



### Mission Statement:

To preserve and strengthen the faith of the future generation by teaching the recitation of the Noble Qur'an with Tajweed along with memorization. We are dedicated to instilling within our students strong Islamic beliefs, etiquettes, supplications, history, and character, while ensuring they gain confidence in the fundamentals of Islam within a controlled and conducive environment. Our aim is to nurture young adults who are steadfast in their faith, devoted worshippers with love for Allah Ta'ala in their hearts, and ambassadors of Islam through their words and exemplary conduct.

Monday - Thursday | Sept 1<sup>st</sup> 2025 – May 28<sup>th</sup> 2026 | Boys & Girls | Ages 6 - 18 | 11543 Ruby Lake Road

### Schedule

6:00 PM – 7:15 PM: Qa'idah/Qur'an Reading, Surah and Dua Memorization

7:15 PM – 8:00 PM: Islamic Studies and Tarbiyah

**Note: Parents are required to abide by drop-off and pick-up timings.**

**Academic Calendar** *Dates are subject to change at the discretion of the ICO Maktab Staff.*

**Term 1:** September 1<sup>st</sup> – December 18<sup>th</sup>

Fall Break: November 24<sup>th</sup> – 27<sup>th</sup>

Term 1 Exams: December 15<sup>th</sup> – 18<sup>th</sup>

Winter Break: December 22<sup>nd</sup> - January 1<sup>st</sup>

**Term 2:** January 5<sup>th</sup> – May 28<sup>th</sup>

Ramadan Break: February 16<sup>th</sup> - March 22<sup>nd</sup>

Term 2 Exams: May 25<sup>th</sup> – 28<sup>th</sup>

**Graduation:** Saturday, May 31<sup>st</sup>

*Periodic fun days/activities will be scheduled throughout the year.*

### Attendance and Tardiness Policy

Attendance and arriving on time is required. Excused absences require documentation. Valid examples include being sick, doctor's appointments, and emergency travel. Social gatherings and vacations **do not** count as excused absences. There can be no more than **8** unexcused absences per term. Arriving 5 minutes late will result in being marked as tardy, whilst arriving 10 minutes late will result in disciplinary measures. Repeated offenses may be subject to expulsion.

### Tuition & Supplies

- Tuition covers teacher salaries as well as textbooks, workbooks, folders, and other supplies as needed. A replacement fee may apply for any lost supplies.
- ICO Maktab will be transitioning to a fixed monthly tuition rate, immaterial of the number of weeks in any given month. In accordance, we have reduced the monthly tuition rate to \$110 with a \$10 discount for each added child. (\$100 for 2nd child, \$90 for the 3rd child, \$80 for the 4th child, etc).
- Parents also have the option to pay the tuition for the whole year upfront.
- Cash and Check payments must be placed in an envelope with the student's name written on it, and given at the check-in table the first week of every month. (Checks should be made payable to the Islamic Center of Orlando.)
- Online payments can be made at [msjd.co/maktab](https://msjd.co/maktab) using the Masjid App secure donation portal. Parents can pay with Credit/Debit Cards, Apple Pay/Google Pay, or directly with their bank. Payments must be made **the first week of every month**. We highly encourage parents to turn on recurring monthly payments by selecting the "Monthly" option on the online tuition portal!
- Failure to pay tuition will result in the student not being allowed to sit in class.
- Financial aid is available based on financial need.
- Tuition payments are non-refundable.**
- Students are expected to bring their own backpacks and lunch from home, as lunch will **not** be provided.

Number of Students	Total Monthly Payment	Total Annual Payment
1 Student	\$110	\$880
2 Students	\$210	\$1,680
3 Students	\$300	\$2,400
4 Students	\$380	\$3,040
5 Students	\$450	\$3,600

**Dress Code / Uniform** *Note: Failure to follow the dress code may result in students being sent home.*

ICO Maktab Weekday School is taught in the Masjid, the sanctity of which must be respected at all times.

- Sunnah attire is required. (White thobe/shalwar kameez for boys and abaya for girls).
- Hair must be covered with a topi/kufi for boys and hijab for girls.
- Jewelry and make-up are not allowed.

## **Qur'an Recitation and Surah/Dua Memorization**

Level 1 Qā'idah class: Students will cover the Qā'idah textbook, which will enable them to recite the Noble Qur'an. Students will also memorize selected Surahs and Duas. (Qaidahs are provided by ICO Maktab, with a replacement fee applicable).

Level 2 Advanced reading class: Students will enhance their recitation of the Noble Qur'an by perfecting the pronunciation of letters, effectively applying Tajweed rules, and increasing fluency in reading. Additionally, students will memorize Surahs and Duas at an advanced level. (Qu'rans may be brought from home but are also available at ICO Maktab, with a replacement fee applicable).

## **Islamic Studies**

The second part of the ICO Maktab Curriculum is Islamic Studies which uses the Safar Islamic Studies Curriculum which will cover Qur'an, Hadith, Aqeedah, Fiqh, Akhlaq, Adab, Sirah, and Islamic History.

Islamic Studies will be taught via classroom instruction, textbooks, workbooks, demonstrations, worksheets, and activities. Islamic Studies will be organized into age-based classes, each taught by separate teachers to ensure topics are relevant and student-centered.

Focus will also be given on the practical implementation of lessons learnt, as well as cultivating Islamic habits and mannerisms. Time will also be allocated to remembering Allah and speaking of His attributes in creative ways, whereby strengthening faith and nurturing Allah-consciousness.

## **Term Exams**

Exams are scheduled for the last week of every term and will cover every subject to assess student progress. Days will be given to prepare for the term exams. Additionally, informal assessments/quizzes will be carried out on a weekly and monthly basis at the discretion of the respective instructor of every class.

## **Guidelines For Parents**

- Please adhere to drop-off & pick-up timings. ICO Maktab does not supervise students outside Maktab hours.
- Please ensure your child completes their daily homework/assignments for Qur'an & Islamic Studies at home. This is necessary for the students to progress & meet the spiritual/academic goals of the Maktab.
- Please download WhatsApp on your smartphone. All ICO Maktab announcements and communication regarding your child's progress from their respective teacher will be done over this app. Please click [here](#) to be added to the ICO Maktab Parents Group.
- Please sign the progress sheets and other materials sent home with your child.
- Please ensure that your child brings their backpack and all necessary materials to class.
- Please ensure that your child understands the importance and sanctity of the masjid. No foul language, fighting, or yelling will be tolerated. Absolute silence must be maintained during Salah times.
- Initial violations of ICO Maktab rules will result in a warning. Repeated offenses will result in being sent home or detention. Habitual offenders will be expelled from the school.
- During dropoff/pickup, parents are asked to help maintain the sanctity of the Masjid by entering through the appropriate entrances—fathers through the brothers' entrance and mothers through the sisters' entrance.

**Note:** Maktab is not a replacement for an Islamic upbringing by parents, rather it is only supplementary. Work and effort must still be done by the parents at home.

**Registration:** [forms.office.com/r/9HDbHLxG9R](https://forms.office.com/r/9HDbHLxG9R) Students will be added to a waitlist once we are at max capacity. For any questions, comments, or concerns, message us on WhatsApp ([here](#)) or **text** us at (689)-280-4402.

*All aspects of this syllabus are subject to change at the discretion of ICO Maktab Weekend School faculty.*

May Allāh Ta'ala make ICO Maktab Weekend School a guided and successful source of faith, benefit, knowledge, and happiness for our Muslim youth and the Muslim community at large. Aameen.