



14 January 2019/8 Jamadilawal 1440H
MYI 19/EDU19/P004

Assalamualaikum Wr. Wb.

Dear Parents/Guardians,

Ngaji Enrichment Programme 2019 at Masjid Yusof Ishak

May this mail reach you in the best of health and highest Islamic esteem, *by the Grace of Allah SWT.*

Thank you for enrolling into Ngaji Enrichment Programme at Masjid Yusof Ishak. We appreciate the opportunity to work closely with your child towards Quranic reading literacy.

We would like to share general orientation of the class as follows:

1. Iqra Ngaji Academic Calendar

Our ngaji classes scheduled as follows:

Iqra 1	8 January 2019 to 26 April 2019
Iqra 2	23 April 2019 to 16 August 2019
Iqra 3	20 August 2019 to 8 November 2019

2. Ngaji Enrichment School Holiday

Classes will be closed on the following dates:

Iqra 1	11 March 2019 to 24 March 2019
Iqra 2	27 May 2019 to 16 June 2019
Iqra 3	9 September 2019 to 15 September 2019 11 November 2019 to 31 December 2019

3. Public Holiday

Classes will also be closed during public holidays as follows:

Iqra 1	5 & 6 February 2019: Chinese New Year
Iqra 2	19 April 2019: Good Friday
Iqra 3	5 August 2019 – 11 August 2019: National Day & Eidul Adha


Masjid Yusof Ishak

10 Woodlands Drive 17

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4. Administrative Matters

5.1 Class Details

Students are required to attend Ngaji class from 4:30pm to 6:30pm Every Tuesday at Seminar Room 3 & 4 for Tweens and Seminar Room 5 & 6 for Kids; Every Friday from 7pm to 9 pm at Seminar Room 3 & 4 for Teens and Youths. The curriculum overview and class schedule as appended.

5.2 Absenteeism

In case of absence from class, students are required to submit a medical certificate or a written letter by parents or guardian to the class teacher. Students are highly discouraged from continuous absence.

5.3 Withdrawal

Parents are required to submit withdrawal form or written email one month prior to withdrawal date. In the absence of the written notice, a student's status will be deemed as active and fees will continue to be imposed.

5.4 Books

Students are required to bring along IQRA book to class. The mosque is not responsible for any missing book(s).

5.5 Meals

Students are required to have their meals before coming to class. There will not be any meal provided.

5.6 Attire

Students are required to wear modest attire covering all parts of the body except for face and hands. For boys, donning songkok and girls wearing tudung and socks. Students will be praying in jamaah during class hours if prayer time coincides with class time.

6. Payment

6.1 Payment Modes

We appreciate prompt payment of tuition fees. All fees will be collected by the 15th of the preceding month ie. February fees are due on 15 January 2019.

Parents are highly encouraged to sign up for GIRO. For Giro payments, please ensure sufficient funds are available for deduction on the 15th. A second Giro deduction attempt will be done on the last day of the month. We also accept payment by cash, NETS and cheque at the payment counter. An online payment mode via our website is in the pipeline. Parents will be updated when the service is available.

6.2 Payment Hours

All payments are to be made at Level 2 Customer Service Office from Monday to Saturday from 9am to 5pm and Sunday 9am-12pm.

Kindly note that with effect from 1 March 2019, Customer Service Counter will be closed on Sundays.

The new operating hours will be Monday – Friday, 9am to 5pm and Saturday 9am – 12pm.

7. Books Distribution

Iqra books will be distributed on first day of class. Students are required to bring one book at a time to the class weekly. Supplementary worksheets will also be given to students in the classroom.


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8. Parents Support Group

We appreciate your kind enthusiasm to be part of the Parents Support Group. Active parents may register via this link: <https://tinyurl.com/PSG-aLIVE>. We look forward to parents' voluntary participation in wide array of programmes and services organized by the Education Department of Masjid Yusof Ishak.

9. Transport Service

Transport service is available, subject to a minimum of 12 students at a time. If you are interested, kindly fill up Transport Request Form via the following link: <https://tinyurl.com/Transport-aLIVE>.

10. Changing Fate: Sponsor-A-Student 2019

We have launched Sponsor-A-Student campaign and would like to extend the invitation to you. The details attached.

We are keen to develop your child holistically and would appreciate any constructive feedback for us to improve our services. Should you have any feedback or queries, please drop us an email at administrator_alive@yusofishak.mosque.sg.

On behalf of Management Board of Masjid Yusof Ishak, we wish you a great year ahead!

Wassalamualaikum Wr. Wb.

Yours Sincerely,

USTAZAH AZEEMAH MUSTAFA
Head, Education Department