

康福中文学校 - 家长手册 (简体)

(CCGC-Chinese School - Parents Guide)

家长须知

- 一. 课本及练习簿将在每学年第一学期注册时发放。若在学期中遗失, 须重新购买, 价格以市价为准。
- 二. 每次上课, 学生须携带课本, 练习簿, 及铅笔。除了上课必需的文具之外, 请勿让学生携带玩具或其他不必要的物品来学校。
- 三. 学生因故请假, 请家长事先通知级任老师。若有事接洽, 请于周六上课时间来校面谈。
- 四. 请各位家长准时接送学生(上午 8:55 到校, 中午 12:30 离校)。若不上文化课, 请于 11:30 离校。如学生自行留于学校, 家长将负一切责任。如家长提前接学生离校, 必须在走之前向任课老师说明。
- 五. 放学后请家长于十分钟内(中午 12:40 前)将学生带回, 本校在此之后没有看顾服务。
- 六. 如果 Email, 联络电话, 家中地址, 或医疗保险等有所变更, 请家长立刻跟校方连络, 减少联络的困难。
- 七. 11: 30 中文课结束后, 选修文化课的学生, 由家长负责送到文化课教室。

值日家长职责 (每星期六需三位家长)

*** 请注意, 这是值日家长责任, 请家长将日子记住。**

- 一. 值日时间是上午八时三十分到中午十二时四十正。需在 8:30 以前到校, 签到后, 协助校方安排教室桌椅。若有事, 请找人代替, 并在值日之前 14 天 email 或 书面通知校方。

若调换值班日期, 需校方协助, 校方可提供家长电话, 请自行安排调班日期, 并将结果 email 给校方, 校方将以此 email 做为签到凭据。

如迟到/早退者或因故缺席者将罚款，罚款金额请参考下表

时间	罚款金额
8:35-8:45	\$25.00
8:45 之后	\$50.00
12:50 以前离开(早退)	\$50.00
无故缺席者	\$100.00

为了方便及鼓励家长的参与服事，我们将在注册时收取\$100 值班费押金。如家长按时完成所有责任，校方将会将此费用于下学期。如学生不继续读本校，学期结束时学校将退还本金。

注：若家长自愿不参加轮值，可在注册时注明并付\$80。

二. 迟到，早退,或缺席的家长，除罚款外，将会被优先安排在下学期值日。

三. 值日家长须维持秩序并注意学生安全（上课与下课时间），不可让学生自行拿学校东西或打别的学生。

四. 在下课时间, 不许学生玩电梯, 并注意学生安全。范围包含：

1. 停车场 - 一位家长
2. 教育楼(厕所及教室) - 一位家长
3. 游戏场(Play Ground) - 一位家长

五. 在 11: 30am, 协助校方收拾教室桌椅为文化课作准备。如有文化课取消，协助校方及时通知家长，并照看这些学生等待家长来带回。

六. 文化课时视需要情形，协助上课老师。

七. 在 12: 30pm, 协助校方收拾其它教室桌椅，签退，方能离去。

注册须知

本校将于每学期最后二次上课办理下学期注册。过时注册者, 每位将增收手续费 \$50.00。课本及练习簿将在每学年第一学期注册时发放。如遗失, 可向学校购买, 价格以市价为准。

退费规定

- 一. 在开学前, 通知校方退学, 得退学费, 但退费中不含课本及练习簿费。
- 二. 上课未满四周(次)休学者, 得退学费二分之一。
- 三. 上课超过四周(次)休学者, 不再退费。

家长必需以书面寄交康福中文学校要求退费。退费不含课本及练习簿费。

学校规则

本校名称为「康福中文学校」。(CCGC-Chinese School) 本校由任课老师担任学生辅导工作，如有学生犯过，师长将以个别谈话或通知家长予以劝导。

为了使学生有矩可循，订定下列规则：

- 一. 要尊敬长辈、师长及友爱同学。
- 二. 上课时，经老师许可，才可离座。
- 三. 在校时间内(包含上课及下课时间)，
 - 不可无故擅自离校；
 - 不可以弹或玩钢琴；
 - 未经老师或学校职员许可，不可划白板(White Board)或其他地方；
 - 不可擅自拿教室或柜子里的用品；
 - 不可拿冰箱里的食物；
 - 不可以乱丢东西或打开抽屉；
 - 不可干扰其它同学，
 - 不可玩电梯；
 - 不可破坏学校任何东西包含游戏场(Play Ground)
- 四. 上课时间不可随意讲话，不可干扰其它同学，发问要先举手。不可吵闹、打架、吃零食等等
- 五. 如犯以上校规，第一次申戒(警告)，第二次通知家长，第三次勒令退学。
- 六. 若在学校里使用有危险或可伤人的器具，本校可令该生立刻退学。并永远不许再入学。

以上所列规则，请学生务必遵守，并请家长合作，督促贵子弟切实遵行。

如您已读过并了解康福中文学校家长手册，请在“中文学校入学同意书”上签字。

CCGC-Chinese School - Parents Guide

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1. For fall semester registration, each student receives textbook(s) and workbook(s). If any is lost during the semester, the parents need to repurchase the item, purchase being based on current prices.
2. When the student is attending class, he/she needs to bring the textbook, the workbook, and pencils. Do not let the student bring toys or other unnecessary items to school/class.
3. If a student needs to be absent from the class, parents should contact the class teacher. If a face to face meeting with a teacher or school personnel is needed, please inform the school personnel. The meeting will be conducted on Saturday at school.
4. Please be punctual for student's arrival and pick up (Arrival at 8:55 AM; Departure at 12:30 PM.) If a student does not attend the Enrichment Program, the departure time is 11:30 AM. If students stays after the after the regular school hours, the parents of the students will be responsible for the well being of the students.

If a student needs to leave early from class, the parents of the student must inform the teacher in class before leaving school.

5. After classes are over, parents must pick up the students within 10 minutes (i.e. before 12:40 PM.). Otherwise, the Chinese School is not responsible for any unforeseen problems.
6. If pertinent information has changed, such as Email address, telephone number, address, or health insurance coverage, parents must notify the School immediately to minimize any problems of contacting parents.
7. At 11:30AM after Chinese lesson is over, it is the parents' responsibility to ensure/send their kids to the Enrichment classroom.

Responsibilities of Parents-On-Duty (Three parents or families are needed every Saturday.)

Please Note: It is the parents' responsibility to remember the duty date. Beginning in 2009, the PTA Chair or the School will no longer remind the parents-on-duty regarding the date.

1. Parents must arrive before 8:30 AM, to help School personnel to get classrooms ready. They also need to stay until 12:50 PM to assist School personnel to clean up the classrooms before leaving. The Parents-On-Duty need to sign in before 8:30 AM and sign out after 12:50 PM. **If they are not available to perform the duties, please find substitutes and notify the school (via email or mail) 14 days in advance. The substitute then reports to School on the day of duty.**

The school may help parents find substitutes by providing a list of parents-on-duty phone numbers. Again, it is parents' responsibilities to contact them, get agreement with them, and notify the school via email or mail. The email or mail will be the evidence for changing the duty dates. Penalty applies to "no show" or "late arrival" or "leaving early".

Penalty fee will result due to tardiness or absence or leaving early. The fees are as follows.

Time	Penalty
8:35-8:45 AM	\$25.00
After 8:45 AM	\$50.00
Before 12:50 PM	\$50.00
Absence (Whole school day)	\$100.00

A \$100.00 duty fee deposit will be required at registration. If the family performs their duty on time and complete, the \$100.00 will be applied to the next semester's registration. If student does not continue in this school, we shall refund the \$100.00 if no penalty applies.

Please Note that if parents prefer not to perform the school duties, a waiver fee of \$80.00 will be assessed during the school registration.

2. The School will arrange for the parents to serve the School again for the next semester if they are late or no show or leaving early in the current semester.
3. Keep order at school (during class and recess time.) Make sure students do not take School belongings, and make sure students do not fight with other students.
4. During recess, do not allow students to play with the elevator. Please pay special attention to their safety. Duties include:
 1. Parking lots one family
 2. Education Building (restrooms and classrooms) one family
 3. Playground one family
5. At 11:30am, parents-on-duty need to get the classroom ready for the Enrichment Program. If the any Enrichment Program is unexpectedly cancelled, please help to take care for the students waiting for Parents/Guardian to pick up.
6. During the Enrichment Program, please help the class teacher set up the equipment if needed.
7. At 12:30pm, parents-on-duty need to help school personnel to put aside the tables and chairs, then can they sign out.

Registration Information

Registration for the new semester takes place during the last two school days of each semester. Late registration fee is \$50.00. At registration time during the end of the second semester, parents can obtain textbook(s) and workbook(s) for the fall semester. If any is lost, repurchase will be based on the price current at time of purchase.

Withdrawal/Tuition Refund Information

1. Withdrawal before the start of the semester entitles a full refund.
2. Withdrawal before the fourth week entitles a refund of one half of tuition.
3. Withdrawal after the fourth week will not have any tuition refunded.

To withdraw a student from school, the parent must provide a request in writing. Email is acceptable. The refund may not include the cost of textbooks and workbooks.

School Rules and Regulations

The name of our school is CCGC Chinese School. Our classroom teachers will also serve as counselors for students. If students commit offenses, teachers will talk to them individually, or will notify their parents for further resolution. In order for students to follow rules in a clear manner, the following rules and regulations have been set up.

1. Honor your elders, your teachers, and be friendly and loving to your fellow students.
2. During class, teacher permission is required if a student wants to leave his or her seat.
3. During school sessions, a student
 - Must not leave school/class arbitrarily;
 - Must not play or play with the piano;
 - Must not use the white-board or chalk-board without teacher permission;
 - Must not take things from the classroom or closet;
 - Must not take any food from the refrigerator;
 - Must not throw trash except at designated places; must not open drawers;
 - Must not disturb other students;
 - Must not play with the elevator;
 - Must not damage any school possessions, including the playground.
4. During class, a student must not speak arbitrarily or make noise; must not bother other students, must raise a hand before asking a question; must avoid arguments and fighting; must not consume any food.
5. The School will not tolerate any students who violate the above rules. If a violation happens for the first time, the student will be warned, second time, will notify the parents, and the student will not be admitted to school upon a third violation.
6. During school, if any student threatens classmates with any items that could cause physical harm, or if students are involved in a fight, the student(s) will be released from school immediately and will not be admitted to the School again.

The rules and regulations above must be followed by all students. We ask the parents to cooperate in requiring your children to obey these rules and regulations.

If you have read and agree with this Parents Guide of CCGC Chinese School, **please sign on “CCGC Chinese School - STATEMENT OF AGREEMENT ”.**