

Tahir Academy Dallas - Class Procedure

Time	Actions
10:30	Volunteers arrive Class room set up including placing supplies as needed Set up check in desk in the kitchen area accessible from both sides Check and keep First Aid box in the kitchen Set up Check in forms Ensure all class supplies are in order.
10:45	Student check in starts. Only students proceed to the check in desk. After check in, girls proceed to ladies' hall and boys to the men's hall Check in volunteer marks attendance and comments in the roster
11:00	Prayers (Surah Fatiha) followed by Atfal / Nasirat pledge Students move to their own classes. Period 1 starts Volunteers to mark any check in after this time as tardy
11:42	End of period 1 Time for students to have bathroom and water breaks
11:45	Period 2 starts
12:30	End of period 2
	Snack break
12:55	Period 3 starts
01:40	End of period 3 Durood Shareef marks end of class Students turn in their folder and all supplies in the class Volunteers collect the folders and supplies from the class to check in counter
	Students proceed for wuzu and back to prayer hall. Get seated in rows for prayers. Volunteers to guide
02:10	After prayers, check out starts. Parents check out the students and collect student folders
02:30	All desks and chairs back in position. Clear all trash.