



Bay Valley Chinese School  
2017-2018 School Year Student Registration Instruction  
**600 El Capitan Dr. Danville, CA**  
**P.O. Box 3351 Danville, CA 94526**  
[www.bayvalley.org](http://www.bayvalley.org)

March 10, 2017

**Dear Parents, please carefully review the following information:**

● **Registration Procedure:**

1. Obtain, complete, and sign the registration package. The package consists of six forms: Form 1 student record (one page), Form 2 Emergency Information (one page), Form 3 Memorandum of Behavioral Expectations and Major School Rules (one page), Payment Form (one page), EP Registration Form (one page), and EP Brochure (one page). Parent/guardian signature is required on first three forms. One packet is required for each student. Please make sure every field is filled. Incomplete forms will not be accepted.
2. One check is required for each student registered, make check payable to “Bay Valley Chinese School”. Do not forget to mark the student’s name and class on the check.
3. There is a **\$50** charge for each returned check.
4. Approval of registration is subject to the class availability. The school also has the right to cancel any class if either insufficient registration or a shortage of classrooms is incurred, in such case the full refund will be made to the student.
5. BVCS will assign the students to the appropriate classes. Any request will be considered but may not be honored.
6. School will begin on **August 18, 2017**. The student list and class placement will be posted on the school website in the second week of August 2017.

● **Current Student Registration: Registration dates: April 14 and April 21, 2017 from 7 p.m. to 8:50 p.m.**

1. Current students are those who enrolled in BVCS for the 2016-2017 school year.
2. **Staple the registration forms and the check together, and turn everything in to the classroom parent.** The room parents should deliver the registration forms to the registration office on April 14 and April 21.
3. Parent/guardian should carefully review the student record and use a red-colored pen to mark and correct the student and family information, please verify and update the email address accordingly. The registration office will update the school student database once it receives the registration forms with the corrections.
4. Parent/guardian is required to review and fill in the necessary information in the emergency information form. Parent/guardian should also review the Memorandum of Behavioral Expectations and Major School Rules with his/her child. Sign the forms as marked on the forms.
5. Current students’ sibling(s), who are eligible for kindergarten or 1<sup>st</sup> grade admission this fall, can register at the same time with the current student. Please remember to attach a copy of the new student’s birth certificate. (New students enrolling for the 2<sup>nd</sup> or higher grade have to report to the academic department to take the placement test at 6 p.m. on April 28. Registration will be accepted only after the student passes the test.)
6. Current students, who are interested in skipping grade levels, should get application forms from Melody Tsai, Director of Department of Academics. Teacher’s recommendation and signature are required. The application deadline is May 19, 2017. The test is scheduled at

6 p.m., August 11, 2017, in Room#100. If there is any change of the test date, BVCS will notify the applicants immediately.

- 7. **A current student who turns in registration forms after 4/21/2017, the registration deadline will lose his or her registration priority. He/she will be treated as a new student.**
  - 8. **Parents/Guardians, who did not perform the assigned school duty, has to pay the penalty at the time of registration. Otherwise the student will not be allowed to register.**
- **New Student Registration: Registration dates: April 28 and May 12, 2017 from 6:30 p.m. to 8:00 p.m., at the office in room #100. Registration forms are available on the BVCS website and at the office.**
    - 1. Due to the class size limitation, the school only accepts in-person registration.
    - 2. Please bring the birth certificate or passport to verify the date of birth of student who is enrolling in kindergarten or the 1<sup>st</sup> grade classes. The child's date of birth should be on or before **September 1, 2012** to qualify for kindergarten enrollment and on or before **September 1, 2011** to qualify for the 1<sup>st</sup> grade enrollment.
    - 3. **Students enrolling in the 2<sup>nd</sup> or higher grades must come to the office to take the placement test at 6 p.m. in order to be assigned to the appropriate grade level on the registration dates.**

- **Payment and class hours:**
  - 1. Annual tuition: **\$520.00** (textbook fee included). Class fee: **\$30.00**. For Enrichment Program tuition, please check out from Payment Form.
  - 2. Please check the items related to your child from Payment Form and make one check for each student. Class fee is to support the class and school activities. The room parents are in charge of the class fees.
  - 3. Class hours are Friday evening, 7 p.m. to 8:50 p.m.
- **Refund Policy: If the student decides to withdraw from BVCS, please submit a written request: (1) in person to BVCS office in Room 100, (2) via email to [bayvalleychineseschool@yahoo.com](mailto:bayvalleychineseschool@yahoo.com), or (3) via mail to BVCS at P. O. Box 3351, Danville, CA 94526. Please include student name, class in 2017, address and parent's name. Refund checks will be sent out in four weeks after the first day of the school. Refund checks will be made payable to the parent and mailed to the residential address. The refund amount varies based on the date of request for withdrawal. The amount of deduction is as follows:**

<b>Withdrawal date:</b>	<b>Deduction</b>
<b>On or prior to August 18, 2017</b>	<b>\$50.00</b>
<b>Between August 19, 2017 and August 25, 2017</b>	<b>\$140.00</b>
<b>On or after August 26, 2017</b>	<b>No refund</b>

*\*\*\*For request of withdrawal from Enrichment Program only, please see Enrichment Program application form for details.*

- **Last Day of Registration: BVCS registration office will not accept any new enrollment after the 25<sup>th</sup> of August, 2017.**

If you have any questions regarding registration, please contact BVCS Registration, at (925) 820-9702 or email to: [bvcsreg@gmail.com](mailto:bvcsreg@gmail.com).