



# CRESCENT ACADEMY INTERNATIONAL

*Faith • Knowledge • Unity • Service*

August 30, 2017

Dear Crescent Families,

As salaamu alaykum wa rahmatu Allahu wa barakatuhu.

We would like to extend our warmest welcome to all of you as the new school year commences. We pray that you had a wonderful, restful summer vacation. We would like to begin by wishing you a very blessed Eid Al Adha. We are thankful to Allah swt for everything in our lives-- our loved ones, our community, our health, the bounty He has graced us with to name just a few. And we ask Him to make us generous to those in need, and to have patience with the things that life brings our way. Ameen.

Please read through this letter thoroughly for key information that will help make the start of the school year smooth and successful, by the Grace of Allah.

**The first day of school will be a half day, from 8:00 am to 12:00 pm on Tuesday, September 5** for all students in grades Kg-8, while pre-school families will begin the phasing-in process. Please send a nutritious snack with your child. PTO is graciously sponsoring an Eid celebration featuring nasheed songs and special treat!

Students are expected to be in full uniform on the first day. The uniform requirements document can be found on our website under the admissions tab for your reference.

Postcards with teacher assignments were sent out this week to all confirmed students. If you do not receive your child's teacher assignment, please call the school office. Office staff will be available Tuesday morning to help direct students and parents to classrooms.

School starts at **8:00 am** and ends at **3:30 pm on full days**. The drop off/pick up queue will be operational from the first day of school. The queue may only be used for students in grades 1-8. Please be sure that your assigned number is displayed clearly in your passenger side window when using the queue. If you are picking up children in kg and preschool, we ask that you park and come into the building to get your child from his/her respective class. All students must be picked-up either through the queue or from classrooms. Students are not allowed to wait in the lobby or outside sibling's classrooms at pick-up time.

Please remember to call or email the school office by 9:00 am when your child is sick or will be absent on any school day so that the absence may be properly recorded. Examples of excused absences include illness, doctor/dentist appointments, academic tests and shadow days for high school. Examples of unexcused absences include vacations/trips scheduled during regular school hours and parties/celebrations. If more than six unexcused absences in any trimester accumulate, the child will receive a mark of *Incomplete* in all subject areas for that grade reporting period.



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Please see the *Extended Absence Form* for a complete explanation of the policy, available by request in the office.

CAI will be refreshing the call list for our **Text Alert** system this year. All parents must sign up again in order to receive text notifications for snow days and other emergency type notifications. Your child will bring a copy of the Text Alert sign-up sheet home with him/her with complete instructions. Please be sure to sign up immediately so you do not forget. The Text Alert system is a crucial component of our school-home communication network.

All students must bring a bagged, healthy lunch to school each day. Microwaves are available in the lunchrooms should students need to heat up a food item.

Given the proliferation of cell phones and tablet devices now days, we would like to remind all parents that students are not allowed to bring cell phones, iPods, tablets, or other electronic devices to school, unless directed to do so for a particular project by the teacher. In that case, parents would be notified by email that the device may be brought to school for a defined period of time. If you require that your child have use of a device for after school hours off campus, please contact Sr. Kareemah to make special arrangements.

We are very excited to be partnering with each and every one of you this year to provide your child with the best educational experience possible. If a problem or concern regarding your child's experience arises at any point in the year, please contact your child's teacher first to express your concern. In the event that the problem is not addressed to your satisfaction with the teacher, please contact Sr. Kareemah. If further action is required, Sr. Pembe, the school director should be contacted next, followed by Ms. Nausheen Razvi, the CAI board ombudsman and board president.

Please be sure to look for our *CAI Newsflashes* in your email for essential information on upcoming school events throughout the year.

We are very much looking forward to meeting and greeting our returning and new students next week. If we can be of service to you in any way, please call the school office and we will be happy to help. May Allah (swt) grant us a wonderful and productive year. Ameen.

Jazakum Allahu Khayran,

Sr. Kareemah Abbas, Principal

Sr. Pembe Yasarlar, Director

Sr. Wahllia Abdallah, Operations Administrator

Sr. Dina Kavanaugh, Office Administrator

Sr. Saeida Marini, Facilities Coordinator

Sr. Latifah Muhammad, Library Media/Data Specialist

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