

Half yearly summary report of the Newclare Juma Masjid Pre-school presented to the Executive Committee on 20 August 2016

What follows is a summary report of the developments at the Newclare Juma Masjid (NJM) Pre-school for the period March – August 2016. For the purpose of quick reporting the information contained in this report is brief. In the next Executive meeting a detailed report will be presented. The summary report presented below is divided into sections describing funding, registering the school, school curriculum, school premises, staffing, learner enrolment, daily meals, communications with parents, and partnerships. Two Addendums are attached namely; Addendum A (The original proposal to explain the plan of action on how administrative services in integrating Islamic and secular education will be provided at a preschool and Addendum B (A summary of the half yearly financial report)

1. Funding

Financial report: The half yearly financial report is attached as Addendum B. This only reflects the school fee income generated from 29 February – 20 August 2016. The full financial report reflecting intricate details will be supplied to the committee at the next meeting.

Payments

EFT payments for school fees and donations are made into the NJM Lillah account number: 1076456197

School fee payments: Some parents pay via EFT monthly into the NJM Lillah account noted above while others are paid in cash. Receipts are issued to parents in this regard.

The funds received from school fees is used for the payments of salaries and other school supplies. The breakdown of this will follow in the full financial report.

Salary payments:

Teacher 1: R 3500 (Qualified as a Level 4 Practitioner and enrolled for further studies toward level 5)

Teacher 2: R 3000 (six years of experience with childhood day care thus not officially qualified)

Teacher 3: R 2000 (assisted with child minding but has no formal qualifications)

Security: R2000 (not a qualified security officer)

Chef: R 2000 (no formal qualifications)

Donations received:

1. R 1350 is transferred from Mr Yunus Mongratie toward school fees via EFT monthly.
2. R 1500 is paid to Bel Air Cash and Carry in Newclare by Mr Ahmed Taraj from the Johannesburg Charitable Organisation toward groceries for feeding the children
3. SANZAF pays toward school fees via EFT. Investigations on the amount paid monthly is underway.

2. Registering the school

Qinta Rasul Nursery School

We first consulted with the principal of Qinta Rasul Nursery School, Mrs Nuri Davids to guide us the registration process. This because she has experience in this regard. She provided us with processes she followed as well as meal plans and the curriculum used at her school.

Gauteng Department of Education

We approached to the Gauteng Department of Education (GDE), Florida region. The representative from this office referred us to the GDE Braamfontein Branch as we fall within that region. Discussions in the meeting held here were fruitful.

The recommendation was that we meet with Ms Philile Maphumulo from Social development to guide us through the official process.

Social development

We then met with a social development officer Ms Philile Maphumulo from the ECD TCT building (Old St Barnabas Building in Westbury) to provide us with the necessary

guidelines as suggested by the GDE. After preliminary discussions with her she visited the school to meet with each teacher individually, assess the building and viability of the premises, evaluated our health standards and school curriculum among other formal requirements for school registrations. In this visit she identified problem areas such as health issues, safety of the children and qualifications teaching staff. She placed particular emphasis on the hygiene in the kitchen environment. She offered guidance on how to improve on all areas noted above, invited teaching staff to attend formal first aid training and for us to attend zone meetings to be held in Delarey on the west of Johannesburg. She also expressed verbal approval of the establishment of this nursery school as it will serve the community positively.

Some of the recommendations she offered that we are exploring now include: First aid training for teachers, emergency service training, safety of children, evaluation of the school premises, placement of qualified staff, meal plans, play areas at the school, excursions, school concerts, communication with parents such as updating them on the secular progress of their children, health issues, staff matters and other administrative matters. Research is underway to follow the recommendations set out by Ms Philile Maphumulo to meet the various requirements for formally registering the nursery school. We are in constant consultations with her in this regard.

As part of the request and invitation made by Ms Maphumulo a level one first aid training opportunity was presented to Ms Yaasneem Naude. The other teachers will be trained in the next two months.

We also anticipate to consult with emergency services to train our teachers on procedures to follow in cases of emergencies.

None profit organization request: Ms Maphumulo required a certificate indicating that the school is registered as a non-profit organization. This letter was provided by Mr Aziz Wadvalla. The registration number is 085-335-NPO and it was registered as such on 02 December 2010 by the Department of Social Development.

Inspection from Social services

Ms Philile Maphumulo will visit the school at any time for a random inspection to see if we are conforming to the following:

First aid training for teachers, emergency service training, health inspections, safety of children, evaluation of the school premises, placement of qualified staff, meal plans, play areas at the school, planning of excursions and concerts, communication with parents in the form of updating them on the progress of their children and if we are experiencing health issues.

School logo

We are in discussions with a graphic designer in this regard. It will be used in all future communications to parents, donors etc. We aim to present a formal

3. School curriculum

Qinta Rasul Nursery School

As noted we consulted with the principal of Qinta Rasul Nursery School, Mrs Nuri Davids who also provided us with the secular curriculum she uses at her school. This served as a basis for us to implement at our school. Currently we use this curriculum for our learners.

Jamiatul Ulama South Africa

We have a scheduled with the Jamiat to discuss the implementation of an Islamic curriculum to be introduced under their banner. This curriculum will run concurrent to our secular curriculum.

Additional assistance offered

We were also offered additional assistance from Mr Aduragman Mia the son of our property donor to adopt the Zakaria Park Muslim school curriculum. Discussions in this regard are also underway.

Extra Mural activities

We plan to take our learners on an excursion this year

Concerts

None have been planned as yet. If so it will conform to Islamic and secular standards.

4. School premises

Installing an external Water supply

In case of a fire emergency an external water supply should be installed at the school. To apply for this we met with a representative from the City of Johannesburg Water Pty Limited in Langlaagte. who referred us to the City of JHB Water department in Southdale. The official assigned to our request requires a letter from the NJM Executive indicating our intent and associated reasons. In this letter we need to include the stand number, plan of the building. We are in the process of following this directive.

School placement on the premises

We were moved upstairs which is not favourable for a nursery school. The reasons provided to us for moving the nursery school was the bottom section will be used as a community centre. This now also impacts on our application to register the nursery school formally. The current upstairs location does not comply with requirements for formal registration.

5. Staffing

Five members of staff have been appointed on a three month probation period.

No formal contracts have been signed but we are in the process of formalizing such a document in consultation with our executive.

Teacher 1: (Qualified as a Level 4 Practitioner and enrolled for further studies toward level 5)

Teacher 2: (Six years of experience with childhood day care thus not officially qualified)

Teacher 3: (Assisted with child minding but has no formal qualifications)

Security: (not a qualified security officer)

Chef: (no formal qualifications)

6. Learner enrolment

We started off with 14 learners and we now have 31 learners ranging from ages 1- 5 years of age.

Formal class lists will be provided in the full report. At this stage it is available on request.

7. Daily meals

As noted we consulted with the principal of Qinta Rasul Nursery School, Mrs Nuri Davids who also provided us with the menu she uses at her school. This is the same menu we use now. We are also reviewing this and aim to adapt the menu as needed. In the full report we aim to include the menu as an addendum.

8. Communication with parents

We are planning a parents meeting in the middle of September 2016. Letters to this effect will be sent to parents. The meeting notice, agenda and meeting minutes will be provided as an addendum in the next NJM Executive meeting.

9. Partnerships

We have now established formal partnerships with the following:

Qinta Rasul Nursery School, Mrs Nuri Davids, Jamiatul Ulama South Africa, Social development officer Ms Philile Maphumulo from the ECD TCT, the Gauteng Department of Education and Various sponsors. Further details will follow in the full report.

ADDENDUM A

Original proposal presented to the NJM Executive Committee on 17 February 2016

The objective of this proposal is to explain the plan of action on how administrative services in integrating Islamic and secular education will be provided at a preschool that caters for 18-36 month old babies and 3-4 year olds children at the Newclare Juma Masjid (NJM) in Starr Street, Newclare. This proposal is divided into sections describing accountability, community, floor plans, staffing, curriculum, finance and marketing strategies.

Proposal prepared by Mr Cassim Petker and Mr Ashik Osman

The Newclare Juma masjid (NJM) serves a number of purposes. One such is to provide pre-school educational services that integrate not only Islamic education but secular as well. The significance of education in the early years of life provides evidence of the importance to offer such services.

Accountability: Two members of the Executive, Mr Cassim Petker and Mr Ashik Osman have undertaken the responsibility of administering the NJM pre-school as of 1 March 2016. Part of their brief as administrators is to address childcare needs, community needs and facilitate learning opportunities for young children in preparation for main stream schooling.

Community: An educational facility such as this pre-school in Starr Street will serve the community of the Newclare and its surrounding areas. The location of the pre-school is thus ideally situated. This property was donated by Mr Mia for the purposes of enriching Islamic education in the community of Newclare. The establishment of the pre-school on this premises for the promotion of Islamic and secular education is thus apt. In addition, the school fees are affordable to accommodate for the income bracket of community members in Newclare and surrounding areas. The administrators also aim to formally register (via relevant educational authorities) this pre-school as a joint Islamic and secular education school to service the community.

Floor plan: The pre-school facility provides prescribed spaces for teaching, rest rooms, play areas, administrative office space and baby cleansing areas. Additional playground areas will also be established to enhance this facility for children.

Staff: The present number of children registered at this pre-school require two instructors/teachers, an assistant, a chef (cook) and two executive members. The executive members assist with administrative matters. The anticipated growth in learner numbers will necessitate the employment of two additional teaching staff members. This is in accordance with the teacher to learner ratios set out from the education department of the Jamiaat. All staff employed apart from the administrators would need to be paid a salary for their services rendered.

Curriculum: The curriculum used by the Jamiaat (Islamic education) in addition to secular education as set out by the education government department will be used. This would be in line with the requirement for this pre-school to provide for both Islamic and secular education. The community engagement division of the University of Johannesburg (UJ) have in principle agreed to assist with addressing health care guidance, education standards counselling and assessments. To formalise this agreement a formal meeting will be set up with all relevant parties. To facilitate the teaching of Islamic studies such as Quran reading the administrators plan to consult with Sheigh Abdul Kader and Abdul Sammat. The administrators have I have already consulted with Imaam Abdul Hamid Lachporia on this matter and his response was positive. Interacting with such institutions/specialists will also require expert guidance and assistance from the NJM Madressa principle thus he will also be approached in this regard.

Finance: This pre-school will not at any time be a financial burden to the NJM with respect to a) operating costs, b) maintenance expenses, c) salary/wages payroll, e) electronics and photo copy facilities, f) educational teaching materials and g) water, electricity related to rates and taxes. It is anticipated that donations will be secured and the school fees would also assist in the payments hereof.

Marketing: There are a number of projects in the planning phase such as direct marketing, social media, online promotions, radio advertising and strategic filters.

Finally a comprehensive monthly report with respect to staffing, finance, marketing, curriculum matters and community engagement will be submitted to all members of the NJM Executive.