

SAABERIE CHISHTY ZIA-UL-ULOOM

P.O.BOX 1727
LENASIA
1820

SAABERIE CHISHTY COMPLEX
CRN: GUM AND OAK CRESCENT
EXTENSION 6
LENASIA 1827
TEL:011 854-4543
FAX: 011 854-7886

APPLICATION FORM

A) PUPILS PARTICULARS.

Surname: _____ First Names: _____

Date of Birth: _____ I.D.No: _____

Address: _____

B) PARENT / GUARDIAN PARTICULARS.

Father`s Name: _____ I.D.No: _____

Mother`s Name: _____ I.D. No: _____

Work Address: _____

Tel No: (W): _____ (H): _____ CELL _____

Guardian`s Name: _____

Tel No: (W): _____ (H): _____ CELL _____

CONTACT IN CASE OF EMERGENCY (any person who does not reside in the same house)

Name: _____ Relation : _____

Tel (W) : _____ Tel(H): _____ CELL: _____

C) MEDICAL HISTORY

1) Does the child suffer from any illnesses e.g. Asthma , Heart Problems , Blood Pressure etc ?

YES	NO	OTHER
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If Yes , What? _____

Other : _____

2) Is the child allergic to any medication ? If Yes ,what? _____

3) Does the child suffer from any allergies? _____

4) Name of family doctor. _____ Specialist: _____

5) Family doctors telephone number: _____ Specialist : _____

6) Is the child covered by Medical Aid ? _____

Name of scheme : _____ Medical Aid No: _____

7) Indicate family history (i.e. any member had heart trouble , etc) _____

D) ACADEMIC HISTORY OF CHILD.

Name of last school attended: _____ Grade: _____

School Tel. No: _____

Name of last Madressa attended: _____

Highest Class attained: _____ Madressa Tel. No: _____

E.) FEES

For boarding, lodging, laundry etc. a minimum of R600-00 per month.

Payment will be made:

MONTHLY	QUARTERLY	YEARLY
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 PLEASE TICK

If you have any difficulty in paying the six hundred rands (R600-00) monthly for your child`s fees,

Please indicate how much are you prepared to pay _____

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CODE OF CONDUCT

1. ATTIRE:

All children must be dressed in Islamic Garb at all times i.e. Kurta, Pants and Topie.

2. BEHAVIOUR.

Pupils are expected to reflect the highest level of decency and moral conduct. The following cases would result in the child facing a disciplinary hearing.

- Disrespect to Ustaads.
- Intimidating or fighting.
- Assault
- Abusive language
- Smoking
- Theft and Dishonesty
- Vandalism
- Insubordination
- Drugs.

3. BOARDING.

A pupil will be required to share sleeping quarters with colleagues. Each pupil will be allocated his own cupboard. Pupils sharing a room will be responsible for the condition of their room. Each pupil is responsible for his own toiletries e.g. shampoo, oil, scents etc. Pupils will be required to take care of their own underwear and returning of his cloths from the laundry.

N.B. Please label / mark your child's clothing.

4. LOADGINGS.

Pupils will receive three (3) meals a day i.e. Breakfast, Lunch and Supper.

Parents will be allowed to sent various items for their children e.g. Biscuits, Cakes etc. However these items must be taken care of by the child himself.

Pupils will be allowed to purchase items like Coke, Crisps, Sweets from a vending machine or the Madressah tuckshop.

5. TEACHING TIMES.

1st Session: After Fajr – 7.30 a.m. **Breakfast**

2nd Session: 8.30a.m. - 11.30 a.m. **Lunch & Rest Time**

3rd Session: After Zohr Salaah till Asr Salaah Sports **Break-** upto Maghrib Salaah- **Dinner**

4th Session After dinner till Eshah Salaah (9.00p.m.) *Times will vary according to season.*

SATURDAY'S

All lessons will terminate at 11.00 a.m.

Pupils will be required to attend all lessons promptly. Failure to attend lessons without a valid reason will result in a disciplinary hearing between the parent, child, and teachers concerned.

6. TAKING ILL.

When a pupil becomes ill, a medical practitioner will attend him to. However if the flu etc is consistent, on the third day the parent will be notified telephonically. If a pupil is seriously ill or injured due to sporting reasons then the parent will be notified immediately.

7. LEAVE TAKING.

Learners will be allowed to go home alternate weekends i.e. after lessons on a Saturday and return on Sunday before the Maghrib Salaah. A pupil will not be allowed to leave the premises at any time without permission from the Resident Ustaad concerned.

8. VISITATION.

Parents will be allowed to visit their children after having made the relevant arrangements. No visits will be allowed on a random basis. However if a valid reason exists that you need to see your child, you are free to contact Moulana Sayed Yusuf.

9. PHONE CALLS.

A public phone is installed and both pupils and parents will be allowed to keep in contact with each other.

Times for phoning: Mornings – 7.30 a.m. to 8.30 a.m.

Afternoons - Between Asr and Maghrib

Nights - After Esha Salaah .N.B. 1 hour will be allocated after Esha.

(e.g. if Esha Salaah is at 7 p.m. and finishes at 7.30. p.m. ; then the hour will be from 7.30 p.m. to 8 .30 p.m . This will change according to the seasons.)

Pupils making phone calls will be required to carry their own coins. - cards

N.B. If parents need to contact their child in an emergency and the phone line is busy then they may contact Moulana Yusuf Sayed on the following numbers. Home : 854- 4543 Cell : 082-762 8877.

10. HOLIDAYS.

Holidays will coincide with Islamic days. No child will be allowed a free day to celebrate their birthdays etc.

Pupils will be given a half-yearly break but the times will fluctuate according to the Islamic Calendar. The dates have not yet been finalised and will be confirmed at a later date.

11. FUNCTIONS.

Pupils will not be allowed to participate in private functions during Madressa times. Pupils will only be allowed to attend these functions during their free time or under the supervision of their Ustaad.

12. PROBATION.

All students will be given a terms probation in which he has to reflect a certain amount of progress in the Hifz class. Failure to reflect the required progress would result in an urgent meeting between Parents , Ustaads and the Executive Committee.

13. GRIEVANCES.

Any child that has a particular complain or grievances should inform the Principal - Moulana Sayed Yusuf either directly or via their parents . All grievances no matter how small will be looked into by the executive committee of the Zia-ul-Uloom.

14. INDEMNIFICATION.

While the organisation will do every thing in its power to ensure the well being of the child at all times , the organisation , its executive committee and its staff will not be held responsible for any financial liabilities created in terms of the child by the organisation or by the child himself.

15. GENERAL.

- a) It would be highly appreciated if parents take an active role in monitoring their child's progress.
- b) If a child is found to be lacking or has created a serious offence and failure to reconcile would result in the child being expelled and any fees paid in advance will automatically be forfeited.
- c) Sometimes Parents feel that they are in a position to financially assist the Madressa by paying in more than the stipulated amount. If you are in position to do so or would like to sponsor another child's education, it would be highly appreciated if you could contact the Principal.

I _____ PARENT OF _____

DO HEREBY UNDERSTAND THE RULES AND REGULATIONS OF THE INSTITUTION AND

I (NAME OF PUPIL) _____ HEREBY PROMISE TO

ABIDE BY THE SAID RULES.

SIGNATURE OF PARENT

SIGNATURE OF PUPIL

N.B. PLEASE SIGN AND RETURN WITH THE APPLICATION FORM