

# Austin Chinese Church Chinese School Parents' Handbook(E)

## Fall 2008

Austin Chinese Church Chinese School is a non-profit organization with the following mission:

- To inherit the cultural traditions of overseas Chinese, stimulating the education of Chinese language and culture;
- To establish cultural consensus among overseas Chinese, stimulating friendships and mutual concern;
- To propagate the spirit of God's love for the world, stimulating the spread of the gospel in Chinese communities.

In order to promote communication and cooperation between the school and parents, please review the following reminders. We also welcome your comments and feedback.

### 1. The school's structure

- a. Austin Chinese Church Chinese School board of Directors
- b. Austin Chinese Church Chinese School

### 2. Academic Strategies

- a. Teaching Schedule - The teacher of each class will plan the schedule of lessons at the beginning of the semester, so the school and parents can both have a clear understanding of the lessons' progress and contents.
- b. The lessons will be based mainly on Chinese textbooks, supplemented by Chinese Sunday School materials. If any text within the textbooks is in conflict with Christian beliefs, the school will use substitute materials.
- c. Comments regarding a teacher's lesson contents or progress can be directed to the teacher. If there are any difficulties, please notify the school administration.

### 3. Parental representative/parents' duties

- a. Each class should elect one Room Parent to represent the class, to stimulate communication between the school and parents.
- b. Parents must give their full support to the school's teaching strategies, and fully cooperate with the teacher, in order to increase the effectiveness of the studies.
- c. Parents must monitor their students and have them complete assigned homework in a timely fashion.
- d. Parents must fully cooperate and support the various activities hosted by the school.
- e. Parents will need to help serve snack.

#### 4. Attendance and classroom behavior

Class time is Sunday afternoon from 1:30 to 3:40; extracurricular activity is from 3:50 to 4:40. Students must come to class on time. Parents must consider Chinese school as part of the students' formal education, and as such discourage excessive absences. In order to develop good character in the students, parents must also discipline them against improper classroom behavior.

#### 5. Notices to parents

- a. Late fee - The dismissal time for Chinese school is 3:40p.m., and 4:40p.m. for extracurricular activities. We ask that parents pick up their students from the school on time; if late, the school will assess a \$10 late fee. Thank you for cooperating.
- b. Student safety - If your student feels ill during class time, he or she will be brought to the Chinese school office for a short rest. If necessary, the school will notify the parent for pickup.
- c. After class dismissal, the students' safety is the parents' responsibility, and the school will not be held liable.

#### 6. Tuition Schedule

- a. The tuition includes a \$10 (or \$20 for new student) registration fee that is non-refundable.
- b. Second student from the same family will receive a 5% discount on tuition. The third or more student from the same family will receive a 10% discount.
- c. Drop out procedure

- **Drop requests must be made to the school administration in writing, in person; mailed requests are not acceptable.** The drop out will be effective on the date of the request.
- If the parent makes a drop request in writing with the school, the tuition will be refunded **according to the following chart** (less the \$10 / \$20 non-refundable registration fee):

Date when drop request is received	Percentage of tuition refunded
Before Sept. 07, 2008	100 %
Sept. 07, 2008	85%
Sept. 07, 08 to Sept. 21, 08	70%
After Sept. 21, 2008	No refund

- If a refund is due, the school administration will mail a check to the address used in registration.
- If the refund check is not received six weeks after submitting the drop request, please contact Austin Chinese Church Chinese School, at [accsadmin@gmail.com](mailto:accsadmin@gmail.com).