



Monthly Contact/Assessment – Step by Step Guide

To be performed by Local Waqif Nat Nau In Charge

Guidelines for Local Waqif Nat In Charge

- **Ensure** all mothers have copy of “Monthly Syllabus Checklist” according to her child’s age. The Checklist is also available on www.waqfnau.ca website.
- **Send** “Weekly Reminders” to mothers that they should be sitting with their Waqf Nau children for at least 15-20 minutes daily to go over religious content as prescribed for the month (according to Monthly Checklist). **Remind** mothers, If child has covered syllabus for the month, mother needs to move forward to the next part of the syllabus.
- **Set a date** (with permission from Local Sadr sahiba) during last week of every month when individual Contact/Assessment will be performed over phone.
- **Inform** mothers about the date in first 3 days of month.
- **Contact the mother** and Waqf Nau member on the date(s) that were announced and follow the pattern given below. You may appoint few Group In Charge who will contact mothers/Waqif Nat on your behalf.
- **Report** Assessment in Section 1 and 3 of Local Monthly Waqif Nat and provide the number of children who completed the assessment.
- **Reassess** after 10 days such children who didn’t perform well on Assessment. Inform mother and child that you will call again in 10 days.

Age 5-6

Step 1: Ask the mother following questions:

1	Did mother write at least one letter to Huzoor in this month for her Waqf Nau child(ren)?
2	Does mother offer Namaz, recitation of the Holy Quran in front of her Waqf Nau children so they can follow a righteous model?
3	Does mother sit with her Waqf Nau child 15-20 minutes daily to go over religious content as prescribed in child’s Syllabus Checklist?
4	Does she try to watch MTA daily for at least one hour?
5	Does Waqf Nau child has a Portfolio? Is it updated?

Step 2: Ask Waqf Nau child (Syllabus Assessment)

Politely assess the child for his/her religious knowledge according to the “Monthly Syllabus Checklist” During Assessment; please give marks to the child according to the marking scheme in Checklist. Record age and marks for all children.

Age 7-9

Step 1: **Ask the mother** following questions:

1	Did mother write at least one letter to Huzoor in this month for her Waqf Nau child(ren)?
2	Does mother offer Namaz, recitation of the Holy Quran in front of her Waqf Nau children so they can follow a righteous model?
3	Does mother sit with her Waqf Nau child 15-20 minutes daily to go over religious content as prescribed in child's Syllabus Checklist?
4	Does she try to watch MTA daily for at least one hour?
5	Does Waqf Nau child have a Portfolio? Is it updated?
6	Did she listen to all Friday sermons during the month?

Step 2: **Ask Waqf Nau child**

1	How many daily prayers you offer regularly?
2	Do you recite Holy Quran daily?
3	Did you write at least one letter to Huzoor e Anwar (may Allah be his Helper) during the month
4	How many Friday Sermons you listened to during the month
5	Politely assess the child for his/her religious knowledge according to the "Monthly Syllabus Checklist" During Assessment; please give marks to the child according to the marking scheme in Checklist. Record age and marks.

Age 10-14

Step 1: **Ask the mother** following questions:

1	Did mother write at least one letter to Huzoor in this month for her Waqf Nau child(ren)?
2	Does mother offer Namaz, recitation of the Holy Quran in front of her Waqf Nau children so they can follow a righteous model?
3	Does mother take care of her Waqf Nau child's Salat routine and ensure that children offer all 5 daily prayers and recite Holy Quran daily (with translation)?
3	Does mother sit with her Waqf Nau child 15-20 minutes daily to go over religious content as prescribed in child's Syllabus Checklist?
4	Does she try to watch MTA daily for at least one hour?
5	Does Waqf Nau child have a Portfolio? Is it updated?
6	Did she listen to all Friday sermons during the month?

Step 2: **Ask Waqifa Nau**

1	How many daily prayers you offer regularly?
2	Do you recite Holy Quran daily? Do you also read the translation?
3	Did you write at least one letter to Huzoor e Anwar (may Allah be his Helper) during the month?
4	How many Friday Sermons you listened to during the month?
5	Politely assess the child for his/her religious knowledge according to the "Monthly Syllabus Checklist" During Assessment; please give marks to the child according to the marking scheme in Checklist. Record age and marks.