



Hifdh Form:

Program structure:

This program is divided into four categories:

1. Sabaq (new lesson)- Students are required to memorize a new portion of the Quran daily.
2. Sabaq Para (last lesson)- Students, in an effort to reinforce the new lessons they have memorized, are required to recite all the previous lesson they have learned for the surah or juzz they are currently memorizing.
3. Daur (revision)- Students are required to continuously revise what they have memorized on a daily basis by reciting previous surahs or juzz memorized. Revision should not be less than half a juzz.
4. Tajweed- Students will continuously be assessed on their ability to understand and apply the rules of Tajweed that pertain to the correct recitation of the Quran.

Full time:

At Ummati we have created a hifdh structure which if followed will allow a child to complete the complete hifdh in a four year period of time. However this structure will only work if the child comes to class already prepared from home. If the child is hoping to use class time to prepare, then they will be unable to complete in the prescribed time.

If it is being noticed that a child is:

- not able to keep up with this minimum requirement and
- is not coming already prepared from home or
- is not using home time in the evening to read their Qur'an, a meeting will be scheduled with the parents and the child will be told to pursue the PART TIME hifdh program rather than the FULL TIME program.

Full time hifdh is offered with academics from grade 3-8.

Part time:

The purpose of the Part Time Hifdh program is to create the opportunity for our children to have the good fortune and blessing of being used as a tool for the safeguarding of the Glorious Quran and attain to memory those surahs of the Quran that have been instructed to be recited daily.

- 30th Juz
- 29th Juz
- Surah Kahf
- Surah Sajdah
- Surah Yaseen
- Surah Dukhan
- Surah Rahman
- Surah Waaqi'ah

SCHOOL HOURS		
Hifdh (full-time and part-time)	MONDAY-THURSDAY	8:15AM-3:00PM
	FRIDAY	8:15AM-2:00PM
SCHOOL UNIFORM		
BOYS:	Clean topi/kufi --- Clean Kurta or Jubba --- Pants above the ankles	
FEES POLICY FOR HIFDH PROGRAM		
	MONTHLY FEES	YEARLY REGISTRATION FEE
Full-time with academics (gr3-gr 8)	\$225	\$150
Full-time for High School (ILC)	\$225	
Part-time with academics	\$ 175	\$150



Hifdh Form:

Attendance

The process of learning requires continuity. Regular attendance on the part of the student is an important component of this process and the evaluation of the student's achievement. When the process of learning is disrupted by attendance, the student suffers a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their achievement cannot be fully assessed. Students are responsible for "catching up" all assigned lessons missed during an absence.

Punctuality

Students must be on time for class. Classes will commence at 08:15 am. The Students should be in school at least 5 minutes before class starts.

Hifdh Rules

The following rules are to be adhered to by the students in order to maintain the Hifdh-ul Qur'an standards of Ummati:

1. Students must have their own Qur'an with them at all times; as well as the same Qur'an must be used throughout the Hifdh program; and take it home after school.
2. Students must mark the necessary Tajweed rules with the help of a senior student before class is dismissed.
3. Students should listen to the lesson that is to be memorised through a recording of a Qari so that Tajweed mistakes can be avoided.
4. Students must recite the Holy Qur'an loudly and with a slow tone at all times. Oral recitation is essential for the best results.
5. The Holy Qur'an cannot be memorised in a place of distraction; therefore, Hifdh students should set up a study place where there are no distractions.
6. Before memorising the lesson, students should read it thoroughly at least 10 Times with complete attention. All mistakes should be underlined and corrected when memorising the lessons.
7. The best way for students to memorise their lesson is to memorise one ayah (Line) at a time. After memorising one ayah, go to the next. Once this is done, recite both ayahs together. Then proceed to the next ayah.
8. Once the student has completed memorizing the lesson, he must read it over by memory a few times and then read it to someone at home to ensure there are no mistakes.
9. When practicing your revision, all tajweed rules must be taken into consideration: and mutashabihaat (those verses that are similar) must be checked. Pay attention to all previous mistakes marked by the teacher. All mistakes should be repeated thoroughly when reviewing.
10. Lesson, previous lessons and revision must be memorized at home before coming to class.
11. The Hifdh lesson (Sabaq) must be recited to the teacher by 8:35 am. If the student does not know his lesson by this time, he will then have an opportunity to recite it after revision if time permits.
12. Students must complete sabaq para (last lessons) by 10:20 am. If a student misses sabaq para (last lessons), he must do his sabaq para (last lessons) before moving on to the new lesson the next day.
13. Students must complete their daur (revision) between 10:30 am and 12:00 pm each day. If the student misses his revision, he must recite it to the teacher the next day before his new lesson.
14. If a student's daur (revision) is weak, he will not be allowed to continue his sabaq (new lesson) until his review is perfect.
15. If a student is not completing any of work, new lesson will be stopped. It is of utmost important that the student does not proceed in his memorization of new lesson until all previously memorized lessons are mastered.
16. In sabaq (new lesson), students are not allowed to make more than 2 mistakes.
17. In sabaq para (last lessons) students cannot make more than three mistakes .
18. In daur (revision), students are not allowed to make more than four mistakes in half a juzz.
19. All students are to keep a daily record in their agenda book, in which they must record what they recited in the entire day to their teacher. This record will be signed by the parents once a week.



Hifdh Form:

Parent's Responsibilities

1. Please ensure your child arrives to class on time. They must be at school by 08:00 am.
2. Please pick up your child on time. Ummati LC will not be responsible for your child after 3:10 pm.
3. Your child must spend at least 2 - 3 hours in the evening (even if he knows his Sabaq (new lesson, Sabaq Para (last lessons) and Dour (revision) and 45 minutes In the morning before class to revise and practice their lesson. You are advised to follow the schedule to ensure your child is using his time wisely and sufficient time is allocated to his memorization.
4. Please ensure that your child's agenda book is signed and returned to his teacher. Take out some time to see comments your child's teacher has written and to stay informed of your child's progress.
5. It is very important that your child gets adequate rest and has a healthy and a nutritious diet. Cold drinks and ice negatively affect the voice and should be avoided.
6. We encourage you to keep in touch with your child's teacher in order to know how your child is progressing. Please call the school and arrange an appointment at a convenient time.
7. We encourage you to give priority to your child's Hifdh-ul Qur'an over any other activities at home. Students should follow the evening, weekend and holiday schedule.

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Arrival Time				
8:15	Class Starts Morning dua & attendance				
8:15 – 10:00	Sabaq (new lesson) & Sabaq para (last lessons)				
10:00 - 10:15	Recess				
10:15 - 11:15	Quran (revision)				
11:15 - 12:00	Tasheel Aqa'id	Tasheel Fiqh	Tasheel Akhlaaq	Tasheel Taareekh	Tasheel Hadeeth
12:00 -12:45	Academic	Academic	Academic	Academic	Academic
12:45 - 1:30	Academic	Academic	Academic	Academic	
1:30 – 2:00	Lunch & Zuhr	Lunch & Zuhr	Lunch & Zuhr	Lunch & Zuhr	Zuhr & Dismissal
2:00 - 2:45	Academic	Academic	Academic	Academic	
2:45 - 3:00	Clean up & dismissal	Clean up & dismissal	Clean up & dismissal	Clean up & dismissal	



Hifdh Form:

Return this page to the office

I have read and understood the program structure. My child _____ will be enrolled in: *(full name)*

Full time hifdh program

Part time hifdh program

Parents name: _____

Signature: _____