

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Department of Waqf Nau Canada

Memorization Class

An accelerated memorization program, based on elements from the Waqf Nau Syllabus

For Waqifin (Ages 6 – 10) and
Waqifat (Ages 6 – 14)



Administration and Teacher Manual

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Section A: Criteria and Objective

Age Group & Duration

The memorization class is intended for the following age groups of Waqifin and Waqifat Nau Canada.

- Boys: Age 6 – 10 (Class will be managed by Class Administrators)
- Boys: Age 11-14 (Class will be managed by Men's Secretary Waqf Nau)
- Girls: Age 6 – 14 (Class will be managed by Class Administrators)

Class should preferably be arranged every week (where possible) for 1-1^{1/2} hours

Objective (What we will cover)

The class is arranged to assist the Waqf Nau boys and girls accomplish the following:

1. Memorization of following chapters of the Holy Qur`an

Level 1	Chapters 105-114	Surah An-Nas to Al-Fil
Level 2	Chapters 100-105	Surah Al-Humaza to Al-Adiyat
Level 3	Chapters 95-99	Surah Al-Zilzal to Al-Tin
Level 4	Chapter 90-94 First 17 verses of Chapter 2	Surah Al-Inshirah to Al-Balad (Surah Al-Baqarah)

2. Memorize entire Arabic Al-Qaseedah

Level 1	Couplets 1 – 20
Level 2	Couplets 21- 40
Level 3	Couplets 41 – 55
Level 4	Couplets 56 – 70

Section B: Volunteering and Responsibilities

Volunteering at the Memorization Class

There are a few points which must be kept in mind when selecting any administrators or teachers for Waqf Nau Classes. These are based on the instructions of Huzoor (may Allah be his Helper):

1. Class Administrators and Teachers should try to make a one-year commitment.
2. Teacher and Class Administrators **MUST** observe proper purdah. A failure to do so will negatively impact young Waqifat and may risk a teacher's involvement in the classes. Minimum standards are:
 - She wears a coat and scarf outside her home.
 - The length of outerwear (coat, burqah, etc) must be below her knees and should be loose fitting without embellishment
 - Scarf should cover all of her hair (from front and back), part of chin and cover the chest.
3. Class Administrators and Teachers must practice kind and polite behaviour towards students and parents. Any impatience or aggression should be promptly addressed by the Class Administrators.
4. Teachers should have correct Arabic pronunciation.

Responsibilities of the Teacher and Teacher's Assistant

All teaching teams should:

- Be on time for class and bring a positive and respectful attitude.
- Inform the Class Administrators of any absence at least 1 day before class.
- Listen to previous class' homework. Teachers should try to listen to some previously memorized homework in each class to help students revise.
- Attend staff meetings

Teachers:

- Track student progress and communicate with parents regularly.
- Assign classwork and new homework each class.

Teacher's Assistant:

- Take attendance of class and give it to Class Administrators.
- Monitor snack distribution and dismissal of the class.

Section C: Organizational Requirements

All Class Administrators and Teachers should comply with the following guidelines in order to ensure the quality of education and experience that we hope to provide to the bright Waqf Nau through these classes.

Registration: Registrations should take place once a year (depending upon space and teachers' availability) preferably in the *first week of January*.

Upon space availability, regional/local presidents should inform all Waqf Nau parents of open registration to promote enrollment.

Registration Criteria: Parents who are interested in enrolling their children in these classes should ensure that their children have memorized the following as per instructions of the National Department of Waqf Nau Canada. All students will be tested on this criterion by Class Administrators before enrollment.

Holy Qur'an	Al-Nas, Al-Falaq, Al-Ikhlās, Al-Kauthar, Al-Asr
Al-Qaseedah	Couplets 1-7

Regularity of Classes: Ensure that classes are being arranged every week (where possible). Please note that Memorization Class should not be held on days/times where they will interfere with any National or Regional event pertaining to Lajna, Nasirat and/or Afal.

Ensure that notifications about the arrangement of classes are being sent to all teachers as well as parents in a timely manner (i.e. via mass email or texting).

Student Folders: The National Department of Waqf Nau has prepared a "Student Folder" for the memorization class. Each folder is \$5.00. The folder contains the following:

- Homework, Progress Trackers and Contact Information
- Last 25 Surahs of the Holy Qur'an
- First 17 verses of Surah Al-Baqarah
- Al-Qaseedah by the Promised Messiah^{as}

Funds should be managed with National Department via E-Transfer.



Attendance: Take attendance of teachers and students at every class.

Important: Please try to keep a teacher-student ratio of 5:1. Moreover, each class should be assigned Teacher's Assistant (preferably a Waqifa Nau), who will fully assist teachers in tasks such as taking attendance, writing down homework, snack distribution, etc.

Monitoring Classes: Monitor teachers' performance and class activities regularly. Resolve any issues from teachers, parents or students.

Refreshments: Ensure refreshments are being arranged for each class with prior budget approval. A candy may also be offered if the student comes to class with the homework memorized. Please get budget approval first.

Reports: Reports are due on a quarterly basis (every 3 months). Every month, report on progress of children and other issues of the class by filling out the forms. See "Report Form" for details. All reports should be sent to National Department of Waqf Nau Canada at wncanada.memorizationclass@gmail.com.

Optional Field Trip: An optional field trip can be arranged where possible. All trips must be proposed to the Regional Secretary Waqf Nau using the "Field Trip Budget Proposal Form". Please note that if organized, budget of these field trips must be approved by the Regional/Local Secretary Waqf Nau at least 1 month prior to making any arrangements.

Teachers & Meetings: All guidelines and responsibilities of teachers should be followed and a copy of [Section B](#) should be provided to all teachers and volunteers involved in the program. Teacher's meetings should be held every two months in part as a refresher course and as a social organized by Class Administrators.

In-class Prize Distribution: Ensure that students are being rewarded every three months and at National Ijtima (where possible). For details, see Section D: Prize Distribution.

Class Cancellation Policy: In order to maintain the quality and consistency of Regional Memorization Classes, the cancellation of these classes **should not** take place without prior permission from the National Department of Waqf Nau.

Please note that if at any location the class is arranged on Sundays, then the class should not be held on "Nasir Academy" days of the month.

Section D: Prize Distribution and Rewards

Prize Distribution

After every three months, students of Memorization Classes should be assessed and if any level is completed, the students should be rewarded with the following guidelines and according to any other instructions received from the National Department of Waqf Nau at the time of.

Please follow the information given below to reward the students and according to the timeline prescribed:

Venue for Prize Distribution	Rewards
<ul style="list-style-type: none">National Waqf Nau Ijtima	<ul style="list-style-type: none">Plaques for qualified students with Mother's Certificate
<ul style="list-style-type: none">In-class Prize Distribution (every 3 months)	<ul style="list-style-type: none">Level Certificates

In-class Prize Distribution: The In-class Prize Distribution can be combined with a local or regional Waqf Nau event. An "Individual Performance Sheet" must be completed and submitted to the National Department of Waqf Nau prior to every In-class Prize Distribution.

Certificate of Appreciation: At In-class Prize Distributions, a "Certificate of Appreciation" will be given to all teachers who were able to complete their 1-year commitment to the class. Any other teacher who was unable to complete her one-year commitment to the class due to genuine reasons should be awarded the certificate to acknowledge her efforts and contribution. A list of these names should be sent to the National Department.

Media: At the prize distribution, a few pictures may be taken by Class Administrators, keeping in mind that photos of girls can only be taken from behind them. Pictures of the décor can be taken.

Certificate Folders: All certificates should be kept in the 4-slot certificate folders provided by National Department of Waqf Nau.

Overview of Rewards

Rewards will be given to only those students whose names are submitted by the due dates as mentioned above

Students who complete Holy Qur`an Level	<ul style="list-style-type: none">• Will be awarded a "Certificate of Holy Qur`an" for each level completed
Students who complete Al-Qaseedah Level	<ul style="list-style-type: none">• Will be awarded a "Certificate of Al-Qaseedah" for each level completed
Students who complete all four levels of Holy Quran <i>and</i> all four levels Al-Qaseedah	<ul style="list-style-type: none">• Will be awarded a "Plaque" at the National Waqf Nau Ijtima per year• Their names will be sent to Huzoor (may Allah be his Helper) for prayers• Mothers of qualified students will receive a Mother's Certificate

Report Form - Waqf Nau Memorization Class

Reports must be submitted every three months.
Due dates are: April 10, July 10, October 10 and January 10.

General Information

Region/Location	
Report for the months of:	
Total Enrolment of students: Number of Boys: Number of Girls:	
Total number of teachers	
Number of Classes since last report	
Average duration of each Class	
Were snacks provided	
Amount spent for snacks	

Progress Report

Holy Quran: Number of Students who have completed the following after the last report:

Level 1 (last 10 chapters of the Holy Quran)	
Level 2 (last 15 chapters of the Holy Quran)	
Level 3 (last 20 chapters of the Holy Quran)	
Level 4 (last 25 chapters of the Holy Quran & first 17 verses of Surah Al-Baqarah)	

Al-Qaseedah: Number of students who have completed the following after the last report:

Level 1 (Couplets 1-20)	
Level 2 (Couplets 21-40)	
Level 3 (Couplets 41-55)	
Level 4 (Couplets 56-70)	

Name of Class Administrator: Contact number: Email Address:	
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Waqf Nau Memorization Class
Optional Field Trip Budget Proposal Form

Note: to be submitted to Regional Secretary Waqf Nau (men's side) 1 month prior to trip arrangement.

Location/Region: _____ Class Administrator: _____

Date: _____ Contact Number: _____

1	Proposed Date for Field Trip	
2	Proposed Venue	
3	Number of Waqifin/Waqifat expected to attend	
4	What age group are the expected Waqifin/Waqifat?	
5	Number of parents expected to attend	
6	Number of teachers expected to attend	
7	Estimated Time of Departure for trip	
8	Estimated Time of Arrival after trip	
9	What do you plan to provide for refreshments?	
10	Cost of refreshments per head?	
11	What activities do you plan to provide to Waqifin during the trip?	
12	Cost of activity per head (if any)?	

Samples Certificates for Prize Distribution and Rewards

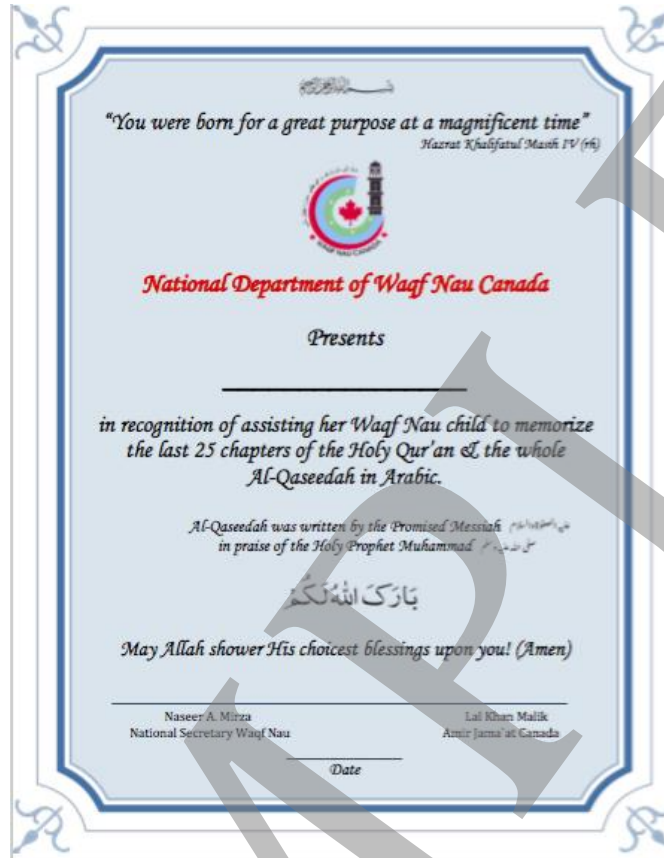
Holy Qur'an Certificate



Qaseedah Certificate



Mother's Certificate



Teacher's Certificate



Certificate Folders (with 4 slots)

