



# Bay Valley Chinese School

## 灣谷中文學校

600 El Capitan Dr., Danville, CA 94526 / P.O. Box 3351, Danville, CA 94526

[www.bayvalleychineseschool.org](http://www.bayvalleychineseschool.org)

### REGISTRATION FORM 1

2018-2019

#### I. STUDENT INFORMATION

For Office Use Only

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

Last Name, First Name                      學生中文姓名                      Gender                      Birthdate

Name of Chinese school attended before \_\_\_\_\_

Last grade and date of attendance at previous Chinese school or BVCS \_\_\_\_\_

Grade anticipated to enroll at BVCS in 2018-2019 \_\_\_\_\_

Class \_\_\_\_\_

List name(s) and grade(s) of other child(ren), if any, currently enrolled in BVCS

#### II. FAMILY INFORMATION

##### Parents/Guardians

Fam.ID \_\_\_\_\_

	Father / Guardian A	Mother / Guardian B
Name (LAST,FIRST)		
中文姓名 Chinese Name		
Occupation		

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Street Address    City    State                      Zip

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Home Phone                      Cell Phone (Primary)                      E-MAIL Address (Primary)

Language(s) used at home (Check all that apply):

- Mandarin(M)國語    Cantonese(C)粵語    English(E)    Others(O)其他

Lang \_\_\_\_\_

By signing below, I acknowledge receipt of the "Registration Instructions & Refund Policy" which is attached to the Registration Forms and I have read and agreed to abide by it.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* For Office Use Only \*\*\*\*\*

Grades 年級	Annual Tuition 學費	Class Fee 班費	Total 總計
K-CC	\$520.00	\$30.00	\$550.00
Check #	Check Amount:	Cash:	Total:

Processed by \_\_\_\_\_

Date \_\_\_\_\_



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### REGISTRATION FORM 2

#### Emergency Information

Class in 2018-2019: \_\_\_\_\_

Student Name: \_\_\_\_\_ 學生中文姓名: \_\_\_\_\_

#### Parents/Legal Guardians:

	Father / Guardian A	Mother / Guardian B
English Name		
Chinese Name		
Home Phone		
Cell Phone		

#### Alternate contact:

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Medical Information:

Doctor's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Policy No: \_\_\_\_\_

Allergy to Medications: \_\_\_\_\_ Any Special Needs: \_\_\_\_\_

### **PARENTAL/GUARDIAN PERMISSION/RELEASE & MEDICAL AUTHORIZATION**

I hereby grant permission for my child (the above-named student) to participate in Bay Valley Chinese School programs. On behalf of myself, my child, or my family participating in the programs or activities provided by Bay Valley Chinese School (BVCS) and/or \*\*Association of Northern California Chinese Schools (ANCCS), I agree to assume all risks of accidents or injuries sustained from whatever cause in connection therewith. I hereby release, indemnify and hold harmless BVCS, ANCCS, Charlotte Wood Middle School and/or any members of the said organizations from any and all liability, damage, claim of any nature whatsoever arising out of my child's, or my family's participation in such activities. I also grant permission for my child to receive emergency medical treatment and to be hospitalized if necessary. It is understood that every attempt possible would be made to contact me or the persons listed above before taking this action, provided that the situation allows.

\*\*BVCS is a member of ANCCS

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



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### REGISTRATION FORM 3

2018-2019

#### MEMORANDUM OF BEHAVIORAL EXPECTATIONS AND MAJOR SCHOOL RULES

- (1) BVCS is a volunteer-based non-profit organization. All Parents/Legal Guardians must participate in the overall day-to-day operation of BVCS.
- (2) BVCS reserves the right to deny the admission of any student.
- (3) It is the full responsibility of Parents/Legal Guardians to ensure that their child/student understands and follows school regulations. The School administration of BVCS reserves the right to dismiss any student for violating the School regulations or who causes disruption to the overall success of our education process.
- (4) Parents/Legal Guardians will be held fully responsible for their own property and will assume responsibility for any damage to school property or facilities caused by their child/children, or by the Parents/Legal Guardians themselves.
- (5) Parents/Legal Guardians are required to notify their teacher before class via email:  
[a] if their child/student will be absent, and  
[b] if their child/student will be leaving earlier than regular school hours (7:00 p.m. to 8:50 p.m.).
- (6) Parents/Legal Guardians are to obey all parking and traffic rules while on the BVCS campus. Do not park or allow vehicles to stand in the "No Parking" zone. Do not block fire lanes.
- (7) Parents/Legal Guardians are required to perform a minimum of 2 (two) evenings of yard duties per year. Parents who fail to perform their yard duties are subject to a \$100 in-lieu fee for each absence. Parent-duty-list will be distributed at the beginning of the school year. Parents assuming the role of "Primary Room Parent" will be exempted from such yard duty. Parents/Legal Guardians may also be required to assist the teacher with class related activities as needed.
- (8) Permission is hereby granted by Parents/Legal Guardians to BVCS to publish photos of their child/children on newsletter, website and other public relations platforms.
- (9) Parents/Legal Guardians are strongly advised to inform BVCS immediately of any changes on the "Emergency Form," including student's address, phone number and parents' email address.
- (10) Parents/Legal Guardians have further agreed to take full responsibility for themselves, for their child/children, and for their family to follow and obey any and all BVCS rules in the Parent & Student Handbook, available on the school website at <http://bayvalleychineseschool.org/handbook.php> (under the "Resources" tab).

**We, the student and the parent/legal guardian, have reviewed and understood the "Memorandum of Behavioral Expectations and Major School Rules." The signature below proves that we acknowledge and agree to abide by all the foregoing rules and statements.**

Student Name: \_\_\_\_\_

Class in 2018-2019: \_\_\_\_\_

Parents/Legal Guardians Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### REGISTRATION INSTRUCTIONS & REFUND POLICY

2018-2019

- **Registration Policies:**

1. 2018-2019 classes will begin on **August 17, 2018 from 7:00 pm to 8:50 pm**. The student list and class placement will be posted on the school website the first week of August 2018.
2. The school has the right to cancel any class if there are insufficient enrollment and/or a shortage of classrooms; in such case a full refund will be issued.
3. BVCS will assign students to their appropriate classes. Any request will be considered but may not be honored.
4. Registration forms can be downloaded from BVCS website. Make check payable to "Bay Valley Chinese School" with student's name and class on it. Check amount is **\$550** [\$520 for annual tuition (textbook fee included) and \$30 for class fee]. There is a **\$50** charge for each returned check.
5. BVCS will not accept any new enrollment after **August 25, 2018**.

- **Instructions for Current Students (who are enrolled in 2017-2018 school year): Registration dates are on April 27 and May 4, 2018 from 7:00 p.m. to 8:50 p.m.**

1. Update in red ink the pre-printed registration forms (Forms 1 through 3) and turn them in with a tuition check to the classroom parent.
2. Current students' sibling(s), who are eligible for kindergarten or first grade admission this fall, can register at the same time with the current student. Please refer to the **New Students Registration** section below.
3. Current students, who are interested in skipping grade levels, should obtain from the Director of Academics a Skip-Grade Request Form on which teacher's recommendation and signature are required. The application deadline is May 11, 2018. The test is scheduled at 10:00 a.m. on August 12, 2018. The location will be notified/emailed a week before the test.
4. **A current student who turns in registration forms after May 4, 2018 will lose his or her privilege of registration priority. He/she will be treated as a new student.**
5. **Parents/Legal Guardians, who did not perform their assigned school duty, have to pay the penalty at the time of registration. Otherwise their students will not be allowed to register.**

- **Instructions for New Students: Registration date is on May 11, 2018 from 7:00 p.m. to 8:50 p.m., at the office in room #100. (\*In-person Registration Only)**

1. Please bring in birth certificate or passport to verify the date of birth of student who is enrolling in kindergarten or first grade. The child's date of birth should be on or before **September 1, 2013** to qualify for kindergarten enrollment and on or before **September 1, 2012** to qualify for first grade enrollment.
2. **Students enrolling in second grade or higher must come to the office on the registration date to take the placement test at 7:00 p.m. in order to be assigned to the appropriate grade level.**

- **Withdrawal/Refund Policy: Submit a written request for withdrawal: either (1) in person to BVCS office in Room 100, or (2) via email to [bayvalleychineseschool@yahoo.com](mailto:bayvalleychineseschool@yahoo.com). Please include student name, class in 2018, address and parent's name. Refund checks will be issued in four weeks after the first day of the school. Please consult refund schedule below:**

Withdrawal date:	Deduction	Refund Amount
On or prior to August 17, 2018	\$50	\$500
Between August 18, 2018 and August 24, 2018	\$140	\$410
On or after August 25, 2018	\$550	\$0 (No Refund)

If you have any questions regarding registration, please contact BVCS Registration, at (925) 263-9378 or email to: [bvcsreg@gmail.com](mailto:bvcsreg@gmail.com).