

**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 2018-2019 新学年将于九月八日上午九点开始, 请家长们**提早十五分钟**到校, 以便熟悉新的教室安排。(请参阅附件)。

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), 若有事, 请找人调, 并在值日前一周通知(email)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 给学校, 我们将以此 email 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)

尚未注册的老生家长, 请于当日(九月八日)上午**八时叁十分**, 在 E201 室办理注册, 并缴手续费 \$25.00。

另外, 请家长特别注意以下两点。

- (1) 学校要求值班家长在学生上圣经课的时间, 来到教室(大堂)和学生们在一起, 以便维持圣经课的秩序。
- (2) 学校继续颁发学生全勤奖, 请家长们不要让学生无故缺课, 迟到, 早退。要给孩子们做个好榜样。

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, 请尽早与校方联络, 以利沟通。

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. 家长轮值表(含上课时间表)
2. 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)
3. 教室分配图
4. 学校日历。

祝 暑安!

康福中文学校  
2018 年 8 月 19 日

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

8/19/2018

Dear Parents:

Greetings! As summer is drawing to a close, we hope you all had a wonderful break. The new school year will begin on September 8, 2018, and we will start classes at 9 AM. Please **arrive 15 minutes earlier** so that everyone can be familiarized with the new surroundings. Please refer to the classroom map (see attachment) and take your student(s) to the designated classroom.

The 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. Please refer to the chart under "Responsibilities of Parents-On-Duty" of Parents Guide (a separate document) to find the dollar amount of penalty. The Parents Guide includes Information for Parents, Responsibilities of Parents-On-Duty, Registration Information, Withdrawal/Tuition Refund information, and School Rules and Regulations. Please be sure to read them in details. If you have any question, please contact our school administrative personnel.

For those returning students who have not registered during the "Registration Window" in May, please **arrive at 8:30 AM** on September 10, in Classroom E201 at the Education Building, go through the registration process, and pay the \$25.00 late fee.

In addition, please note the following two requirements:

- (1) The Parents-on-Duty are **required** to attend the Bible Study class to maintain an orderly classroom environment.
- (2) CCGC Chinese School will continue to give a perfect attendance award to students who have neither missed any days of nor been late to class.

In order for CCGC Chinese School to be able 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.

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

Sincerely,

CCGC Chinese School