



Operational Map

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Executive Summary

OBJECTIVE StoryTime by ICPC provides quality daycare services to Muslim children aged 2 ½ through 5 in North Jersey. We provide a safe And healthy environment to allow our students to develop and grow physically, mentally, emotionally, and spiritually. Our goal is to support children's desires to be hard-working students and good Muslims.

MISSION STATEMENT

StoryTime offers the perfect balance between Islamic and Arabic education as well as traditional English education for children aged 2 ½ -5.

Technology

REGISTRATION In-person registration is available all year round for fully potty-trained students between 2 ½ and 5 years old. Parents must stop by StoryTime during school hours and pick up a registration form. The form must be completely filled out before the child's start date.

PAYMENTS Tuition is expected to be paid on by the 10th of every month. There is a \$50 late fee for any payments made after the 10th of the month. Payments are accepted in cash, check, or credit card but must be paid in person. We offer three different packages as follow:

- 3 days/Week
- 4 days/Week
- 5 days/Week

There is also a \$1 per minute late fee for students picked up after 5:00 PM.

Monthly payments are documented on a word document and sent to the president at the end of every month.

ATTENDANCE

Attendance is taken daily on our app; ClassDojo. We keep track of students daily by keeping a record of attendance on the app itself.

PARENT/TEACHER

COMMUNICATION Parent-Teacher Communication takes place in person, through email, phone call, ClassDojo, or Facebook. Announcements are made on ClassDojo, email, in person, and Facebook. Emails and Facebook are usually replied to within the hour and phone calls are always answered during school hours.

HOMEWORK Each week, teacher's write-up and make copies of a homework sheet that is handed to them at the beginning of the day. The homework sheets consists of 4 lines, one for the teachers name and the date, one for Arabic, one for Islamic Studies, and one for Quran. The homework sheet is handed to the students and they are expected to deliver it to their parents and complete the homework for the following week.

There is no record of who assigned homework on which date for which class unless each teacher filed her own.

PROGRESS REPORTS

Parents are sent-annual (January & June) emails with updates on what their child has learned thus far. This gives parents an opportunity to go over material learned. Individual student progress is not documented but is discussed in person when parents are concerned.

RECOMMENDATIONS

- Online form to keep track of attendance, payments, student progress and the app: ClassDojo.

Business

MARKETING

- Facebook: www.facebook.com/storytime123
- App: ClassDojo

- ICPC Website tab
- Flyers handouts in weekend school and in ICPC events
- Word of mouth

FINANCIAL

MANAGEMENT All payments (check, cash, and credit cards) are taken in the first ten days of the month. They are kept in a locked cabinet in StoryTime until a deposit is made.

Salaries and expenses are documented on a word document and sent to the CEO monthly.

Education

TEACHERS There are StoryTime teachers. 3 full time (40 hours/week) and 1 part time (18 hours/week). They are hired according to Islamic knowledge, college degree, compassion with children, and flexibility.

CURRICULUM English-alphabet, numbers, shape, colors, patterns, seasons, continents, animals, science projects, and more

Arabic- alphabet, numbers, colors, shapes, seasons, days of the week

Islamic Studies- 10 dua's per year. 1 story of the prophet per month, hajj, Ramadan, Islamic months, 5 pillars of Islam, 6 pillars of Eman, Names of Allah, hadiths

Quran- Goal for children who are in the school for 2 full years: Juzu' 3ama. (About one surah per month for all other children)

SUPPLIES Supplies are ordered by director upon teacher request from Amazon, or a local teaching store. All receipts are filled annually.

Environment

TEACHING StoryTime consists of two classrooms, one computer lab, and the main hall. Students are usually divided by age/education level and rotate between English and Arabic learning.

FACILITIES StoryTime is a safe and clean environment and is well maintained to ensure the health and safety of our students.

Floors are mopped daily, carpets are vacuumed daily, all tables are cleaned after each activity and all rooms are expected to be cleaned before students move on to the next activity.

LUNCH, SNACK, NAP TIME Lunch is from 12:00-12:30pm every day. Students are expected to bring their lunch from home.
Nap time is from 12:30-1:30p, every day. Mattresses are provided but students are encouraged to bring in their own pillows, blankets, and/or sleeping bags to sleep comfortably.
Snack time is from 1:30-2:00pm every day. Students are expected to bring their snack from home.

Special Activities

IN-SCHOOL Hajj Day- Every year before Eid al Adha. Make tawaf around ka'ba dressed in abayas/thwab saying labayak Allah
Field Day- Every May, outdoor picnic and fun activities in StoryTime backyard.
Culture Day- Dress in cultural clothes and bring a dish from country, color in flag.
Spirit Week- Last week of January, Activities include: crazy hat day, color day, pajama day, inside out day, etc.
Graduation in ICPC in mid-June for students going on to Kindergarten in September.

FIELD TRIPS Seasonal Field Trips (4 times a year, every 3 months)
Include: Chuck E Cheese's, Museums, Pumpkin/Apple Picking, Fun Bus, Jump On! And more.

HOLIDAYS All National Holidays are observed and 2 days for each Eid.
3:00pm early dismissal before Thanksgiving, Christmas, and New Year's Eve.