



ATFAL HANDBOOK

MAJLIS ATFALUL AHMADIYYA CANADA

***“Nations cannot be reformed
without the reformation of the youth”***

Hazrat Musleh Mau’ud (ra)

Department of Ta’lim & Tarbiyat

WHAT CAN YOU DO?

GUIDELINES FOR NAZIM ATFAL

COVID Update:

Due to COVID-19 restrictions on social gatherings, weekly classes will be held online, and all restrictions mandated by the authorities must be followed. Please refer to the **Online Classes Manual** for detailed information on how to conduct online classes.

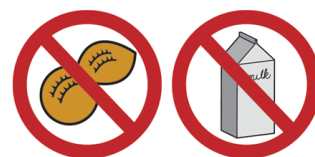
General

- Classes should be held on a weekly basis.
- Classes should be taught using Atfal Syllabus Books and / or Lesson Plans provided by National Markaz.
- Sports/Activities should be arranged along with weekly classes in order to ensure that Atfal also have an enjoyable class.
- Nazimeen should employ various methods of covering the syllabus, using books, lectures, PowerPoint slides, presentations, documentaries/videos, etc., in order to keep the Atfal attentive and engaged.
- Use Murabbiyan Silsilah, Murabbiyan Atfal, Local Sec. Waqf Nau, or any other person capable, to conduct the Atfal classes as teachers.



Refreshments

- Refreshments for classes should be arranged with the help of the Local Qaid Majlis, or the Local Sadr Halqa. It's not necessary to have refreshments in each class, but according to the local Majlis budget the Nazim Atfal can arrange snacks and light refreshments.
- A potluck can be arranged after a few classes where Atfal bring one dish from home to share.



Allergies/Medical Conditions

- We have Atfal & Nazimin who have life-threatening allergies to nuts and other allergens. In order to have a safe environment, snacks should be nut-free in order to accommodate all Atfal.



Rides

- Coordinate with Local Qaid Majlis, Local Sadr Halqa and parents to ensure that Atfal have rides to come to the Atfal classes.

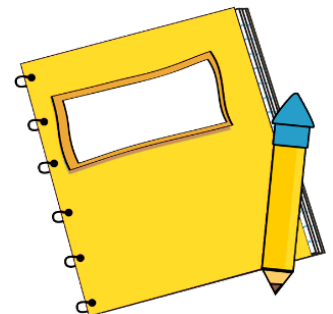
GUIDELINES FOR PARENTS

Your Role

- Know and understand the tremendous responsibility you have. You are not only raising your son, but you are raising the future of this Jama'at.
- Pray for your children and write letters to Huzoor Anwar (aa) for special prayers.
- Instill in them the importance of having an identity and not being influenced by others.
- Be a role model for your children. Children are impacted mostly by their parents.
- Bring your children to the mosque with you to offer prayers in congregation.
- Stay in contact with the Local Nazim Atfal and ask about your child's progress
- Monitor what your child does.
- Provide a quiet, equipped homework setting.
- Provide regular, consistent time, free from distractions, phone calls and television.
- Provide support, suggestions, interest, clarification and encouragement. Speak to your children and have a good relationship with them.
- Inform the Nazim Atfal when the Tifl is absent from the Atfal class
- Inform Nazim Atfal (by note, phone, email) when homework cannot be completed.
- Remember the importance of family reading and dinner table discussions for your child's development of values, vocabulary, knowledge and reasoning.
- Do not send your child with electronic devices which may distract them and others in class. If necessary, then let your child know that these devices are only for emergency purposes and should not be used during the classes.
- Offer pick & drop services for Atfal when needed, especially for Atfal classes and make sure Atfal are regularly coming to events of the Jama'at.

Lessons

- Parents should ensure that the Atfal have bought their specific syllabus book.
- Parents should send their Atfal with a notebook and pencil in order to take notes when necessary.
- Parents should go over and review the lesson taught in each class with their child and make sure that they learn the material assigned.
- Parents should make sure that the Atfal have completed any homework assigned to them by the Nazim Atfal



Clothing & Attire

- Parents should make sure that the Atfal are wearing appropriate clothing according to the weather. Shorts should be avoided so that Atfal can offer their prayers properly.
- Tifl should wear a Namaz Cap to the class.
- Please provide an extra set of clothing which can be kept in the Tifl's backpack so that the Tifl can use the extra pair of clothing for sports, or for any other reason which may require a change of clothing.



GUIDELINES FOR ATFAL

Code of Student Conduct

- Atfal are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. Atfal are expected to follow the rules of behaviour during the classes.
- Atfal and Nazimin have the right to learn and work in places where they feel safe. Nazimin and Atfal, along with the parents can foster a positive and safe environment in which all parties work in cooperation with one another.



Be Responsible and...

- Bring all required materials to class
- Bring a Namaz cap or a decent cap for classes and prayers
- Bring your assigned syllabus book
- Bring a notebook and a pencil
- Do not bring electronics
- Wear proper clothing. Bring an extra pair of clothing for sports
- Take home all necessary materials for homework
- Complete all assigned work
- Participate actively in class
- Attend all classes regularly and punctually
- Take ownership for your own actions

Be Respectful and...

- Respect self, others and property
- Follow instructions of adults
- Take appropriate measures to help those in need
- Respect the right of individuals to a positive learning environment
- Use appropriate language

Be Polite, Be Safe and...

- Walk when in the Mosque/Namaz Center. Do no run and play in the Mosque/Namaz Center
- Refrain from fighting, rough play and aggressiveness

Discipline...

- Our goal is for Atfal to make wise decisions and to become strong problem solvers. Restorative practices and consequences are used together to promote positive Atfal behaviour.

PROPOSED ATFAL CLASS STRUCTURE

No.	Subject	Execution	Time
1	Holy Qur'an Tilawat & Translation	Recitation of portion of Holy Qur'an & Translation	2 min
2	Pledge	Atfal should collectively recite the pledge.	3 min
3	Salat Presentation	To be presented on PowerPoint	10 min
4	General Religious Knowledge	Presentation / study from a portion of Atfal Syllabus Books	5 min
5	Book Reading	Atfal to read a portion of the book each, and along with discussions.	10 min
6	Atfal Activity General or Religious	Ex. Writing letter to Huzoor (aa), how to tie a tie, painting, etc.	10 min
7	Atfal Social Discussion with Q/A	Atfal to socialize and ask any Questions, preferably with Local Murrabi sahib.	15 min
8	Sports	Team sports/indoor games (Simon Says, hot potato, table tennis, etc.)	25 min
Total Time			1h 20m

SPORTS



INDOOR ACTIVITIES

Do each exercise at high intensity for 1 minute followed by a 10-second rest if needed.

Jumping Jacks

Wall Sit

Push-Ups

Plank

Running in Place

Sit-ups

High Knees



GYM ACTIVITIES

Basketball

Badminton

Soccer

Dodgeball

Ball Hockey

Cricket

European Handball

All competitions
at Majlis level



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