

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

8/28/2017

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 9, 2017, 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