

康郡福音教会中文学校
C.C.G.C.Chinese School
2460 Buena Vista Avenue
Walnut Creek, Ca. 94597

亲爱的家长们:

您们好! 转眼暑假已经结束, 相信您们都度过了一个愉快的假期。我们 2015-2016 新学年將於九月十二日上午九点开始, 请家长们**提早十分钟**到校, 以便熟悉新的教室安排。(请参阅附件四)。

和往年一样, 值日家长们须在 8 时 30 分到校并签到(值班安排参阅附件二), 若有事, 请找人调, 并在值日前一周通知(email 或 mail)校方。若需要, 学校可提供家长电话, 以便您们自行安排调班日期。确认后请将结果 email 或 mail 给学校, 我们将以此 email 或 mail 做为调班凭据。再次提醒您如无故不到, 本校将按照“家长手册---值日家长职责”中有关规定向您收取一定的罚金。家长手册(含家长须知, 值日家长职责, 注册须知, 退费规定及学校规则)是很重要的校方跟家长之间的沟通文件, 请家长们仔细阅读。(附件叁)

尚未注册的老生家长, 请於当日(九月十二日)上午**八时叁十分**, 在 E201 室办理注册, 并缴手续费 \$25.00。选修文化课的家长请注意, 篮球和中国象棋课九月十二日第一节课因故取消, 您和未选修文化课的家长需要在十一时叁十分将子女接回。

如您对以上事宜有任何问题, 或者您的联络电话, 家中地址, 医疗保险等信息有变更, 请尽早与校方连络, 以利沟通。(联络方式请参考附件一)

学校在过去这几年, 在家长们的大力支持和配合下, 成长很快。对此, 我们表示衷心的感谢。希望在新的学期里, 您们能够一如既往, 与我们一同给孩子们创建一个良好的学习环境, 让他们可以学习到更多的知识。

随信附上新学期的资料:

1. 教职员名单
2. 行事历及家长轮值表(含上课时间表)
3. 家长手册(含家长须知, 值日家长职责, 注册须知, 退费规定及学校规)
4. 教室分配图
5. 学生分班名单

另外, 也附上注册所需文件: (请您仔细阅读、填写, 并在相应位置署名)

1. 注册表 (Registration Form): 最好用电脑填写(email 地址请用大写字母以便确认), 然后打印出来, 以保证所有信息的准确性和可读性。(见附件 1)
2. 康福中文学校家长手册 (Parents Guide) (见附件 2)
3. 教会中文学校入学同意书 (Statement of Agreement) (见附件 3)
4. 支票: (Payable to: CCGC Chinese School)

以上所有文件请您务必在注册时一并提交或邮寄。如在注册时向学校拿取, 需缴付工本费 1 元。

祝 暑安 !

康福中文学校
2015 年 8 月 25 日

Dear Parents:

Greetings! As summer vacation is drawing to a close, we believe you all had a wonderful time. The new school year will begin on September 12, 2015, and we will start classes at 9 AM. Please **arrive 10 minutes earlier** so that everyone will be familiar with the new surroundings. Please refer to the classroom map (attachment 4) and take your student(s) to the designated classroom.

Parents-on-Duty must **arrive by 8:30 AM** to sign in. If you cannot serve on the assigned day, please make substitute arrangements with other parents 7 days before your duty date and notify the school via email or mail. If needed, you may ask the School for help. School personnel will provide you other parents' phone number to you. After you switch the date with the other parents, please let the School know via email or mail. Otherwise, a penalty will be imposed. Please refer to the chart under "Responsibilities of Parents-On-Duty" of Parents Guide (a separate document) to find the dollar amount of penalty. Parents Guide includes Information for Parents, Responsibilities of Parents-On-Duty, Registration Information, Withdrawal/Tuition Refund information, and School Rules and Regulations. They are all very important documents in establishing a good relationship between parents and our school. Please read them in details. If you have any questions, please contact our school administrative personnel.

For those who have not registered during the "Registration Window" in May, please **arrive at 8:30 AM** on September 12, in Classroom E201 at the Education Building, go through the registration process, and pay the \$25.00 late fee.

In order for CCGC Chinese School to notify you immediately during emergency, it is very important to keep your records up to date. If there is a change in your email address, contact phone number, address, or health insurance status, please inform the school immediately.

Please note we will not have Basket ball class and Chinese Chess class on the first day of school on Sept 12, 2015. For those not attending the Enrichment Program, parents need to pick them up by 11:30 AM.

Our school has grown rapidly during the last few years, and we thank the parents for your cooperation. Please continue the loving care shown to this school by you and your children.

The following documents for the new semester are enclosed:

1. Faculty Member List
2. School Calendar and Parents-On-Duty Schedule (first Semester)
3. Parents Guide - Information for Parents, Responsibilities of Parents-On-Duty, Registration Information, Class Withdrawal/Tuition Refund Information, and School Rules and Regulations
4. Classroom Map
5. Students class assignment

In addition, **documents needed for registration are also enclosed:**

(Please print, read and fill out all forms carefully, and sign your name in the correct place.)

1. Registration Form: It is best to fill it out on the computer, in order that all information is accurately legible. (See attachment #1)
2. The CCGC Chinese School Parents Guide. (See attachment #2)
3. CCGC Chinese School - Statement of Agreement. (See attachment #3)
4. Check (Payable to: CCGC Chinese School)

Sincerely,

CCGC Chinese School
8/25/2015