



children
& Youth
Classes
DACCnDAYS

Weekend Islamic School

MCAS (Darul Arqam)

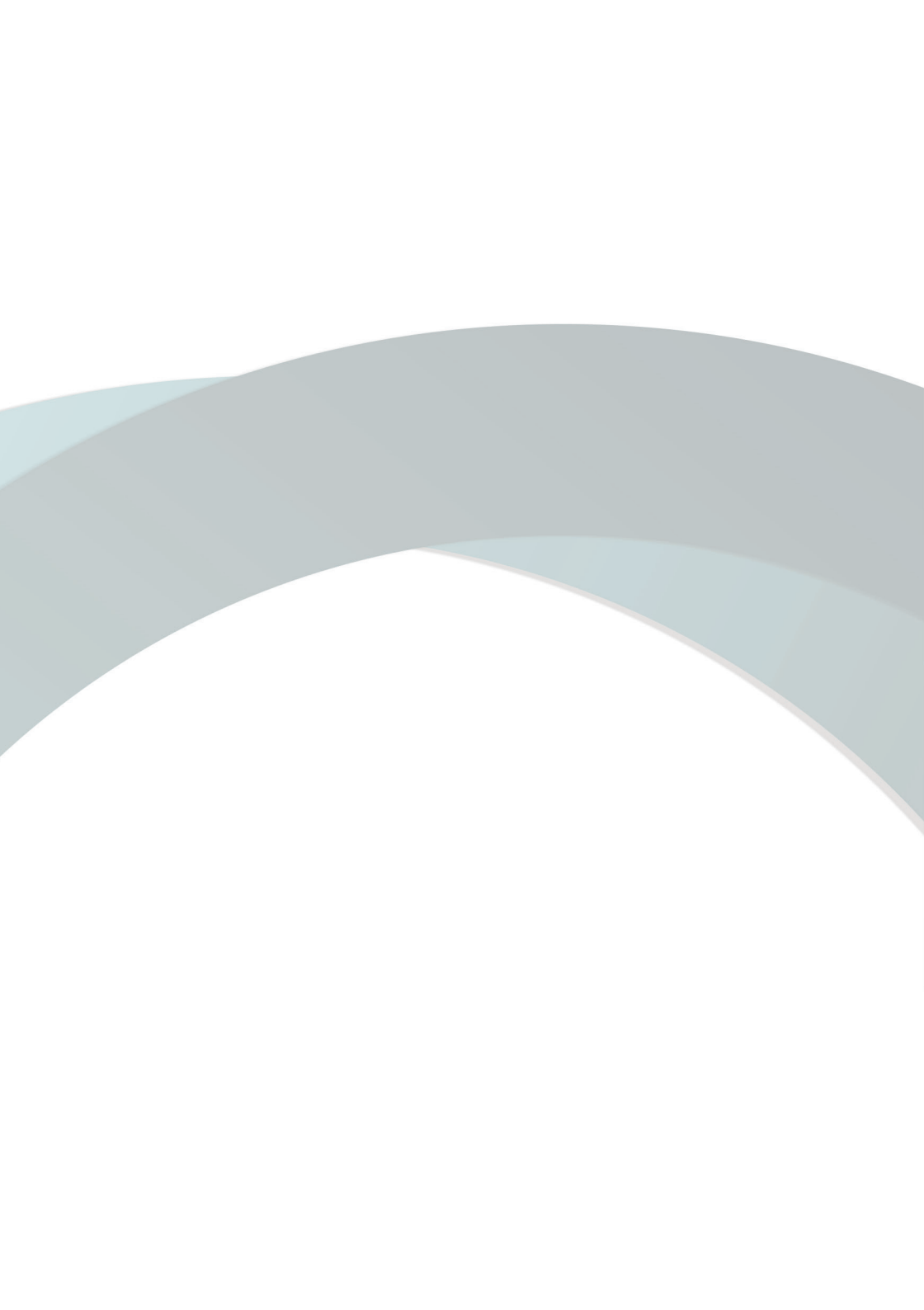


Table of Content

Content	Pg.
Welcome Message	2
Student Particulars	3
Introduction to MCAS	4
Introduction to Education Division	5
Our School & Curriculum	6
Our Activities	14
For Students	17
Do's & Don'ts	18
Attire Guideline	19
For Parents	20
Contact Us	34

Welcome Message

Assalamualaikum wr wb.,

Dear Esteemed Parents and Students,

Welcome to DACCnDAYS! We hope you are as excited as we are to have you on board with us.

To guide you through the Academic and Administrative matters, we have put together this Student's Handbook to be your guide.

We have also enclosed the DACCnDAYS Class & Event Calendar together with the Student's Handbook. Do take note of the dates so that you don't miss out on the exciting and beneficial activities we have prepared.

We hope you have a fulfilling and rewarding year ahead with us in DACCnDAYS.

Best wishes,
Principal
DACCnDAYS

A. STUDENT'S PARTICULAR

NAME: _____

RK Class: _____ QL Class: _____

RK Teacher: _____ QL Teacher: _____

B. PARENT'S / GUARDIAN'S PARTICULAR

NAME: _____

Relationship: _____

Contact: _____

NAME: _____

Relationship: _____

Contact: _____

Introduction to MCAS



Muslim Converts' Association of Singapore (MCAS), also affectionately known as Darul Arqam Singapore, has been established since 1980, with the confidence and continued support of its members, volunteers and donors.

Our friendly programmes and harmonious events involve social gatherings in celebration of Islamic events, religious education, dissemination of books and magazines to build Islamic awareness. We also provide assistance for the community through counselling, financial aids and various welfare services.

MCAS actively serves to bridge everyone - regardless of language, race or belief - towards the better understanding of Islam through various lectures, courses and other activities that depict Islam in discussion, behaviour and spirit. With the Grace of Allah SWT, we endeavour to provide religious guidance and to render assistance, especially to the Muslim converts.

Education division

Philosophy

To provide Islamic education to converts and their family members to become good Muslims and citizens of Singapore.

Vision

To be a leading centre in facilitating Islamic education and awareness for converts and their family members, as well as people of other faiths.

Mission

1. To provide the best Islamic education programmes possible in a conducive environment.
2. To nurture exemplary Muslim personality (Islamic values) in converts and their family members.
3. To facilitate the understanding and appreciation of Islam amongst people of other faiths.

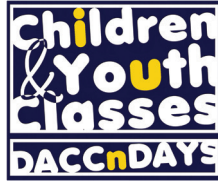
Our Teachers

Our asatizah consist of dedicated and passionate ARS-accredited teachers who enjoys teaching. They go to the extra mile to bring about positive change in the student and to ensure that no students are left behind.



Our School & Curriculum

Introduction to DACCnDAYS



DACCnDAYS classes are formed to provide a structured Islamic study program for the children of converts in particular and the Muslim public in general. Besides nurturing and inculcating Islamic values, the class hopes to instill in the students a sense of pride and responsibility in being Muslims.

Mission

We are committed in developing dynamic and exemplary Muslims by providing holistic education emphasizing on the knowledge and application of the Quran and Sunnah in a stimulating and interactive environment.

Objective

We Aspire to:

1. Become positive agents of change, striving for continued excellence in our service delivery by ensuring exemplary conduct at all times.
2. Nurture a righteous, robust, resourceful, responsible and respected generation who are adaptable to future challenges while upholding their Muslim identity.
3. Equip our students with the fundamental teachings of the Quran and Sunnah comprising Iman, Islam and Ihsan (Faith, Action and Exemplary conduct).
4. Cultivate in our students the love for Allah and Rasullullah PBUH and the desire to attain Mardhatillah (Pleasures of Allah SWT) through the manifestation of knowledge in their actions.
5. Create an environment where our students can develop the spirit of inquiry and practice Islamic culture.

School Structure

The Four Caliphs of Islam (Khulafa Ar-Rasyidin) exhibited the most commendable qualities and characteristics. As such, DACCnDAYS levels are grouped into Abu Bakar (ABK), 'Umar (UMR), 'Uthman (UTH) and 'Ali (ALI) levels to emulate their exemplary values.

Levels & Values	School Levels		Age (During Registration)
ABU BAKAR (ABK) <i>Faith & Devotion</i>	ABU BAKAR 1	Primary 1	7 Years Old
	ABU BAKAR 2	Primary 2	8 Years Old
	ABU BAKAR 3	Primary 3	9 Years Old
UMAR (UMR) <i>Strength & Courage</i>	UMAR 1	Primary 4	10 Years Old
	UMAR 2	Primary 5	11 Years Old
	UMAR 3	Primary 6	12 Years Old
UTHMAN (UTH) <i>Generosity & Humility</i>	UTHMAN 1	Secondary 1	13 Years Old
	UTHMAN 2	Secondary 2	14 Years Old
	UTHMAN 3	Secondary 3	15 Years Old
ALI (ALI) <i>Knowledge & Wisdom</i>	ALI 1	Secondary 4	16 Years Old
	ALI 2	Secondary 5	17 Years Old

Curriculum Structure

Lower Levels (LL) (ABK & UMR levels)

DACCnDAYS Curriculum is made up of two main components: Religious Knowledge (RK) and Quranic Literacy (QL).

Religious Knowledge (RK)

The LL RK curriculum comprises of Sirah, Akhlaq, Fiqh and Aqidah. They are based on two textbooks: Sirah textbook series and We Are Muslims (WAM) by IQRA' International Education Foundation.

1. Sirah (Islamic History):

The Sirah textbook series introduces the life and teachings of our Prophet Muhammad pbuh in a simple yet enchanting manner. The lessons are arranged in a sequential manner in order to ease students' understanding and appreciation of the important life events surrounding our beloved Prophet Muhammad PBUH.

2. Akhlaq (Manners & Etiquettes), Fiqh (Islamic Rulings), Aqidah (Islamic Creed):

We Are Muslims (WAM) textbooks conveys in a clear and concise manner the reason behind the legislation of fundamental actions and rituals in Islam. It also covers the moral principles of Islam especially those relating to personal and social ethics. The lessons and materials are built on five major themes that are essential in developing young Muslims into holistic individuals: Muslim Identity, Belief, Practice, Physical and Environmental Health, and Social Etiquette.

Curriculum Structure

Upper Levels (UL) (UTH & ALI levels)

DACCnDAYS Curriculum is made up of two main components: Religious Knowledge (RK) and Quranic Literacy (QL).

Religious Knowledge (RK)

1. **Akhlaq:**

In Akhlaq lessons, students learn about the moral values that should be adopted in various aspects of their life. It revolves around five main topics, discussed in increasing depth as they progress to another level.

The five topics are: Daily Etiquette, Social Values, Islamic Lifestyle, Purification of the Soul, and Contemporary Moral Issues.

2. **Fiqh:**

In Fiqh lessons, students learn about Islamic practices, rulings and application in their daily lives, as well as the wisdom behind their legislation. Topics that are covered includes Taharah, Prayer: Its Significance and Rulings, Special and Sunnah Prayers such as the Friday Prayer and 'Eidul Fitri Prayer, Fasting and Zakah, Hajj & Umrah, matters around Halal & Haram and wealth management.

3. **Aqidah:**

In Aqidah lessons, students learn topics surrounding the 6 Tenets of Faith. Students will be introduced to the concept of Faith, the Unseen (Al-Ghaib), Divine Revelation (the Prophets and the Divine Scriptures) and Destiny (Qada' and Qadar). They will be guided by teachers to contemplate the evidences found in the creations all around them and ponder on the miracles of creation.

4. Sirah:

In Sirah lessons, students learn about the life and teachings of our Prophet Muhammad pbuh in more depth. Students will also learn about the life of the Prophets before him, and the life of the four Caliphs of Islam. Learning from the examples of our beloved Prophets and predecessors teach us how to best live our lives in accordance to the Quran and Sunnah.

ALI 2 will study additional two subjects:

5. Hadith (40 Gems, sayings of the Prophet PBUH):

In Hadith lessons, students learn a selection of 40 sayings of the Prophet PBUH that was compiled by Imam An-Nawawi. Students will be introduced to the legacy of our beloved Prophet Muhammad PBUH (Hadith) and the foundation of the Sciences of Hadith. Topics that are covered from the selected Hadith are: Foundation of Action, Beautiful Conduct, Righteous Deeds, Prohibition of Harm on all creations, and Salvation.

6. Tafseer (Selected Surah):

In Tafseer lessons, students learn the tafseer (exegesis) of a selected surah, such as Surah Luqman. Understanding of the Quran is essential in strengthening one's conviction and also in developing oneself better as a Muslim. Students will be introduced to the foundation of the Sciences of Quran and its Tafseer. They will also extract important gems from the verses of the selected Surah to live by as a Muslim.

Curriculum Structure

All Levels (ABK, UMR, UTH & ALI)

DACCnDAYS Curriculum is made up of two main components: Religious Knowledge (RK) and Quranic Literacy (QL).

Quranic Literacy (QL)

Our Quranic Literacy is based on the Taisiirul Akhyaar methodology. It is a structured Quranic Literacy program that makes learning Quran reading with proper tajweed easy.

Unique features of this methodology that makes learning Quran reading fun and effective:

1. Students start by learning how to recognize and articulate QurAbic letters from words taken from the Quran
2. Students are trained to read with proper tajweed from the early stage to emphasize the importance of proper tajweed
3. Students will train under one QL teacher from start to end of the Quranic Literacy program at DACCnDAYS to ensure better assessment and proper progression of students.

Solah Practical

The Prophet (PBUH) said: *"The first thing which a person will be asked about on the Day of Judgement will be his prayer. If it is sound, he will be successful. If it is lacking in any way, he will be at a disadvantage."*

(At-Tirmidhi)

Students are guided by their teachers every week on the correct Sholah movements and recitations. Wudhu practical are also conducted to demonstrate to students the correct way of taking wudhu'. At the end of the year, students will be assessed on their Sholah and Wudhu' to ensure effective learning.





Our Activities

Activities

Experiential Learning



It's not all study and no play at DACCnDAYS. We have prepared a range of activities throughout the year for our students to participate so they can enjoy their Islamic Learning Experience more.



During Ramadhan, students can participate in Ramadhan Challenge where they are encouraged to complete the challenges with their families to ignite the spirit of Ramadhan.

Students are also taken on an Experiential Learning trip where they will learn to apply the values they have learnt in the classroom in life. It is also to foster bonding with their classmates and teachers and ensure a positive learning environment.

Outreach



MCAS organizes outreach programme such as Meals On Wheels and Qurban Drive to reach out and bring a smile to the less fortunate in our community.

Students will have the opportunity to get themselves involved as a volunteer and expand their mind and understanding of hardships and the importance of helping one another through this outreach programme.



Activities

Parent-Teacher Meeting

Just like any other activities, Parent-Teacher Meeting (PTM) also plays an important role in students' learning journey. PTM sessions give parents the opportunity to get updates on students' academic progress, academic strength and weakness and any critical disciplinary issues that might hinder students' progress. Teachers may also share their expectations and any important upcoming activities with the parents. Parents may also share any concerns or feedback to help the teacher to better understand the students.

Haflah & Graduation Ceremony

Haflah (Academic Excellence Award Ceremony) celebrates those who have put forth their best and achieved outstanding results at the end of the DACCnDAYS school term. Graduation Ceremony celebrates ALI2 students for their completion of DACCnDAYS programme.



Enrichment & Holiday Programme



Enrichment Programme are organized for students who want to deepen their understanding of the knowledge they have learned from DACCnDAYS.

Holiday Programme focuses on character development of students through team-building activities, reflection circle, and creative thinking activities.



For Students

School Regulations



- Hand in work on time.
- Bring Textbooks and learning materials to school.
- Be punctual for all classes.
- Maintain good attendance.
- Eat and drink only at the canteen.
- Keep handphones on silent mode.
- Use handphones only with permission from teacher.
- Interact kindly and politely with one another
- Listen to teachers' / staffs' instructions
- Participate actively to all activities conducted
- Adhere to attire guidelines.
- Maintain clean and neat outlook (trimmed nails & loose attire)



- Litter / Spit.
- Bring contrabands or dangerous items.
- Use vulgarities and / or abusive languages.
- Involve in boy-girl relationship.
- Skip class or leave school without approval.

Attire Guidelines

Headscarf



Long Sleeve

Loose Clothing

Shoes





For Parents

Important Reminders to Parents / Guardians

Parents / Guardians are:

1. Strictly not allowed in the school premises unless attending MCAS DACCnDAYS parents' class.
2. To dress modestly while in Madrasah premises.
3. To encourage and ensure child / ward attend all DACCnDAYS classes and activities on time.
4. To inform Programme Coordinators at least 3 days before lesson day should your child / ward is unable to come for DACCnDAYS lesson and activities.
5. To give Programme Coordinators written notice by the 10th of the month should parent wish to withdraw their child / ward from DACCnDAYS.
6. To update Programme Coordinators should there be any changes to parents' contact details (phone no., email address, residential address).
7. To follow-up with DACCnDAYS messages, emails, and letters in a timely manner.



Information for Parents / Guardian

Parents' Class:

Parents are invited to join the MCAS DACCnDAYS Parents' Class. Generally, it will be conducted on the same day and location as the DACCnDAYS lessons.

Private Data Protection Act (PDPA) Notice:

Muslim Converts' Association of Singapore (MCAS) may use and publish pictures and videos taken during MCAS and DACCnDAYS event in MCAS and DACCnDAYS physical and digital publications, on MCAS website and social media.

For more information, visit mcas.sg/pdpa.

Administrative Matters

Administrative Matters

ADMISSION

1. Application & Acceptance

- Application is to be made through our Online Application System.
- Only applications made through our Online Application System during the Intake Exercise Period will be accepted.
- Applicants will receive a confirmation email from DACCnDAYS Programme Coordinator within 5 working days. Details on documents to be submitted, as well as details on registration fee and upfront payment will be included in the email.
- Documents and payment must be submitted and made by the deadline stated in the confirmation email to facilitate admission process.
- Application does not constitute an official & final acceptance of the applications for DACCnDAYS.
- MCAS reserves the right to accept or reject this application. Incomplete or false/inaccurate information will subject to immediate rejection.

2. Intake Exercise Period

Intake	Intake Exercise Period
January	September – December (Previous Year)
March	January - March

3. Medications & Allergies

- Parents/Guardians are to inform MCAS of students' medical conditions (e.g. asthma, or allergies).

Administrative Matters

FINANCIAL MATTERS

1. Upfront Payment (Non-Refundable)

- The upfront payment consists of registration fee, activities fee and advanced fee.
- The upfront payment is to be made at The English Islamic Bookshop @ MCAS building, level 1 by the stipulated deadline.

1.1 Registration Fee

- A non-refundable registration fee of S\$10 is payable upon registration (New Registration Only).

1.2 Activities Fee

- A non-refundable activities fee of S\$30 (yearly) is payable for experiential learning, enrichment and holiday programmes.

1.3 Advanced Payment

- The advanced payment to be paid varies according to the mode of payment chosen for the monthly fees.
- For payment by **GIRO**: A non-refundable upfront payment of S\$150 (fees for first three months) is payable.
- For payment by **CASH**: A non-refundable upfront payment of S\$250 (fees for first five months) is payable.

Administrative Matters

FINANCIAL MATTERS

2. Monthly Fees Payment

2.1 Payment by GIRO

- Monthly fee will be deducted on the 1st of every month. If the 1st of the month falls on Sunday or Public Holiday, the deduction will be on the next working day.
- Please note that there will be a \$10 bank charge if the first deduction failed.
- Second deduction will take place on the 15th of the month will take place.
- Monthly Fee will be collected for 10 months only (Jan-Oct).

	January Intake	March Intake
1	3 month Upfront Payment (Jan - Mar)	3 month Upfront Payment (Mar - May)
2	GIRO deduction from April onwards	GIRO deduction from June onwards

2.2 Payment by NON-GIRO

- Payment is to be made at The English Islamic Bookshop @ MCAS building, level 1.

	January Intake	March Intake
1	5 month Upfront in January Payment for Jan - May	5 month Upfront in March Payment for Mar - Jul
2	2nd payment in June Payment for Jun to Oct	2nd payment in August Payment for Aug to Oct

Administrative Matters

2.3 Actions taken for default in payment:

Month	Action
1st month	First reminder SMS / email & FA advice will be issued
2nd month	Final reminder SMS / email will be issued
3rd month	Student will be subjected to a possible termination from DACCnDAYS

FEES ASSISTANCE

1. MCAS provides Fees Assistance for eligible students to cover basic DACCnDAYS schooling expenses.
2. Eligibility:
 - a. Current MOE FAS recipients or
 - b. Family's per capita income (PCI) at the time of application does not exceed \$690 per month
3. Assistance rendered:
 - a. DACCnDAYS Monthly fee payment
 - b. DACCnDAYS Textbooks
 - c. DACCnDAYS Activities fee
4. Students under MCAS FA scheme are required to fulfill 75% attendance. Failure to fulfill the requirement will result in the FA being voided.

Administrative Matters

ATTENDANCE

1. Absenteeism

- All students are to fulfil 75% attendance at any time. Failure to fulfil 75% attendance without valid excuse will result in disciplinary actions.
- Students are not allowed to be absent for 3 consecutive Sundays without valid excuse. MCAS reserves the right to terminate student who are absent for 3 consecutive Sundays without official withdrawal form submission.
- Parents/Guardians are to inform student's form teacher or email DACCnDAYS on the reason of absence, latest by the following week.

Failure to fulfill 75% attendance at any time or Absent for 3 consecutive Sundays without formal Notifications	1st Time	Reminder Notice
	2nd Time	Reminder Notice & Disciplinary Action

2. Early Release

- Parents/Guardians who wish to fetch their child/children earlier than the official end time are to submit the Early Release slip to the Gate Warden.
- Early Release slip can be obtained from the DACCnDAYS Admin @ DACCnDAYS Ops Room on lesson days.

Administrative Matters

3. Leave of Absence

- Students who will be absent for an extended period (for reasons such as Umrah or Exam) are to apply for Leave of Absence (LOA).
- LOA forms can be obtained from the DACCnDAYS Admin @ DACCnDAYS Ops Room on lesson days.

4. Deferment

- Parents/Guardians are to inform DACCnDAYS Programme Coordinator of students' deferment to facilitate necessary admin procedures.
- Failure to inform will result in continuous billing of the monthly fees and will not be refunded.

WITHDRAWAL POLICY

- Parents/Guardians are to submit withdrawal form by the 10th of the month for the following month withdrawal.
- Failure to submit the withdrawal form by the cut-off date will result in continuous billing of the monthly fees and will not be refunded.
- All outstanding fees must be duly paid before submission of the withdrawal form.



Disciplinary Matters

Disciplinary Matters

Minor and Moderate Offences are offences which may disturb, create a nuisance to others, disrupt or improperly interfere with administrative, sporting, social or other activities of the DACCnDAYS to a minor or limited extent.

Serious Offences are offences of substantial or significant gravity which may materially or seriously affect and damage the interests and/or proper functioning of the DACCnDAYS.

All minor and moderate offences will be dealt with by the respective teacher and/or the Discipline Master (DM) and/or the Principal's Office (PO). Parents will only be notified if student was to commit Serious Offences.

LEVEL 1: MINOR OFFENCES

Ref. No.	Offences
1.1	Did not hand in work
1.2	Did not bring textbooks and lesson materials
1.3	Arriving late
1.4	Long fingernails
1.5	Dying of hair
1.6	Putting on Henna / nail polish
1.7	Wearing of improper attire
1.8	Littering / spitting
1.9	Eating and drinking (other than plain water) outside of level 1 canteen
1.10	Wasting water (during wudhu or any other time)
1.11	Usage of mobile phones during lesson without permission
1.12	Possession of contraband (electronics, toys, card games, jewelry, cosmetics, perfumes)
1.13	Unauthorized selling of items to friends

Disciplinary Matters

LEVEL 2: MODERATE OFFENCES

Ref. No.	Offences
2.1	Use of vulgarities and/or abusive language
2.2	Disruptive behaviour
2.3	Leaving school premises without permission
2.4	Failure to follow teacher's instructions
2.5	Possession of offensive / dangerous objects
2.6	Absenteeism

LEVEL 3: SERIOUS OFFENCES

Ref. No.	Offences
3.1	Cheating / forgery
3.2	Mischief leading to potential danger
3.3	Disrespectful/defiant to teachers
3.4	Inappropriate social behaviour
3.5	Gambling
3.6	Theft / accomplice to theft
3.7	Acts of gangsterism (e.g. fighting, money extortion, bullying etc.)
3.8	Truancy / skipping class
3.9	Vandalism
3.10	Possession of cigarettes and its equivalent
3.11	Smoking
3.12	Possession and/or sharing of indecent/ inappropriate materials
3.13	Possession or consumption of controlled drugs
3.14	Possession of dangerous weapons
3.15	Exposure of aurat (intentional)
3.16	Islamic worship-related offences (e.g. skipping of prayers, fasting etc.)

Disciplinary Matters

HANDLING OF DISCIPLINARY ISSUES

The above offences follow the respective frequency and actions accordingly.

Classification	Types of Offenders	Actions
Minor & Moderate	1 ST Time	Verbal warning
	Repeated	Verbal warning and/or issuance of warning letter with parent's notification and possible suspension.
Serious Offence	1 ST Time	Will be referred to the relevant authorities with parent's notification
	1 ST Time (Criminal)	Will be referred to the relevant authorities with parent's notification
	Repeated	Suspension or expulsion

Contact Us

MAIN OFFICE

Address:

Muslim Converts Association of Singapore, MCAS
32 Onan Road, 424484

Programme Coordinator:

Mohamad Khair Mohamad Amran
65973421, or mainline 65970400 (press 2 for Education Division)
m.khair@mcas.sg

Khairulhuda Anshar
65970415, or mainline 65970400 (press 2 for Education Division)
khairulhuda@mcas.sg

Operating Hours:

Monday: 9.00am to 6.00pm
Tuesday - Friday: 9.00am to 9.00pm
Saturday: 9.00am to 6.00pm
Sunday: 9.00am to 1.00pm

DACCnDAYS VENUE

Address:

Madrasah Al-Maarif Al-Islamiah
No. 3 Lorong 39 Geylang, 387865

Admin Officer

(only contactable during Sunday operating day, 9am -1pm)
82988432

FEEDBACK

For suggestions and feedback, kindly email to
daccndays@mcas.sg

Notes

Notes

A decorative background featuring a series of horizontal lines in a light teal color. Overlaid on these lines are several large, overlapping, semi-transparent shapes in shades of gray and teal, creating a layered, abstract effect. The shapes are positioned in the upper half of the page, with some extending towards the bottom.

Notes

Notes

A decorative background featuring a series of horizontal lines in a light teal color. Overlaid on these lines is a stylized mountain range. The mountains are depicted with soft, rounded peaks and are colored in a light gray tone. The overall aesthetic is clean and modern, suitable for a professional or educational document.

Notes

Notes

The image features a white background with horizontal teal lines. In the center, there are two overlapping semi-circular shapes. The top shape is a light gray color, and the bottom shape is a teal color. The shapes overlap in the middle, creating a darker gray area. The overall design is minimalist and modern.



MAIN CONTACT INFO (Registration)



Education Division, Level 2, MCAS
32 Onan Road, 424484



daccndays@mcas.sg



mcas.sg/daccndays



6348 8344 (Press 2)



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[darularqamsg](https://www.instagram.com/darularqamsg)

CLASS LOCATION



Madrasah Al-Maarif Al-Islamiah
No. 3 Lorong 39 Geylang, S387865