



# 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

2021-2022

### 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 2021-2022 \_\_\_\_\_

Class \_\_\_\_\_

List name(s) and grade(s) of other sibling(s), 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 \_\_\_\_\_

The signature below signifies that the above-named student and his/her parent/legal guardian (signing below) have received, reviewed, and agreed to abide by the rules and statements listed on the attached ADDENDUM (A) "Registration Instructions & Refund Policy," and ADDENDUM (B) "Memorandum of Behavioral Expectations, Major School Rules, And Waiver," both of which are part and parcel of this Registration Packet.

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 2021-2022: \_\_\_\_\_

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 ADDENDUM A

2021-2022

### REGISTRATION INSTRUCTIONS & REFUND POLICY

- **Registration Policies:**

1. 2021-2022 classes will begin on **August 13, 2021 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 2021.
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 place students to their appropriate classes. Any request will be considered but may not be honored.
4. Registration forms can be downloaded from the BVCS website, and all applications must be **returned by mail** to BVCS at **P.O. Box 3351, Danville, CA 94526**. Make check payable to "Bay Valley Chinese School" in the amount of **\$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 21, 2021**.

- **Instructions for Current Students (who are enrolled in 2020-2021 school year): Registration starts on April 23, 2021. Completed registration Forms 1 and 2 must be mailed back to BVCS and postmarked no later than May 21, 2021.**

1. Please print out the pre-filled registration forms emailed to you by your teacher.
2. On Forms 1 and 2, update in red ink your information and provide signatures. Submit these forms by mail with a tuition check indicating on the memo line the name of student and his/her grade level.
3. 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 for additional document requirement and placement decision.
4. **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 starts on May 7, 2021. Completed registration Forms 1 and 2 must be mailed back to BVCS and postmarked no later than May 21, 2021.**

1. Please download and print registration forms from the BVCS website.
2. Complete and sign Forms 1 and 2 and submit them by mail with a tuition check, indicating on the memo line the name of student and his/her grade level.
3. Student who is enrolling in kindergarten or first grade must enclose a copy of birth certificate or passport to verify the date of birth. The date of birth should be on or before **September 1, 2016** to qualify for kindergarten enrollment, and on or before **September 1, 2015** to qualify for first grade enrollment.
4. **For students enrolling in second grade or higher, their official placement will be based on the result of the placement test, the details of which will be notified by the Registration Department after BVCS' receipt of registration forms and tuition check.**

- **Withdrawal/Refund Policy: Submit a written request for withdrawal:**

**either (1) in person to BVCS office in Room 100 during our school hours, or (2) via email to [bayvalleychineseschool@yahoo.com](mailto:bayvalleychineseschool@yahoo.com). Please include student name, class in 2021-2022, 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 13, 2021	\$50	\$500
Between August 14, 2021 and August 20, 2021	\$140	\$410
On or after August 21, 2021	\$550	\$0 (No Refund)

For questions regarding registration, please call (925) 263-9378 or email to [bvcsreg@gmail.com](mailto:bvcsreg@gmail.com).



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### REGISTRATION ADDENDUM B

2021-2022

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

- (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, or
  - [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) Parents/Legal Guardians consent and acknowledge that:
  - [a] their child may be filmed, videotaped, and photographed, and their child's voice may be recorded at school activities and events during the academic year;
  - [b] BVCS has the right to use, publish, broadcast, or post such film, videotape, photographs, and sound recordings (hereafter the "Material") on newsletters, brochures, flyers, website, and other public relations platforms;
  - [c] BVCS is allowed to include the student's name in the media/publications aforementioned; &
  - [d] BVCS has the exclusive and complete ownership of the Material.Parents/Legal Guardians expressly waive any rights of privacy or confidentiality, or proprietary rights or interests in the use of the Material.
- (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).