



# 西谷中文學校

Established since 1963

West Valley Chinese Language School

P.O. Box 2383, Sunnyvale, CA 94087 • (408) 839-7001 • [www.wvcls.org](http://www.wvcls.org)

March 18, 2011

Dear parents,

We hope the current school year has been a successful one for your children! Attached please find the registration packet for the 2011-2012 academic year. We encourage you to register early to reserve a place for your children.

Pre-registration for the 2011-2012 school year will start on March 25<sup>th</sup> through April 29<sup>th</sup> during school hours at the student center of Homestead High School. **Cost for the 2011-2012 school year continues to be \$350\* per student**, which includes tuition and fees for textbooks and most classroom materials. Registration received after April 29<sup>th</sup> will incur a \$20 penalty, i.e., **cost per student will be \$370\* after April 29<sup>th</sup>**. Based on popular request for **sibling discount** and after careful considerations of our school's financial situation, the School Board has decided to offer a **discount of \$10 for each sibling enrolled in the 2011-2012 school year** as a token of appreciation to all the families for their support over the years! That is, a family with 2 children enrolling to our school will receive \$10 discount for the sibling enrollment, with 3 children will receive \$20 sibling discount and so forth. Again, for those families interested in special payment arrangement, please contact Amy Chan ([i.love.my.twins@gmail.com](mailto:i.love.my.twins@gmail.com) or 408-839-7001) for more information.

Please review the packet carefully and turn in your children's registration soon. Be sure to complete all the information requested, especially the Emergency Contact Form, the Mandatory Parent Participation section of the Registration Form, and the General Service Activities Sign-Up Form. Starting this year, we would like to make use of our website to streamline the completion of the above forms. You can go to our website <http://wvcls.org/>, click on the admission, registration package, to **fill-in the information on-line and then print out the completed forms** to hand in to our registrar per the registration period mentioned above. While we will continue to send the registration packet home this year, we would like to encourage the use of our website to ensure information provided is accurately recorded as well as to move towards using less paper. Your co-operation is very much appreciated.

**We will also continue our school-wide incentive that parents who refer new students to our school will be exempted from the mandatory parent participation service. We are very grateful for your help in referring new students to our school.**

Please discuss with a school board member if you have any questions.

Thank you and best regards,

The 2010-2011 School Board

*\* The tuition and fees paid do not include the cost of a "Commercial Press" Chinese dictionary which all C4 and above students are required to have for school. Cost of the dictionary is \$15 and students will have to purchase separately from the school.*



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## Registration information for 2011-2012 School Year

**DURATION:** Sep '11 through May '12 (*Tentative only. Check [www.wvcls.org](http://www.wvcls.org) in August for firm dates*)

**TIME:** 7:00PM to 9:00PM Fridays

**LOCATION:** Homestead High School, 21370 Homestead Road, Cupertino, California

**TELEPHONE:** (408) 839-7001

**ELIGIBILITY:** Students, age 5 or older by 12/2/11, who wish to learn Chinese (Cantonese) Language, and experience and understand Chinese customs and culture.

### REGISTRATION:

- Pre-registration can be made in person during school hours from 3/25/11 to 4/29/11. Full payment is due at registration. For returning students, please register by 4/29/11 to reserve your place.
- Walk-in registration will be held in first two weeks of the '11-'12 academic year, from 7:00-8:00 PM. (Please check [www.wvcls.org](http://www.wvcls.org) to confirm date and time)
- Completed registration packet and full payment may also be mailed to the following address:

West Valley Chinese Language School  
P.O. Box 2383  
Sunnyvale, CA 94087

- Registration of fully paid applications will be honored on a first come, first served basis.
- All new students requesting enrollment at West Valley class levels other than CK may be required to take a language ability assessment before a level/class can be assigned.

### TUITION & FEES:

- For applications completed on or before 4/29/11: \$350.00\* per student for FULL school year (This includes tuition and fees for textbooks and most classroom materials).
- For applications completed after 4/29/11: \$370.00\* per student for FULL school year (This includes tuition and fees for textbooks and most classroom materials).
- Discount of \$10 for each sibling enrollment will be applied
- Make checks payable to West Valley Chinese Language School or WVCLS.
- Tuition & Fee payment special arrangement available upon request. Please attach a request letter with registration material.

*\* The tuition and fees paid do not include the cost of a "Commercial Press" Chinese dictionary which all C4 and above students are required to have for school. Cost of the dictionary is \$15 and student will have to purchase separately from school.*

### CLASS LISTS:

- Class confirmation will be mailed in August 2011.
- Class rosters will be posted at the school on the first day of school.
- Class assignment is based on gender and age of students. No special requests will be entertained.

**COMPLETED EMERGENCY FORM AND GENERAL SERVICE ACTIVITIES SIGN UP FORM ARE REQUIRED WITH THE REGISTRATION PACKET. AN INCOMPLETE PACKET WILL BE RETURNED WITHOUT PROCESSING.**



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## Course offerings for the 2011-2012 School Year

### Overview:

- Chinese program from kindergarten (CK) through CAdv2 levels with emphasis on listening and speaking Cantonese, reading and writing traditional Chinese, and gaining knowledge and progressive appreciation of the cultures of the Chinese-speaking world.
- Mandarin (Han yue pin yin) lessons are taught in the Chinese program from C4 - CAdv2 levels.

Class Code	Description	Prerequisite
CK	Kindergarten - This class is for students who can sufficiently understand and interpret age-appropriate topical conversations in Cantonese, but cannot, or can only minimally, read or write Chinese. Emphasis is on building listening and verbal skills, with introduction to reading and writing simple “traditional” Chinese characters.	None
C1	Level 1 Chinese - This is the first course in a series of textbook-based learning curriculum. Emphasis of the curriculum is on listening, conversational, reading, and writing aspects of the Chinese Cantonese language. Instruction will cover more vocabulary, simple sentence construction, reading and writing skills.	CK / Assessment
C2	Level 2 Chinese	C1 / Assessment
C3	Level 3 Chinese	C2 / Assessment
C4	Level 4 Chinese	C3 / Assessment
C5	Level 5 Chinese	C4 / Assessment
C6	Level 6 Chinese	C5 / Assessment
C7	Level 7 Chinese	C6 / Assessment
C8	Level 8 Chinese	C7 / Assessment
CAdv1-1	This is the first year of a two-year Advanced 1 program. Continuation of Level 8. This class focuses on essay writing; listening, reading and comprehension of written pieces; speech; study of Chinese history, culture and some literature.	C8 / Assessment
CAdv1-2	This is second year of the two-year Advanced 1 program.	CAdv1-1 / Assessment
CAdv2-1	This is the first year of a two-year Advanced 2 program. This is a continuation of CAdv1-2. This class focuses on group discussion of current events, Chinese history, culture and literature.	CAdv1-2 / Assessment
CAdv2-1	This is second year of the two-year Advanced 2 program.	CAdv2-1 / Assessment

*Course levels and content is subjected to change without notice.*



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## REGISTRATION POLICIES

### Policy of Nondiscrimination

West Valley Chinese Language School admits students without regards to age, race, sex, creed, color, religion, physical handicap, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School in accordance with provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45 C FR 86), and Section 504, Rehabilitation Act of 1973 (PL 93-112). Any inquiries concerning these laws and policies should be made to the Principal, West Valley Chinese Language School, P.O. Box 2383, Sunnyvale, CA 94087.

### Waiver of Liability and Disclaimer

To induce West Valley Chinese Language School (hereafter, the School) to accept registration and/or permit participation in the School by the named individual(s) on this form, I hereby give consent and agree to release, indemnify, and hold harmless the School, its employees, board members, officers, directors, lessors, representatives, and sponsors (hereafter, the Released Parties) from and against any negligence and/or claim for liability arising out of injuries or conditions to the named individual(s) or damage to the named individuals' properties caused in, or aggravated by, (1) any manner including the simple, active, or passive negligence of the Released Parties, or (2) refusal to obtain available medical treatment based on religious or philosophical beliefs or otherwise.

I also understand that the named individual(s), by being present at the School and/or by participating in volunteer activities, adult classes, and/or any group programs of the School on and off the School campus, will abide by all national rules and regulations, by-laws, and philosophies of the School.

### Refunds, Withdrawal, and Transfer Policies

1. Requests for REFUNDS must be made in WRITING for approval by the Board.
2. If students have submitted their application forms before the pre-registration deadline, they are allowed to WITHDRAW their application and receive a full refund provided that the REGISTRAR is informed about the withdrawal before the PRE-REGISTRATION DEADLINE.
3. For withdrawals made after the pre-registration deadline through the start of school, written request for the tuition refund will be granted with a \$25 service charge. For withdrawals made during the first two weeks of school, the tuition refund will be granted with a \$50 service charge. For withdrawal requests made by Nov. 30, a \$100 service charge will be deducted. There will be no refund after Nov. 30. The Board will review all withdrawal requests.
4. There will be a service charge of \$25 on all returned checks.
5. There will be no refund for students who are expelled from School due to disciplinary reasons.
6. In the event that the School cancels a class, a full refund will be mailed to registered students within 2 weeks of class cancellation.
7. Class assignments are made with careful consideration that includes a student's academic standing and readiness, and class balance. We do not encourage class transfers but extraordinary situations will be taken into considerations. Students wishing to TRANSFER are advised to first consult the class transfer guidelines in the School handbook. ALL transfer requests must be submitted to the School for consideration. No student may transfer between classes without first obtaining the School's official approval for reassignment.



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## 2011-2012 Mandatory Parent Participation Policy

West Valley Chinese Language School (WVCLS) is a nonprofit, all-volunteer organization. We have a long tradition of excellence, due in part to the dedicated support of our parents. To help ensure an effective education for our children, WVCLS is entirely dependent on all parents to help with the administration of the school. Please read the following carefully to better understand where and how you, the parents, can best support WVCLS.

**1. Parents of all students, if not serving as a teacher or a school board member this school year, are REQUIRED to:**

- A. Help as traffic/security patrol and in the office.
- Duty starts at 6:30pm and end at 9:15pm at school each week.
  - There is a penalty of \$20 for late-show and \$120 for no-show.
  - The School Board will assign these duties for the entire school year. A duty roster will be sent home on the first day of school.
- B. Further support the school's ongoing General Service Activities such as during Chinese New Year, promotion ceremony etc.
- Parents are REQUIRED to sign up, and identify their preferences, for jobs listed on the "General Service Activities" form.
  - The School Board will assign these activities for the entire school year. Some activities will be pre-assigned and a duty roster will be sent home on the first day of school, while other activities will be assigned as the school year progresses.
  - The start time and end time for General Service duties vary with different activities. Parents will be notified of the duty times when they receive their assignments.
  - Parents who signed up for a preferred general service activity but who refuse to accept and perform the activity, or do not show up for the duty as assigned, will be invoiced a penalty charge of \$120.

**2. General Considerations**

- It is the responsibility of the School Board to conduct a fair parent participation program. Parents with more than one child registered with the School can expect to be scheduled for the traffic/security patrol and office-helper duties and assigned for General Service Activities more than one time during the year.
- Parents should take note of their traffic/security patrol and office-helper duty assignments and workdays. **It is the parents' responsibility to trade workdays if needed.**
- Every consideration will be given to accommodate the activity preferences identified on the "General Service Activities" form. However, the School Board cannot guarantee that all preferences can be met and final assignment of activities is up to the discretion of the School Board.
- If parents do not wish to serve in any of the traffic/security patrol and office helper and General Service duties after the start of school, notification must be sent to school in writing by the second week of school. Under such circumstances, the School will invoice the parent a fee of \$120 per student or \$200 per family to be excused from the mandatory and general service participation. Payment is due immediately upon receipt of invoice. This fee is not refundable.
- Parents must submit any exceptions or deviations from the said assignments and policies described above for approval by the School Board.



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**2011-2012 General Service Activities  
Job Descriptions**

<b>Job Type or Tasks/events</b>	<b>Time when job, task/event occurs</b>	<b>Job Description</b>
Helper, First two weeks of school	Sep 2011	Assist board, teachers and students during on-site registration and first 2 weeks of school as required.
Penmanship Contest	Fall 2011	Work with Curriculum Directors to create and distribute flyers, coordinate with the judges and teachers, oversee all the work on the contest day and in preparing certificates & awards.
Food Drive	Nov or Dec 2011	Support Board and Student Council members on this school-wide community service project including but not limited to determining charity to support, act as liaison to charity, plan food drive timeline, organization, incentives etc.
Chinese New Year Celebration	Jan-Feb 2012	Work with PTA Directors to plan and coordinate the activities for the whole school to celebrate Chinese New Year during one Friday class time.
Speech/Readaloud Contest	Mar 2012	Assist the Curriculum Directors to coordinate and carry out the contest.
Ice Cream Social	Apr 2012	Assist in the sale and distribution of ice cream that serves as a school wide fund raiser
Promotion Ceremony	Apr-May 2012	Interface with Board and coordinate Promotion Ceremony including location, performers, hospitality, ordering of awards etc.
General Helper	As needed	Assist the Board with miscellaneous events such as Mid-autumn Festival, holiday celebrations, picture day, yearbook preparation etc.

## WEST VALLEY CHINESE LANGUAGE SCHOOL 2011-2012 General Service Activities Sign-up Form

### Important Notes:

- Traffic/security patrol and General Service Activities are now required of all parents. Refer to the 2011-2012 Mandatory Parent Participation Policy in the Registration packet for further details.
- Jobs will be assigned at the discretion of the School Board. We will attempt to accommodate your preferences.
- Most of the jobs/tasks will be pre-assigned at the beginning of the school year, with the exception of general help, which will be assigned according to the school's calendar of events. In such cases, you will be informed at a later date.
- **A fee of \$120 will be charged if you have received the assignment and committed to the activity's date and time, but do not show up. If you know in advance that you cannot fulfill your assigned duty, you are responsible for arranging your substitution. Otherwise, the school board reserves the right to charge you for no-show.**
- Registration packets with an incomplete or missing General Service Activity sign-up form will not be processed and will be returned to you for completion.
- Please keep a copy of this form for your record.

### INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Read the "General Service Activities Job Description" for information about job/tasks and events.
2. Select only 2 jobs/tasks or events you would like to support in order of preference (1 = 1<sup>st</sup> choice, 2 = 2<sup>nd</sup> choice)
3. Complete the rest of the form and return it with your child's registration packet.
4. **Current or updated phone numbers and email addresses are very important for communication purposes. Please inform the school when you change phone number or email address.**

Job Type or Tasks / Events	Preference (1 or 2)	Job Type or Tasks / Events	Preference (1 or 2)
Helper – First 2 weeks of school	<input type="checkbox"/>	Speech/Readaloud Contest	<input type="checkbox"/>
Penmanship Contest	<input type="checkbox"/>	Ice Cream Social	<input type="checkbox"/>
Food Drive	<input type="checkbox"/>	Promotion Ceremony	<input type="checkbox"/>
Chinese New Year celebration	<input type="checkbox"/>	General help (will be called for miscellaneous events)	<input type="checkbox"/>

Student Name: (1)  Last Grade Completed:

(2)  Last Grade Completed:

(3)  Last Grade Completed:

Phone [ xxx-xxxx-xxxx ] (Home)  (Work)  (Cell)

E-mail Address

\_\_\_\_\_  
Parent/Guardian Name (**print**)

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## WEST VALLEY CHINESE LANGUAGE SCHOOL REGISTRATION FORM

Student Name		Date of Birth (mm/dd/yy)	Gender	Class Registering (Code)	Chinese Proficiency Level <b>NEW STUDENTS ONLY</b> (N)one (L)ittle (G)ood		
					Speak	Read	Write
English (Last Name, First Name)	Chinese (if applicable)						
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> M <input type="radio"/> F	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> M <input type="radio"/> F	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="radio"/> M <input type="radio"/> F	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Father/Guardian Name  Occupation

Mother/Guardian Name  Occupation

Street Address

City  ZIP  Email

Phone [XXX-XXX-XXXX] (Home)  (Work)  (Cell)

### Mandatory Parent Participation

This section must be completed and signed. Refer to the Mandatory Parent Participation Policy for information on participation activities. A fee of \$120 per student or \$200 per family can be paid to be excused from this mandatory participation. Please note that this fee is non-refundable. Select from below if you wish to be excused and include the fee with the tuition check

I will pay  \$0  \$120  \$200

**I have read and understand the policies on non-discrimination, waiver of liability and disclaimer, refunds, withdrawals, transfers, and parent participation contained in this packet.**

Parent/Guardian Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Photo Release:** I hereby consent that videotapes, photographs, motion pictures, electronic images, and/or audio recordings of my child/dependent may be used by West Valley Chinese Language School, its assigns or successors for public relations and publicity purposes in any medium including print, video, and internet. I understand that such item shall be the property of West Valley Chinese Language School.  Yes  No **Initial:** \_\_\_\_\_

**Email Communication:** I hereby consent that my email addresses listed above may be used in the email distribution of relevant school information for all parents in West Valley Chinese Language School.  Yes  No **Initial:** \_\_\_\_\_

I first heard about WVCLS from:  Personal Ref.  Mail  Flyers  Newspaper  Others

The updated School Handbook will be posted on the School website (<http://www.wvcls.org>).

### For School Use Only

Check # \_\_\_\_\_ Cash  Initial: \_\_\_\_\_

Tuition \$  Donation \$  Total Received \$

## WEST VALLEY CHINESE LANGUAGE SCHOOL Emergency Medical Form

Please PRINT the following information (siblings who attend the school can share one Form):

Name (Last name, First name)	Name in Chinese	Age

Address

Cell Phone

Mother /Guardian Name

Home Phone

Father /Guardian Name

Home Phone

Person to contact (not living with student)

Phone

Physician's Name

Phone

Dentist's Name

Phone

Please list any food and medication allergies (list name of child if more than one child is using this form)

List any special needs of your child (list name of child if more than one child is using this form)

List all medications taken on a regular basis

I hereby grant permission to West Valley Chinese Language School's authorized personnel to administer basic first aid to (name of student(s))

as appropriate.

I hereby grant permission to West Valley Chinese Language School's authorized personnel to arrange transportation for (name of student(s))

in case of accident or

acute illness and to arrange for medical, dental and/or surgical care at

or at the closest

hospital (El Camino Hospital) in case of emergency. I understand that an effort will be made to notify me before such action is taken and the uninsured expense of this service will be assumed by me.

I hereby grant authorization to the following persons to pick up my child in case of emergency:

Name	Address	Phone Number

Signature \_\_\_\_\_

Date \_\_\_\_\_