

**Contra Costa Chinese School**  
**2011 - 2012**  
*Chinese as a Second Language (CSL)*  
*for Students from Non-Mandarin Speaking Families*  
**Program Information**

- 1) **Duration** 32 Weeks from 9/9/11 to 6/8/12. Classes will begin 9/09/2011 and end 6/08/2012.
- 2) **Time** 7:00 PM to 8:50 PM on Fridays
- 3) **Place** Diablo Valley College, classrooms to be announced.
- 4) **Class Features**
  - Specially designed for:
    - New students from non-Mandarin speaking families, and
    - Current students (1<sup>st</sup> – 2<sup>nd</sup> grade) who are experiencing difficulty keeping pace with CCCS’ Saturday classes.
  - The class will use a new set of textbook and workbook materials (included in the class fee) with detailed English instructions, which will allow parents who can’t read Chinese to easily help their student study at home.
  - Class size will be small and will focus on individualized attention and structured learning and games. Students will be encouraged to complete most of the workbook exercises in class.
  - The class will focus on learning and speaking basic Chinese in real life, everyday conversations.
  - A CD-ROM is available for \$25/copy – it includes animation, situational videos, pronunciation practices, writing and sentence pattern practices, and many fun games to encourage learning at home.
- 5) **Expected Learning Outcomes**
  - Understand Hanyu Pinyin and basic daily expressions.
  - Students will be able introduce themselves, their families, their favorite foods, and their school life in Chinese.
- 6) **Tuitions and Fees**  
 You may choose to pay for the full school year in one payment (\$480 one time registration fee), or pay in two installments at the beginning of each semester (\$275 per semester, \$550 total).
- 7) **Refund Policy**  
 Tuition fees and class material fees are paid in advance for one school semester/year and are due on the date of registration.  
 A \$50.00 minimum non-refundable processing charge will apply to all refunds. A tuition refund can be made with Parent/Guardian’s written request and request in person, and will be based on the following refund schedule:

<b><u>Refund Request for</u></b>	<b><u>Date</u></b>	<b><u>Tuition Refund Amount</u></b>
First Semester	On or before 9/16/2011	\$225
	On or before 9/23/2011	\$175

	After 9/23/2011	\$0
Second Semester	On or before 2/10/2012	\$225
	On or before 2/17/2012	\$175
	After 2/17/2012	\$0
Full School Year	On or before 9/16/2011	\$430
	On or before 9/23/2011	\$380
	After 9/23/2011	\$0

**8) Class Schedule**

7:00 PM - 7:50 PM	First hour of class
7:50 PM - 8:00 PM	Break
8:00 PM - 8:50 PM	Second hour of class
8:50 PM	Class ends
After 9:00 PM	Student late pick-up fee: \$10/quarter hour

**9) Information and Inquiries**

Please call 925-837-5888, or email: [cccs1976@gmail.com](mailto:cccs1976@gmail.com) for any questions you may have regarding this special evening CSL Program.

Inquires and registration can also be sent to:

CCCS  
 Attn: CSL Program  
 P. O. Box 4598  
 Walnut Creek, California 94596

I certify that I have read and fully understood, as well as received a copy of all documents hereof.

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Parent's Email Address

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Emergency (Cell) Telephone



Contra Costa Chinese School

康郡中文學校

Chinese as a Second Language (CSL) Program

2011-2012 Registration Form

註冊表格

Important Reminders:

- (1) Your student ID, email address, and Name will be required to enter into our school ("CCCS")Website for registration and other secured online signup process. www.cococs.org . Parent's email address is required for school communication purposes.
(2) All school communications and announcements will be via E-Mails only. E-mail addresses will be strictly used for school internal communication purposes only. Your Email address shall always be kept current in the school file.

Reg. # \_\_\_\_\_

Part 1. Family Information Parents/Guardian 父母或監護人

Table with 3 columns: Name in English, Name in Chinese, Father/Guardian, Mother. Rows for Name in English and Name in Chinese.

For Office Use Only

辦公室使用

Fam\_ID \_\_\_\_\_

Stud ID \_\_\_\_\_

1.1 Contact Information: Address 地址:

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
家居電話 Home( ) \_\_\_\_\_; 手機 Cell Phone ( ) \_\_\_\_\_
緊急電話 Emergency Contacts ( ) \_\_\_\_\_ : ( ) \_\_\_\_\_
Parent's 家長 E-Mail Address: \_\_\_\_\_

1.2 Please list the names of your children currently enrolled in CCCS. 請列出正就讀本校之貴子女姓名

1.3 Primary language used at home (Check all apply) 家中常用之語言: M-Mandarin(國語) C-Cantonese(廣東語)/E-English(英語)/O-Others(其它)

1.4 May CCCS publish your address, email address and phone number in the school directory? 是否同意刊登您的地址, 電郵地址及電話在學校通訊錄上? Yes (同意)/No (不同意)

Part 2. Student Information

2.1 Student's name (English) (Chinese) 學生姓名 (英文) (中文)

Gender (for census purposes, only) Date of Birth Birth Place (City or Town)
性別 \_\_\_\_\_ 生日 \_\_\_\_\_ 出生城市 \_\_\_\_\_

2.2 Name of prior Chinese School 目前就讀中文學校名稱
Dates of Attendance Last Grade Attended in (prior) Chinese School
就讀日期 \_\_\_\_\_ 最後就讀中文班級 \_\_\_\_\_

2.3 Grade the student plans to attend in 2011-2012 at CCCS 2011-2012 申請就讀中文班級

Payments

- Tuition: Full Year: \$480 First Semester Only \$275 Second Semester Only \$275
Book Fee \$ CD-ROM \$25/copy Other Dues \$

Total \_\_\_\_\_
Check # \_\_\_\_\_

The undersigned parent certifies that he/she has read, understood, and agreed all information contained in the registration packet including the Memorandum of Understanding, and understand that the registration process is not completed until all fees are received and the school accepts the registration.

Parent's signature 家長簽名 \_\_\_\_\_ Date 日期 \_\_\_\_\_

\*Refer to the following pages for details. 請參考各有關之資料頁

CONTRA COSTA CHINESE SCHOOL  
 康郡中文學校  
 2011-12 Chinese as a Second Language (CSL)  
 EMERGENCY INFORMATION AND PARENT'S CONSENT FORM  
 2011-12 CSL 班緊急聯絡資料單

CCCS Grade in 2011-12 : \_\_\_\_\_; Non- CCCS Student: Grade in other Chinese School: \_\_\_\_\_  
 康郡 2011-12 編配之年級 非康郡學生 2011-12 編配之年級

Student Name in English: \_\_\_\_\_ Student Name in Chinese: \_\_\_\_\_  
 學生英文姓名 學生中文姓名

Student Birthday: \_\_\_\_\_  
 學生生日

Parents/ Guardian: 家長/監護人:

	Father/Guardian 父親/監護人	Mother 母親
English Name 英文姓名	Last: First:	Last: First:
Chinese Name 中文姓名		
Home Phone Number 住家電話		
Cell Phone Number 手機電話		
Emergency Contacts 緊急電話		
Email Address 電郵地址		
Address 地址		

Emergency contacts other than the above-listed Parents/Guardian 非家長/監護人之緊急聯絡人:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 緊急聯絡人姓名 緊急聯絡人 電話

Relationship to Student: \_\_\_\_\_  
 與學生的關係

Student's Existing Medical Conditions  
 學生醫務資料 \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 家庭醫生姓名 電話號碼

Medical Insurance: \_\_\_\_\_ \* Medical No: \_\_\_\_\_  
 健康醫藥保險公司 保險卡號碼

Allergy to Medications:  
 敏感藥物 \_\_\_\_\_

I hereby grant permission for my child to participate in Contra Costa Chinese School programs and activities. I will hold harmless and indemnify CCCS, Diablo Valley College and/or any of their officials, Directors, staff and/or associates from any losses, damages, and/or obligations which may arise out of CCCS programs or activities. (Refer to Memorandum of Understanding) In case of accident or injury, I also grant permission for my child to receive emergency medical treatment and to be hospitalized if necessary. It is understood that the school will make every reasonable and timely attempt to contact me or the persons listed above before taking appropriate emergency action.

\* For Kaiser Members, you must sign the "consent to treat minor" Kaiser form which authorizes the doctors to administer required medical treatment.

\_\_\_\_\_  
 Parent/Guardian's Signature 家長/監護人簽名

\_\_\_\_\_  
 Date 日期

*Contra Costa Chinese School*  
**2011-12 Chinese as a Second language (CSL) Program**

**MEMORANDUM OF UNDERSTANDING**

In consideration of my child's enrollment in Chinese as a Second Language (CSL) Program in the Contra Costa Chinese School ("CCCS" "The School"), a California nonprofit organization operated by volunteers for the purpose of promoting and cultivating Chinese learning, I, the undersigned ("Parent/Guardian"), on behalf of myself and my child(ren), agree and acknowledge as follows:

- 1) CCCS is a non-profit, non-political, and non-religious volunteer-run educational organization.
- 2) CCCS offers two registration options: in-person or online. E-signatures submitted during online registration are legally binding.
- 3) All Parents/Guardians and Students are required to observe and abide by all policies in the registration packet and student handbook, including parking rules, as promulgated by DVC and other local authorities. I agree to take full responsibility for my child(ren) to observe, follow and obey any and all school rules and regulations.

The School has sole discretion to, and expressly reserves the right to, dismiss or expel any student who commits a serious violation of its rules and regulations. The School also has the sole discretion to accept or refuse, in the best interests of the School, any student's admission to the School's language or enrichment programs.

I agree to take full financial responsibility for any damage to the school facilities and equipment caused by my child(ren), family members or myself.

- 4) The School, while striving to maintain an objective evaluation of the Student's comprehension of the Chinese language, has sole discretion in determining the Student's grade/class level. The School will, however, use its best efforts to resolve any difference of opinion regarding a Student's grade/class assignment with the Parent/Guardian. The Parent/Guardian shall have the option to request a refund in accordance with The School's refund schedule (see CSL Program Information) in the event that a Parent/Guardian does not want the enrolled student to continue in the assigned grade/class.
- 5) In the event of a refund request, the school will be given a reasonable amount of time to process papers and payment.
- 6) I agree to notify School within two weeks of any and all material changes in Student's School status and information contained herein in the Application Form including, but not limited to, address, telephone, and other matters of School concern.
- 7) Any textbook/homework book returned for credit/refund must be in new condition (unmarked and re-sellable conditions) with original packaging and accompanying items (e.g. CD). Otherwise, a \$20 charge will apply.
- 8) I hereby grant permission to CCCS to publish photos or video recordings of me, my child(ren), relatives or invited friends attending the School or School events (e.g. our Chinese New Year celebration) in the School's weekly bulletin, school yearbook, website or other appropriate media made available for viewing by the general public for promotional, informational or outreach purposes.

Alternatively, the Parent/Guardian may submit a written request to "opt out" from CCCS published photographs/video recording. This written statement must be duly received and acknowledged by the School.

**ASSUMPTION OF RISK, WAIVER OF LIABILITY,  
AND INDEMNIFICATION AGREEMENT**

- 9) I, the undersigned, fully understand that my child's participation in the School's classes and events may involve risk of accidents or personal injuries. Therefore, on behalf of my child, my spouse/partner and myself, I hereby agree to forever release, waive, discharge, covenant not to sue, indemnify and hold harmless CCCS, Diablo Valley College, and CCCS' board members, teachers, volunteers, staff and associates, of and from any and all claims, actions and damages for accidents, personal injuries, emotional distress, disabilities or death that my child or any of my family members have or may have sustained as a result of participation at the School.

Additionally, the School's insurance policy does not provide any coverage during non-school business hours and activities. All Parents/Guardians are responsible for student pick-up arrangements immediately after the student's class/activities. **Students who stay on the school premises unattended do so entirely at the student's and parent's own risk.**

I certify that I have read and fully understood, as well as received a copy of all documents hereof.

Student Name: \_\_\_\_\_ 2011-12 Grade and Class: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_