

Chang Cheng Chinese School (CCCS) 2011/2012 Registration Information and Policies

Notice of Nondiscriminatory Policy

- Chang Cheng Chinese School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial programs, and athletic and other school administered program.

School Location

- Will C. Wood Middle School (6201 Lemon Hill Avenue, Sacramento, CA 95824)

School Date and Time

- Saturday, 9am-1:00pm, from 09/10/2011 to 06/23/2012 excluding holidays (Please check 2011-2012 School Calendar for detail)
- Fall Semester: from 09/10/2011 to 02/04/2012
- Spring Semester: from 02/25/2012 to 06/23/2012

Registration Period (for 2012 Spring Semester)

- Early Registration: January 28, 2012 to February 15, 2012
- Late Registration: After February 15, 2012

Contact

- Registration: registration@cccs-usa.org
- Parent Duty: duty@cccs-usa.org
- School Principal: principal@cccs-usa.org
- Textbooks: textbook@cccs-usa.org
- Mailing Address: PO Box 160834, Sacramento, CA 95816-0834
- Office Telephone: (916) 266-9158
- Web Site: www.cccs-usa.org

Registration

- Registration Form can be downloaded from www.cccs-usa.org/registration.
- One family one registration form. One family one payment. Textbook purchase must use separate check.
- There is ***NO*** registration fee.
- If multiple classes are offered for the same grade, the continued students should stay in the same class they attended last semester. The new students will be assigned to a class by the school. Parents may not choose which class to go to within the same grade.

- There are no drop-ins or partial tuition for any class. Students must pay full semester tuition at any time during the school year in accordance with the schedule, tuition, and fees as listed herein in order to be admitted into the class.
- The school reserves the right to change or cancel classes. Full refunds will be issued if a class is cancelled.
- When a class is full, the students will be placed on a waiting list in the order an application is received.
- A class may be cancelled due to insufficient enrollment.

Classes, Schedule, Tuition, and Fees

- Classes may be added, cancelled, or merged depending on the enrollment. The fees indicated below cover **ONE** semester only.
- Chinese Language K-9 Classes (10:00am-12:00noon).

Class	Teacher	Textbook to be used	Tuition	
			Early Registration	Late Registration
Kindergarten (KA)	俞 华	汉语拼音	\$180.00	\$195.00
Kindergarten (KB)	商艺竞	汉语拼音	\$180.00	\$195.00
1st Grade (1A)	付继红	ESC 1	\$180.00	\$195.00
1st Grade (1B)	王 苏	ESC 1	\$180.00	\$195.00
2nd Grade (2A)	赵 璐	ESC 1	\$180.00	\$195.00
2nd Grade (2B)	葛建婷	ESC 1	\$180.00	\$195.00
3rd Grade (3A)	王 娟	ESC 2	\$180.00	\$195.00
3rd Grade (3B)	郭书勤	ESC 2	\$180.00	\$195.00
4th Grade (4B)	吴 江	ESC 2	\$180.00	\$195.00
5th Grade (5)	张 巍	ESC 3	\$180.00	\$195.00
6th Grade (6)	王毅力	ESC 4	\$180.00	\$195.00
7th Grade (7)	郑灿红	ESC 5	\$180.00	\$195.00
8th Grade (8)	王菊春	ESC 6	\$180.00	\$195.00

- Sibling Discounts. There are **NO** sibling discounts.
- Children Enrichment Classes. Class size 5 students minimum and 25 students maximum.

Class	Teacher	Schedule	Fees	
			Early Registration	Late Registration
Youth Basketball	Millard Baker	9:00 am - 9:55 am	\$135.00	\$150.00
Youth Dance	季卫红	9:00 am - 9:55 am	\$135.00	\$150.00
Sketch (素描)	余珍珠	9:00 am - 9:55 am	\$135.00	\$150.00
Drawing	余珍珠	12:05 pm - 1:00 pm	\$135.00	\$150.00

- Adult Classes. Class size is 16 students maximum per class, if taught by a teacher or instructor.

Class	Teacher	Schedule	Fees	
			Early Registration	Late Registration
Dance Aerobics (1)	殷 姿	10:00am - 10:55am	\$135.00	\$150.00
Dance Aerobics (2)	殷 姿	11:00am - 11:55am	\$135.00	\$150.00
Adult Dance	季卫红	10:00am - 10:55am	\$135.00	\$150.00
Tai Ji	毕清文	11:00am - 11:55am	\$135.00	\$150.00
Adult Basketball	Self Practice	10:00am - 11:55am	\$50.00	\$65.00

Payment Methods

- By EFT (Electronic Funds Transfer): In order to reduce our volunteer's administrative effort, we are offering the EFT payment method. For parents whose banking institutes allow free EFT, you may take advantage by using the service to pay for the tuition and fees. If you have a checking or saving accounts with Wellsfargo or Ing Direct, this service is ***FREE*** and additionally you will save a stamp and check. For instruction of making payment via EFT, please send a null email to eft@cccs-usa.org, which is an auto-responder that sends the information immediately back to you. We encourage parents and students to use this payment method and it will save our volunteers' effort to process the checks.
- By Check: Make ***ONE*** check per family payable to CCCS and mail it to the following address along with the registration form:

CCCS
 PO Box 160834
 Sacramento, CA 95816-0834

- Checks must be received with a postmark on or before the Early Registration deadline in order for ***Early Registration*** fees to apply. Checks received with a postmark after Early Registration deadline, ***Late Registration*** fees will apply.
- Checks that are rejected by the bank will result in \$25 penalty for each rejected check.
- No cash payments will be accepted.

Textbooks

- The tuition for Chinese language K-9 classes does ***NOT*** include textbooks.
- Starting from Fall 2010, CCCS has adopted new textbooks for Grades 1 to 8. The new textbook is ***EASY STEPS TO CHINESE (ESC)***, which includes a textbook (with 1 CD) and a workbook.
- Kindergarten class uses Textbook (汉语拼音).
- All Textbook and Workbook purchase is the responsibility of the parents except Kindergarten textbook 汉语拼音, which will still be purchased from the school separately (\$10 each set for registered students if purchased at the time of registration, \$20 otherwise). These textbooks and workbooks (ESC) are commercially available and parents have the following options to purchase:

- Buy them from China. If you are on vacation in China, you can buy them from 新华书店 or <http://www.amazon.cn>. This is perhaps the best deal if you are able to do so.
- Order from online stores in US. Textbooks can be ordered from www.amazon.com, www.chinesemall.com, www.chinasprout.com, www.purpleculture.net, or other various online stores.
- Order from school. Please download the textbook order form at www.cccs-usa.org/registration/Textbook_Order_Form.pdf.

Parent Duties

- Parents of registered children are expected to perform school duties. The school duties may be waived by paying a fee (\$20 per student). The school duties are assigned by school. Parents who waive school duties may still be required to perform class duties assigned by class teacher or Class Parent Representatives. The following individuals are exempt from School Parent Duties: CCCS Board Members, CCCS Teachers, and Class Parent Representatives.

Class Observation

- Upon request, one free class trial can be granted per student per class. Observation written permission can be obtained from school Principals. A student without completion of registration or without a written observation permission from the school will **NOT** be permitted to enter the class.

Class Withdraw and Refund Policies

- Full refund will be given to students who withdraw classes on or before March 7, 2012.
- Refund request must be made in writing including an address where the refund check is sent to and a telephone number to contact. Refund checks will be issued within 5 business days after the request is made.
- **NO** refund will be given after March 7, 2012 (except for medical reasons).

Financial Aids

- CCCS will continue providing financial aids to low income families. Qualified families may apply financial aids separately. For additional information on financial aids, please visit CCCS website.