



Parant Handbook 2026-2027

"The best among you are those who learn the Qur'an and teach it."
— Prophet Muhammad ﷺ



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Islamic Center of Irvine



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Welcome

Dear Parents,

It is our pleasure to welcome you and your family to the Islamic Center of Irvine's Qur'an Institute (QI).

At QI, our goal is to provide a positive, structured, and spiritually uplifting environment where students can strengthen their relationship with the Qur'an through proper recitation, Tajweed, memorization, and Islamic character development.

The ICOI Board, administration, and Qur'an Institute staff look forward to partnering with you throughout this school year. Strong communication and cooperation between parents, students, and staff are essential to building a successful learning experience for our children.

We ask Allah ﷻ to bless this institute, our students, our families, and our teachers, and to make this program a means of guidance and benefit for our community.

Sincerely,

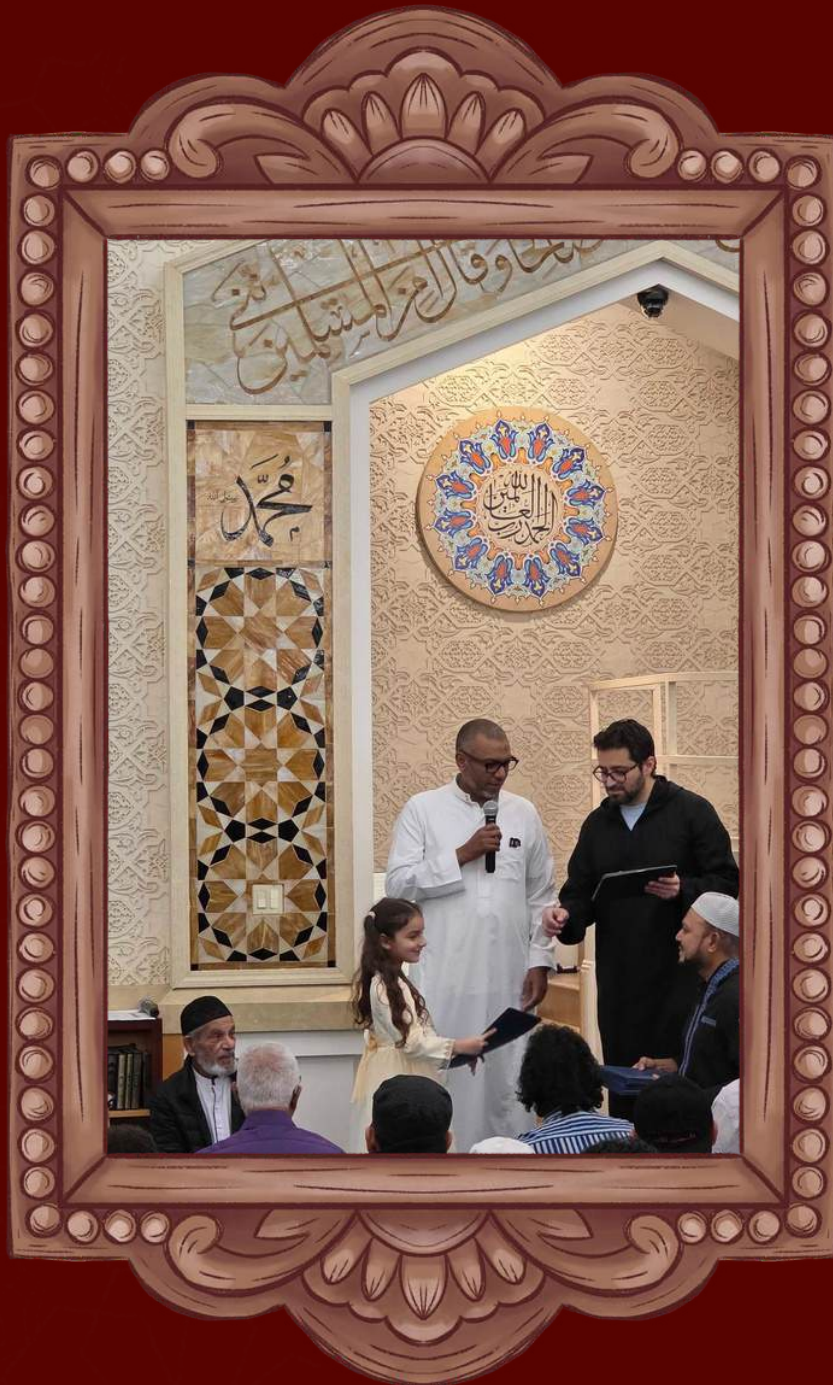
ICOI Qur'an Institute Administration



Enjoy looking through highlights from our annual Qur'an Competition Ceremony, held every Ramadan — a beautiful celebration of our students' hard work, dedication, and love for the Qur'an! ✨📖🌙



Goman



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Islamic Center of Irvine



Mission & Vision

Mission

To inspire the love of the Qur'an in young Muslims and facilitate the teaching of Qur'an through proper recitation, Tajweed, memorization, and Islamic manners in order to develop strong Muslim identities and future Huffaz within our community.

Vision

Our vision is for students to confidently read and understand the Qur'an, practice Islam with sincerity and understanding, and grow into God-conscious, respectful, and contributing members of society.

"And I did not create the jinn and mankind except to worship Me." (Qur'an 51:56)



Values & Behavior Plan

The following values are taught and reinforced throughout the Qur'an Institute:

- Compassion
- Cooperation
- Initiative
- Integrity
- Perseverance
- Positive Mental Attitude
- Respect

Students are expected to demonstrate Islamic manners, respect teachers and classmates, and contribute positively to the learning environment.



Behavioral Expectations

We believe self-discipline and good character are learned behaviors. Students are guided with patience, wisdom, and respectful correction.

Behavior concerns will be handled privately whenever possible. Public humiliation or disrespectful discipline practices are not acceptable.

Possible consequences for repeated negative behavior may include:

- **Verbal warning**
 - **Parent contact**
 - **Parent conference**
 - **Suspension from class**
 - **Possible dismissal from the program**
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Discipline Process

First Offense

- Verbal warning

Second Offense

- Verbal warning
- Parent email/contact

Third Offense

- Parent meeting with administration

Fourth Offense

- Discussion regarding alternative learning arrangements
- Possible dismissal from the program

Positive behavior may be recognized through:

- Student recognition
- Classroom rewards
- Pizza parties
- Teacher-selected incentives

We believe parents are the primary teachers of character, and the Qur'an Institute serves to reinforce those values.



ICOI Qur'an Institute – Structured Learning Pathway

Level 1: Beginner Level – (Qaedah Baghdadiyah/ Nourania Qaedah) 2 days a week

Duration: ~1 year

Goal: Learn to read Arabic letters and basic Qur'an reading

✨ **Students learn:**

- Arabic alphabet recognition
- Harakat (short vowels/ long vowels)
- Tanweenes with the 3 division of tanweenes
- Sukoon
- Ella Letters
- The Connecting and Discounting Hamzah
- Laam Qamarriya/ Laam Shamsiyya
- The Shaddah and its 3 division
- Basic Tajweed rules
 - Al - Qalqalah
 - Rules of Noon Sakinah and Tanween
 - Rules of Meem Saakinah
 - Mudood
- Connecting letters into words
- Reading simple Qur'anic words

🌙 **Outcome:**

Students will read basic Qur'an text with guidance.



ICOI Qur'an Institute – Structured Learning Pathway

Level 2: Intermediate Level – Reading Fluency & Tajweed
Introduction 2 days a week

Duration: ~2 years

Goal: Read Qur'an fluently with basic Tajweed + start memorization

✨ **Students learn:**

- Tajweed rules (intro → applied)
- Fluency building (reading without stopping frequently)
- Selected Surah memorization (Juz Amma + beyond)

🌙 **Outcome:**

Students can read Qur'an independently with good fluency and start structured memorization.



ICOI Qur'an Institute – Structured Learning Pathway

Level 3: Intensive Program 💡 4 days a week

Duration: ~6–12 months (fixed transition level)

Goal: Prepare students specifically for Hifz readiness /
Comfortable learning environment

👉 **Learn at your own pace**

✨ **Students focus on:**

- Working on Tajweed with precision (not just basics)
- Perfecting fluency (no hesitation reading)
- Strong revision habits (daily repetition system)
- Short memorization strengthening (selected Surahs + Juz revision)
- Memorization readiness evaluation

🌙 **Outcome:**

Students are “Hifz-ready” — meaning they have:

- Strong reading accuracy
- Memory discipline
- Consistency habits
- Teacher approval for Hifz entry

💡 **Key idea:**

This level acts like a “Hifz Prep Bootcamp”



ICOI Qur'an Institute – Structured Learning Pathway

Level 4: Advanced – Hifz Qur'an Program 4 days a week

Duration: 2–4+ years (individual pace)

Goal: Full Qur'an memorization - Hafiz

✨ **Students receive:**

- Daily memorization targets
- Strong revision system (muraja'ah)
- One-on-one correction
- Consistency tracking
- Spiritual development focus

🌙 **Outcome:**

Students become Hafidh/Hafidhah with good retention and discipline reviewing.



Daily Schedule

Beginners & Intermediate - Regular

Schedule: MW/TTH

First Session

4:00 PM – 5:00 PM

Second Session

5:00 PM – 6:00 PM

Third Session

6:00 PM – 7:00 PM

Beginners & Intermediate - Ramadan

Schedule: MW/TTH

First Session

3:00 PM - 3:40 PM

Second Session

3:40 PM - 4:20 PM

Third Session

4:20 PM - 5:00 PM



Daily Schedule

Advanced Regular Schedule: M-TH

One Session

4:00 PM – 7:00 PM

Ramadan Schedule: M-TH

One Session

3:00 PM - 5:00 PM



Daily Schedule

Intensive Program Regular Schedule:

M-TH

First Session

4:00 PM – 5:30 PM

Second Session

5:30 PM - 7:00 PM

Ramadan Schedule: M-TH

One Session

3:00 PM - 4:00 PM

Second Session

4:00 PM - 5:00 PM



Tuition & Fees

- **Beginner Program: \$150/month**
- **Intermediate Program: \$150/month**
- **Intensive Hifz Prep Program: \$300/month**
- **Advanced Hifz Program: \$300/month**
- **Online Program: \$120/month**
- **One-time registration fee: \$30**

Additional Information:

- **Tuition is automatically charged on the 1st of each month.**
 - **Payments must be made through card or bank account.**
 - **No cash payments are accepted.**
 - **Financial aid is available upon request.**
 - **Tuition remains due regardless of absences or holidays.**
 - **Tuition rates are subject to change.**
 - **Hold payment for the month of June & July only.**
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Refund Policy

- **No refunds will be issued after the first day of the month.**
 - **Students may withdraw at any time; however, tuition and registration fees already paid are non-refundable.**
 - **Withdrawal requests must be submitted at least 3 business days before the end of the month.**
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Attendance Policy

Arrival

- Students should arrive on time to maximize learning time.
- Students arriving more than 10 minutes late will be marked tardy. Repeated tardiness may result in disciplinary action.

Dismissal

- Parents must pick up students promptly after class ends. Supervision is not available after dismissal.

Absences

- Parents must notify administration regarding absences.
- Students are generally allowed up to 2 absences per month unless approved by administration.

Illness

- Students who are sick or contagious must remain home.
- QI staff cannot administer medication without written parent consent.

Session Attendance

- Students may only attend the session they are officially enrolled in.
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Electronics Policy

- Electronic devices are not permitted during session hours.
- Any electronic device used during class may be confiscated until the end of the session.
- Students needing to contact parents may do so through the office.

Dress Code

Girls

- Bottoms must fall below the knee
- Leggings/capris should be worn under dresses or skirts
- Headscarf is required during sessions
- No pants for girls above 8 years old

Boys

- No shorts allowed
 - Prayer attire should be brought when needed
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Parent Observation

- Parents are welcome to observe classes.
- To maintain classroom focus:
Observation time is limited to 15 minutes.
Parents may wait in outside the classroom area afterward.

Calendar Information

The official 2026–2027 Qur'an Institute calendar will be released separately and will include:

- First and last day of school
- Federal holidays
- Eid holidays
- Ramadan modified schedule
- Winter and spring breaks
- Teacher workdays and closures

Please regularly check your email for calendar updates and announcements.

May Allah ﷻ place barakah in our efforts and make the Qur'an the light of our hearts. Ameen.



ICOI Quran Institute – 2026-2027

School will be in session from August 12th 2026 to July 22th, 2027.

August 4th - August 12th 2026	Review Session for Hifz Program through Zoom.
August 12th 2026	In Person First Day of School
September 7st 2026	No School (Labor Day)
November 11th 2026	No School (Veterans Day)
November 23th – 27th 2026	No school (Thanksgiving Break)
November 30th, 2026	School Resumes
December 21rd – Jan 1nd 2026/27	No School (Winter Break)
January 4th 2027	School Resumes
January 19th 2027	Pizza Day/ Martin Luther King, Jr. Day
February 8th to March 2th 2027	Ramadan Modified Schedule/ Online
March 3th – March 12th 2027	No School (Last 10 Nights of Ramadan/ Eid Elfitr Holidays)
March 15th 2027	In Person School Resumes
May 17th 2027	No School (Arafa Day& Eid Al Adha)
May 31th 2027	No School (Memorial Day)
June 24th 2027	Pizza Day
July 22th 2027	Last Day of School



ICOI Quran Institute – 2026-2027

Beginners & Intermediate: Monday to Thursday

Regular		Ramadan	
First Session	4:00 pm - 5:00 pm	First Session	3:00 pm - 3:40 pm
Second Session	5:00 pm - 6:00 pm	Second Session	3:40 pm - 4:20 pm
Third Session	6:00 pm - 7:00 pm	Third Session	4:20 pm - 5:00 pm

Advanced - Monday to Thursday

Regular		Ramadan	
Time	4:00 pm - 7:00 pm	Time	3:00 pm - 5:00 pm

Intensive Reading - Monday to Thursday

Regular		Ramadan	
First Session	4:00 pm - 5:30 pm	Time	3:00 pm - 4:00 pm
Second Session	5:30 pm - 7:00 pm	Time	4:00 pm - 5:00 pm



ICOI Quran Institute – 2026-2027

Online - Monday & Wednesday OR Tuesday & Thursday

Regular		Ramadan	
First Session	4:00 pm - 5:00 pm	First Session	3:00 pm - 3:40 pm
Second Session	5:00 pm - 6:00 pm	Second Session	3:40 pm - 4:20 pm
Third Session	6:00 pm - 7:00 pm	Third Session	4:20 pm - 5:00 pm



Together We Build a Generation of Qur'an Holders

Thank you for being part of the Qur'an Institute. We are honored to support your child's journey as they grow in their recitation, memorization, and love for the Book of Allah (SWT).

We are here to guide every step of the way as we nurture strong character, Islamic values, and a lifelong connection to the Qur'an.

For any questions or support, please feel free to reach out to us.

Contact Information

(949) 543-0807



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