



BEACON TREE
MASJID

July 2016 WELCOME LETTER

As'salaamu Alaikum Warahmatullahi Wa'Barakatuh,

InshaAllah this letter reaches in the best of health.

I would like to welcome you to the new madrasah term and to advise you of the following new changes;

Admin Office

We have moved the admin office to the front of the building and during Madrasah time (5-7pm) you will be able to come in and speak to us regarding any matters/concerns you may have, or make cash fee payments and/or return forms. Please use the front entrance only

Madrasah Fees – Setting up Standing Order Payments

As advised in the previous newsletter, we are introducing the facility to set up a standing order to pay the madrasah fees. This will help us to reduce our admin costs and we are able to pass on this saving by offering a discount on the monthly fees to those that pay using this method.

This will reduce the need for your child to carry cash with them to the masjid, avoiding any risks involved in doing this.

If you would to set up a standing order, please contact us so that we can send you a form that you will need to fill in, to arrange this.

Arrival Time/Home Time

We would ask you to drop and pick your child(ren) to and from the masjid on time and ensure they know who will pick them up and not to go home alone.

If you are happy for your child(ren) to go home by themselves, please let us know by filling in the consent form at the end of this letter and returning it to the Admin Office as soon as possible.



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Holiday Dates

Please be reminded during the holiday period 20th July to 1st September the madrasah will be open from **10am to 12.30pm Monday to Thursday**. Madrasah will be closed on Fridays.

Parking Restrictions

Can all parents please observe the parking restrictions and not park cars either illegally, or block another car(s) or block access to emergency vehicles that may need it.

Emergency Contact Information

If any information that is on your child(ren)'s admission form has changed, can you please ensure that you update this, e.g. contact mobile numbers, GPs details, email address and so on. This is to ensure that we are able to contact you in an event of an emergency quickly.

Beacon Tree Masjid Membership

We are currently taking application for membership and if you would like to be a member, please ask us for an application form. An annual payment of 12 pounds is payable upon acceptance of your membership and you will be sent a standing order form to complete and return to the masjid.

Website/Facebook

We have updated our website, which can be found at www.btmasjid.org. We have a new Facebook page, if you are on Facebook please do not forget to like our page, to be kept up to date with future events at the masjid and other posts.



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CONSENT FORM FOR CHILD(REN) TO GO HOME ALONE

I give consent for your child(ren) named below; **(PLEASE USE BLOCK CAPITAL)**

- 1)
- 2)
- 3)

To leave the mosque and return home alone when Madrasah finishes.

Name

Relationship to the child

Full Address

Signed

Date

