



— COMMUNICATION GUIDE FOR EMPLOYEES:

Part of TES, TA, & MQI's goals is to strive to provide consistent support and service to our staff members and hence, are implementing the following new structure.

- New payroll structure: any changes in hours (absences or extra hours where applicable) will be recorded by the respective administrators and submitted to the payroll department to avoid any discrepancies.
- Specific responsibilities have been listed on the table below to help staff members navigate through the proper channels as needed.
- All formal requests and important matters must be submitted and communicated via email for more efficient processing. ***Requests via text messages will not be processed.***
- There is no administrative communication via text messages, whats app messages or phone calls. Administrative matters are to be communicated via email only.
- Please ensure you have contacted the correct department and email address below to confirm that you are being assisted in a timely manner

InshaAllaah, this new structure will help us ensure that we are available for you and are able to take care of your needs in a timely manner.

TARBIYAH ELEMENTARY

Principal	Jannah Sauders	principal@tarbiyah.ca	Academics, students/parents' concerns, day to day operations, human resources, expenses, employment letters, payroll hours.
Administrator	Ayeshah Ahmed	admin@tarbiyah.ca	Administrative, technical support, fees & invoices
Accounting	Parveen Younus	accounting@tarbiyah.ca	Pay inquiries or concerns. All issues regarding pay must be emailed Monday to Friday
Executive Director	Muzzammil Younus	muzzammil@tarbiyah.ca	Academics, students/parents' concerns, day-to-day operations & human resources.
Front Desk Ontario	Khuloud Hamdallah	reception@tarbiyah.ca	Day to day support
Front Desk Derry	Sanah Khalid	Campus_2@tarbiyah.ca	Day to day support
Manager Derry	Qizer Sayeed	Qizer.s@tarbiyah.ca	Academics, students/parents' concerns, day-to-day operations

*Administration office will be closed all on weekend, breaks and statutory holidays

Tarbiyah Academy - ONTARIO CAMPUS
Islamic Studies and Camps

Administration & Operation Manager	Ayeshah Ahmed	academy@tarbiyah.ca	Academics, students/parents' concerns, employment letters, Administrative, technical support, fees & invoices. ALL PARENTS ARE TO EMAIL ONLY ADMIN
Front desk		reception.academy@tarbiyah.ca	Day to day support, student list and ClassDojo
Accounting	Parveen Younus	accounting@tarbiyah.ca	Pay inquiries or concerns. All issues regarding pay must be emailed Monday to Thursday 9am to 2pm
Executive Director	Muzzammil Younus	muzzammil@tarbiyah.ca	Academics, students/parents' concerns, day to day operations & human resources.

*Administration office will be closed all on weekend, breaks and statutory holidays

Milton Quran Institute

Branch Manager & Hifz Principal	Huma Imran	principal.mqi@tarbiyah.ca	All matters related to Hifz. Academics, students/parents' concerns, day to day operations & human resources.
Administration & Operation Manager	Ayeshah Ahmed	admin@miltonquraninstitute.com	Administrative tasks, ClassDojo, student lists and data trackers, technical support, fees, invoices & employment letters
Front Desk 8am to 3:45pm	Sanah Khalid	hifz@miltonquraninstitute.com	Day to day support for Hifz & Tarbiyah pre & k
Accounting	Parveen Younus	accounting@miltonquraninstitute.com	Pay inquiries or concerns. All issues regarding pay must be emailed Monday to Friday
Front Desk evening & weekend		reception@miltonquraninstitute.com	Day to day support, student list, registration, teacher support and ClassDojo
Executive Director	Muzzammil Younus	muzzammil@miltonquraninstitute.com	Academics, Students/parents' concerns, & human resources.

*Admin office will be closed on all statutory holidays and weekends.