serve our youth and provide this valuable youth program.

## CURRICULUM, EDUCATION and ACTIVITIES

We strive to provide quality interactive and fun Islamic education and activities for our students. The Alhamdulillah Its Friday program includes but is not limited to memorization of daily supplications (*adhkaar*), a dive into the seerah of the Prophets, Islamic history and geography, discussions, field trips, hiking, ice skating, swimming, volunteering at homeless shelters, various lessons on life skills, discussions, simple get-togethers and much more. Activities are planned in advance and may take place on days other than Friday. Please review the curriculum below.

### CURRICULUM

#### KK Group (5-6 years):

- Hands-on activities, arts, and crafts on Islamic topics
- Daily Duaa's
- Stories of the Prophets and Lessons from the Seerah of Prophet Muhammad (s)
- Step-by-step Wudu and prayer
- Field trips and game nights

#### A group (7-9 years):

- Islamic manners
- Islamic character
- Daily dua
- Hands-on activities
- Wudu and prayer
- Virtues of good deeds
- Skateland for girls: <https://g.page/SkatelandChandler>
- Hiking: <https://goo.gl/maps/tpEbZx2McPJuvmkEA>
- Jake's Unlimited for all ages: <https://goo.gl/maps/3rSaVjTwM1Ac5xtq6>
- Gravity Extreme for boys: <https://g.page/gravityextremezone?share>
- Basketball / Fun activity night for boys and girls separate at ICC Tempe
- Feed My Starving Children

B Group (10-12 years):

- Introduction to Hadith and Sunnah
- Islamic Character
- Lessons from a selected surahs in the Qur'an
- Lessons from the Seerah of Prophet Muhammed (s)
- Stories of the companions of Prophet Muhammed (s)
- Discussion and Hands-on activities for difficult real-life issues
- Field trips and game nights

C Group (13-14 years):

- Fundamentals of acts of worship
- Cleanliness/'Taharah'
- Lessons from Seerah and Sunnah
- Building Islamic character and etiquette
- Field trips and game nights

D Group (15+ years):

- Practice Taqwa and its importance
- Etiquettes of seeking knowledge
- Achieving inner peace
- Concept of destiny
- Field trips and game nights
- Volunteer at Helping Hands for Relief and Development:  
<https://goo.gl/maps/S2q8kKdjNQf2FTDG8>
- Museums: <https://goo.gl/maps/AQTar5z559zxFojE7>
- Muslim Cemetery: <https://goo.gl/maps/oxyauYpcCKQWxSMa7>
- Teachers arrange the field trip to includes various lessons on life skills, discussions, simple get-togethers and much more. Activities are planned in advance and may take place on days other than Friday.

## STUDENT GROUPING:

*Students will be placed in each group on the day he/she is registered, according to the student's Birth Date.*

F Students registering in Fall will be assigned to the class based on their age at the beginning of the Fall semester and will continue in the same group for both Fall and Spring semesters. F Students registering in Spring will be assigned to the classes based on their age at the registration. We have EIGHT categories of classes in order to make the youth program experience more enjoyable for students.

👤 Group KK: Girls/Boys ages 5 & 6   👤 Group A: Girls ages 7, 8 & 9   👤 Group B: Girls ages 10, 11 & 12   👤 Group C: Girls ages 13 & 14   👤 Group D: Girls ages 15 & up   👤 Group A: Boys ages 7, 8 & 9   👤 Group B: Boys ages 10, 11 & 12   👤 Group C: Boys ages 13 & up

## ALIF PROGRAM POLICIES

### MODESTY POLICY:

*To show respect and have faith toward Allah-Almighty, the staff members, volunteers, and students are required to wear basic rules of hijab in accordance with the Islamic faith. The following dress and hygienic code is mandatory:*

- All garments worn should be clean.
- All garments should be loose and thick and should not show the shape of the body.
- Boys and men are required to wear shirts with sleeves and long pants. It is also recommended to avoid wearing garments with offensive logos, faces, and images of living objects.
- Girls and women must be covered from head to feet. While wearing head cover, kindly make sure the neck and chest areas are adequately covered.
- When children are not meeting the dress and hygiene codes, their parents will be contacted to remedy their attire.
- Boys younger than seven years are exempt from wearing long pants, but it is recommended.
- Girls younger than ten years are exempt from wearing head covering (*hijab*), but it is recommended.

### PICKUP AND DROP-OFF POLICY

*Parents are responsible for the transportation of their children to and from the Masjid premises.*

- For the safety of the children, parents are required to drop off and pick up their children to and from the masjid premises.
- Prior written authorization is required from the parent if anyone other than parent will drop off & pick up his/her child/children.
- Early pick-up and late drop-off arrangements must be conducted through the ALIF administration.
- There will be no supervision of children available from ALIF program team before 6:45 PM or after 8:15 PM.
- ALIF program team will not be responsible for any children before 6:45 PM and after 8:15 PM.

Parents/guardians are expected to pick up and drop off their children in a timely manner. Parents are expected to abide by the pick-up/drop-off timetables. If a student needs to be picked up early, the parents must come to the administration desk and provide the name of the student and reason why he/or she needs to be picked up early. The administrative staff will arrange to bring the student to the lobby. Parents are not allowed to walk into the classroom for early pickup of their students.



#### ROLES AND RESPONSIBILITIES & DISCIPLINARY POLICY:

Parents are asked to read and discuss the following set of rules and regulations with their children/youth. We have high expectations of our youth enrolled in ALIF, requiring cooperation between parents, youth, and program coordinators. ALIF has the following set of behavioral expectations for all attendees to follow:

- All attendees are responsible for his/her own behavior/action.
- All attendees are expected to respect others' rights and property/equipment.
- Name calling, racial slurs, bullying, and any kind of improper behavior or discrimination will not be tolerated.
- No fighting or wrestling.
- Use appropriate language at all times.
- Listen to and follow directions.
- Shoes must be kept on the shoe rack at the main entrance. No shoes are to be left on the ground.
- Attendees are to walk in the masjid and premises. Running is not allowed.
- Cell phones must be switched off during ALIF.
- Remain quiet and follow the imam in the prayer during obligatory prayers.
- Electronic games and/or toys are not allowed during the class, except where permitted by the teacher for the classroom activities.
- Students must always stay in the classroom during class time. Walking in the hallways or parking lot is not permitted.
- Not following these rules may result in appropriate action by the teacher or program coordinator and/or administrative staff.
- Any kind of food, except water bottles, will not be permitted unless the group leader gives permission. Chewing gum is not permitted.
- It is the responsibility of the attendees to keep the classroom areas clear. Any object on the floor should be picked up and placed or disposed accordingly.

#### DISCIPLINARY POLICY:

To ensure a healthy environment and each others' privacy, and in order to avoid miscommunication or conflict, we encourage everyone to discuss any issues only with those involved or the teachers or administration and with the intention to resolve the issues. Not following the above rules may result in appropriate action by the teacher or administration and/or administrative staff. A verbal warning will be issued on the first violation of the aforementioned rules. A second violation will result in a parent-admin meeting to address the issue. If the issue is not resolved satisfactorily, in accordance with ALIF policies, the student may be suspended for one week.

*More than one suspension will result in further disciplinary actions including the termination of the student's enrollment.*

#### ATTENDANCE POLICY:

Students' attendance will be taken each Friday by their respective teachers. Regular attendance is crucial as each week builds upon another and students miss important community building efforts if they are not attending each week. Students are allowed up to three excused absences. The student will be removed from the program upon the fourth absence. Please pay close attention to your child's regular attendance.

#### ANTI-BULLYING/DISCRIMINATION POLICY:

All members are expected to respect others' rights and property. Name-calling, bullying, improper behavior, and discrimination will not be tolerated. All students, staff, volunteers, and parents should feel comfortable in the Muslim community.

#### VISITATION POLICY:

Visitors (anyone other than ALIF staff & registered students) are required to get prior authorization from the administration to visit a classroom or any ALIF program related event. No visitor is allowed without prior authorization in the classroom or any ALIF program related event.

#### CONFIDENTIALITY POLICY:

Confidentiality is extremely important for an organization and is valued by the ALIF team. To avoid any misinformation and gossiping, the ALIF team upholds a policy of confidentiality. All staff members and families of all students should discuss matters only with the person who is involved and with the intent to solve the problem. If that communication does not work, then discuss the situation with the administration. Never discuss your issue with other students or parents. Never discuss your issue with any teacher who is not directly involved in the matter. Contact the administration promptly and ask for an appointment with administration or the student's teacher to discuss your concerns.

#### LOST AND FOUND POLICY:

Students are responsible for their belongings. Please write your child's full names or place name-tags on all belongings including books, folders, hijabs and jackets. Labeled items can be returned easily. Lost items will be placed in the administrative office. At the end of each month, unclaimed items may be discarded or donated. ICC Tempe or ALIF is not responsible for any lost items.

#### MEDICAL INFORMATION DISCLAIMER AND POLICY/ Call 911 in Case of Medical Emergency:

Unfortunately, accidents and emergency situations can arise unexpectedly. We always need to be prepared. 911 will be contacted promptly in the case of a medical emergency. We will make every attempt to contact a child's parents. Regardless of the parent's accessibility, if 911 is called in a medical emergency, the parents are solely responsible for the financial cost of subsequent medical services provided to the student. It is of the utmost important to provide the ALIF program with an emergency contact number of a parent or guardian. It is also important that the parents provide us with all necessary medical information about their children, including, but not limited to any food and medicines to which your child may be allergic to. ICC Tempe or ALIF is not authorized to administer prescription drugs or over the counter drugs to students. If it is required that a student needs to take certain medication during class time, then it is the parent's responsibility to come in and administer the medication themselves. If a child becomes sick during the ALIF hours with symptoms that make them uncomfortable (fever, cough, pain of any kind, nose bleeds, etc.) the parents will be contacted and will be asked to pick up their child as soon as possible. The ALIF has a basic first aid kit to handle some minor injuries (cuts, scrapes, and bruises).

## **ALIF PROGRAM INFORMATION**

Address: 131 E 6<sup>th</sup> St Tempe, AZ 85281

Contact: [alif@tempemosque.com](mailto:alif@tempemosque.com)

Text Only: 928-719-6882

Website: [www.tempemosque.com/alif](http://www.tempemosque.com/alif)

ALIF Hours: Fridays throughout the semesters 6:45 PM to 8:15 PM

Program Coordinator: Samia Ahmed