

MAS Qur'an Institute

Yearly Program Agenda & Action Reminders

Academic Year 2026 – 2027

Key Dates at a Glance

Start of Year	Fall Break	Winter Break	Graduation
Aug 18, 2026	Nov 23–27, 2026	Dec 28, 2026 – Jan 2, 2027	May 21, 2027 (Potluck)
Eid Break	Ramadan Classes	Summer Camp S1	Summer Camp S2
Mar 8–13, 2027	Feb 13, 20, 27 & Mar 6	Jun 8–25, 2027	Jul 6–23, 2027 (Ceremony Jul 23)

Color key: Red = event/deadline Gold = new addition for 2026–2027 Black = standard action

Monthly Action Plan

Month	Actions & Reminders (2026–2027)	Notes / Changes
Aug – Sept 2026	- Aug 18 — First day of class (start of year) - Early Aug — Class placement list sent to families + program flyer - Early Aug — Assessment week flyer for new students - Aug — Registration link sent with flyer (fixed sessions) - End of Aug — Office hours flyer distributed - End of Aug — Registration for new classes closes; email + WhatsApp reminder sent - Beg. of Sept — New year program classes begin; payment set up via Muntazim - Sept — Rules reminder to parents (pickup, sign-out for Levels 1–2, punctuality, sickness email to admin) - Sept 29 — PTC forms handed to teachers - Open Day: go through curriculum with parents; advise how to support the child at home - Registration link + payment communicated (Dream Class & training) - Schedule sent to families - Adult Tajweed Class begins (end of April/early May start to July 25th; 5 pm–8 pm, Mon–Sat)	- New 2026–27: Open Day replacing Open House format - New: Assessment week flyer for new students - New: Office hours flyer - Payment: set up recurring or charge double if late (Sept) - Adult Tajweed Class: 5 pm–8 pm daily except Sundays
Oct – Nov 2026	- Oct 1 — PTC Announcement: parents must book a slot with the teacher - Oct 10 — Booking deadline; remaining slots assigned automatically	- PTC sign-up: some slots 10 mins parents: No class changes permitted from November through year-end - New schedule: Tues–Sat

Month	Actions & Reminders (2026–2027)	Notes / Changes
	16. Oct 11 — Google text sent to each parent confirming their time slot 17. Oct 14–15 — PTC Meetings (no classes those days) 18. Oct 17 — Post-PTC Teacher Meeting with Admin (2 pm–3 pm) 19. Oct — Levels & reward chart info sent to parents and teachers 20. Oct — Staff training 21. Oct — Survey sent to parents + calendar + handbook 22. EVENT (Nov) — Fall break reminder sent out 23. Nov 23–27 — Fall Break (no classes) 24. Nov — Consistency reminder: no schedule changes from this month onward for the rest of the year	<i>New teaching material: Bidaya reading book</i>
Dec2026	25. Dec — Winter break announced (no classes) 26. Dec 12 — PTC forms handed to teachers 27. Dec 13 — PTC Announcements sent to parents 28. Dec 28 – Jan 2 — Winter Break	<i>Classes continue until Dec 28. Jan 2 return.</i>
Jan2027	29. Jan 2 — Classes resume 30. Jan 13–23 — Parents book time slot with teacher for 2nd PTC 31. Jan 23 — Booking deadline; remaining slots assigned automatically 32. Jan 24 — Google text to parents confirming PTC time slot 33. Jan 26–28 — Classes still in session 34. Jan 27–28 — 2nd PTC Meetings with Parents 35. Jan 30 — Post-PTC Meeting with Admin & teachers (2 pm–3 pm) 36. Jan 30 — Review from 1st PTC: confirm if students met goals before next break	<i>Jan 30th, 2nd meeting before Ramadan: confirm parents know if child met goals from 1st PTC</i> <i>This makes parents take the program seriously</i> <i>Homework assigned to be completed during Ramadan</i>
Feb – Mar2027	37. Feb 1 — Ramadan flyers distributed; Ramadan form released for pick-up 38. Feb 7 — Ramadan form release deadline (gives families time to know) 39. Ramadan classes: Feb 13, Feb 20, Feb 27, Mar 6 40. Ramadan schedule: 1 session/day for Levels 1–2; 2 sessions/day for Level 3 41. Ramadan list sent to parents' group + emailed (Level 3). Google Form with a link 42. Students not on the roster cannot attend Ramadan classes 43. EVENT (after Eid) — Eid flyer + reminder to resume classes 44. Eid break: Mar 8–13 45. Mar 16 — Classes back in session 46. Mid-Mar — 3rd PTC conference flyer sent out 47. Assessment forms for staff: identify gaps in student learning	<i>Ramadan flyer: out Feb 1</i> <i>Form must be released by Feb 7 (Sun) — gives families time</i> <i>Separate Google Form for Shaykh's class sign-up</i> <i>Homework given to be completed in Ramadan</i>

Month	Actions & Reminders (2026–2027)	Notes / Changes
	48. Absence reporting: email + number sent (Feb–Mar) 49. Pre-Ramadan schedule sent to families	
April 2027	50. Apr 1 — MQI Mid-Year Survey 51. Apr 12 — 3rd PTC forms handed to teachers 52. Apr 13 — 3rd PTC Announcement to parents 53. Apr 13–24 — Parents book slot with teacher- PTC sign-up sheets printed + given to teachers (with tracker/assessment info) 54. Apr 24 — Booking deadline 55. Apr 25 — Google text to parents as a reminder 56. Apr 28th and 29th PTC Meeting 57. Apr 30th — Post-PTC Meeting with Admin & teachers (2 pm–3 pm) 58. 59. Apr — After PTC — Parent feedback survey sent out 60. After PTC — Thank you message to parents 61. Apr — Payment for Bidaya reading book (cash) 62. May 1 — Begin preparing for Summer Camp	• PTC sign-up: form-based; some 10-minute slots, Parents meet teachers in-person • 3rd PTC is the final review before the end of the year
May 2027	63. May 1 — Prepare for Summer Camp 64. Early May — Flyer for end-of-year potluck/graduation celebration at center (sign up via Genius) 65. Mid-May — Intent to return form sent out (two versions: new & returning students) 66. End of May — Summer camp sign-up via Mohid link 67. End of May — Reminder + flyers for summer camp sent out 68. May 15 — MQI End-of-Year Survey 69. May 21 — Graduation Potluck 🍷 70. May–Jun — Deadline: Intent to return form	• Two intent forms: one for new, one for returning families • Thank you. Message to all families sent out • Summer camp reminder includes flyers
Summer Camp Jun – Jul 2027	71. Session 1: Jun 8–25, 2027 (10 am–1:30 pm daily, 4 hrs/day) 72. Session 2: Jul 6–23, 2027 (10 am–1:30 pm daily, 4 hrs/day) 73. Jul 23 — Closing Ceremony (Session 2) 74. Jun — WhatsApp group created for camp parents (weekly updates) 75. Link for parents to join the group 76. Welcome message + day-by-day updates sent 77. Assessment day: students split by age & gender (6–7, 8–9, 10–12, 13–18) 78. Boys 10+ in all-boys class; Activities: boys 6–9 join girls 79. ~70 students per session; ~40 students in activities 80. Weekly: pics and videos sent to group 81. Reminders about drop-off/pick-up; parents to come organized with folders	• Session 1: Jun 8–25 • Session 2: Jul 6–23 • Ceremony: Jul 23 • Hours: 10 am–1:30 pm (4 hrs/day) • ~70 students/session • WhatsApp group for parent updates • All registrations via Mohid

Month	Actions & Reminders (2026–2027)	Notes / Changes
	82. Story typed up as a follow-up from activity sessions 83. Active play + positive messages highlighting fun and learning 84. Flyer updated and resent for Session 2 85. Registration via Mohid (one-time fee) 86. Feedback survey sent to parents electronically; students answer on a sheet 87. Ceremony flyer + survey for Session 2	

Adult Tajweed Class — New Addition 2026–2027

Starting: End of April / Early May 2027

Schedule: Daily, Monday – Saturday | 5:00 PM – 8:00 PM (Sundays excluded)

Action items: Registration link sent, payment confirmed, schedule distributed to enrolled families.

Consistency Policy (November Onward)

From November through the end of the academic year, no parents may adjust their child's schedule. Consistency is essential for student progress. Days cannot be changed from this month onward, and this policy is communicated clearly to all families at the start of November.

PTC Sign-Up Process Change — 2026–2027

- Sign-up form used (replacing previous method)
- Some slots: 10 minutes (standard students)
- Struggling students: ~14 minutes
- Parents can call teachers directly OR set up a Zoom appointment
- Signup sheets printed and given to teachers with tracker/assessment information

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