



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 21, 2014

Dear parents,

We hope the current school year has been a successful one for your children! Again, it's time to register your children to the 2014-2015 academic year. We encourage you to register early to reserve a place for your children.

Pre-registration for the 2014-2015 school year will be open April 4<sup>th</sup> through April 25<sup>th</sup> during school hours at the student center of Homestead High School. **Cost for the 2014-2015 school year will be \$390 per student**, which includes tuition, fees for textbooks and most classroom materials. Early registration received on or before April 25<sup>th</sup> will have \$20 discount i.e., **cost per student will be \$370**. We will **continue to offer sibling discount of \$10 for each sibling enrolled in the 2014-2015 school year**. That is, a family with 2 children enrolling to our school will receive a \$10 discount for the sibling enrollment, a family with 3 children will receive \$20 sibling discount and so forth. For families interested in special payment arrangement, please contact our Treasurer ([wvcls.principal@yahoo.com](mailto:wvcls.principal@yahoo.com) or 408-839-7001) for more information.

We would like to continue the use of our website to streamline the completion of the registration forms. We **WILL NOT** distribute the Registration Package to your children. You can go to our website <http://wvcls.org/>, click on Admission, then 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. Please review the package carefully and turn in your children's registration as soon as possible. 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. Your cooperation in helping to save paper is very much appreciated!

**We will continue our school-wide incentive for parents to be exempted from the mandatory parent participation service if they:**

1. Refer new students to our school; or
2. Become a Board Member

We are very grateful for your help in referring new students to our school and/or being part of our school's Board.

Please talk to a school board member if you have any questions. Thank you and best regards,

The 2013-2014 School Board

# WEST VALLEY CHINESE LANGUAGE SCHOOL

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

Registration information for 2014-2015 School Year

- DURATION:** Sep '14 through May '15  
(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 9/2/14, 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 4/4/14 to 4/25/14. Full payment is due at registration. For returning students, please register by 4/25/14 to reserve your place.
  - Walk-in registration will be held in first two lessons of the '14-'15 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 4/25/14: \$370.00\* per student for FULL school year (This includes tuition and fees for textbooks and most classroom materials).
  - For applications completed after 4/25/14: \$390.00\* 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.
- CLASS LISTS:**
- Class confirmation will be mailed in August 2014.
  - Class rosters will be posted at the school on the first lessons 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.**

# WEST VALLEY CHINESE LANGUAGE SCHOOL

Course offerings for the 2014-2015 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

- CK**      **Kindergarten (Prerequisite: none)**  
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.
- C1**      **Level 1 Chinese (Prerequisite: CK or recommendation from assessment)**  
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.
- C2**      **Level 2 Chinese (Prereq.: Level 1 or assessment recommendation). Continuation of Level 1.**
- C3**      **Level 3 Chinese (Prereq.: Level 2 or assessment recommendation). Continuation of Level 2.**
- C4**      **Level 4 Chinese (Prereq.: Level 3 or assessment recommendation). Continuation of Level 3.**
- C5**      **Level 5 Chinese (Prereq.: Level 4 or assessment recommendation). Continuation of Level 4.**
- C6**      **Level 6 Chinese (Prereq.: Level 5 or assessment recommendation). Continuation of Level 5.**
- C7**      **Level 7 Chinese (Prereq.: Level 6 or assessment recommendation). Continuation of Level 6.**
- C8**      **Level 8 Chinese (Prereq.: Level 7 or assessment recommendation). Continuation of Level 7.**
- CAdv1-1** **This is the first year of a two-year Advanced 1 program. (Prereq.: Level 8 or assessment recommendation). 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.**
- CAdv1-2** **This is second year of the two-year Advanced 1 program. (Prereq: Level CAdv1-1 or assessment recommendation). Continuation of Level CAdv1-1.**
- CAdv2-1** **This is the first year of a two-year Advanced 2 program. (Prereq.: CAdv1-2 or assessment recommendation). This is a continuation of CAdv1-2. This class focuses on group discussion of current events, Chinese history, culture and literature.**
- CAdv2-2** **This is second year of the two-year Advanced 2 program. (Prereq: Level CAdv2-1 or assessment recommendation). Continuation of Level CAdv2-1.**

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

## **WEST VALLEY CHINESE LANGUAGE SCHOOL 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 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 by the end of the first two lessons of school, the tuition refund will be granted with a \$50 service charge. For withdrawal requests made by Nov. 30, a \$200 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.

# WEST VALLEY CHINESE LANGUAGE SCHOOL

## 2014-2015 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 or not referring new students 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. If you know in advance that you cannot fulfill your assigned duty, you are responsible for arranging your substitution.
  - 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
    - 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 in writing by the end of the second lessons of school. Under such circumstances, the School will invoice the parent a fee of \$150 per student or \$250 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.

## 2014-2015 General Service Activities Job Descriptions

| Job Type or Tasks/events            | Time when job, task/event occurs | Job Description  |
|-------------------------------------|----------------------------------|--|
| Helper, First two lessons of school | Sep 2014                         | Assist board, teachers and students during on-site registration and first 2 lessons of school as required.   |
| Penmanship Contest                  | Fall 2014 or Spring 2015         | Work with Curriculum Directors to create & distribute flyers, coordinate with the judges & teachers, oversee all the work on the contest day and in preparing certificates & awards. Ability to read Chinese characters is required to conduct this activity |
| Food Drive                          | Nov or Dec 2014                  | 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 2015                     | 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 2015                         | Assist the Curriculum Directors to coordinate and carry out the contest. Ability to understand spoken Cantonese/Putonghua is required to conduct this activity   |
| Fundraising                         | Thru the school year             | Assist in the school wide fundraising activities   |
| Year Book                           | Thru the school year             | Assist in the preparation of the school's year book  |
| Promotion Ceremony                  | Apr-May 2015                     | Interface with Board and coordinate Promotion Ceremony including location, performers, hospitality, ordering of awards etc.  |



## WEST VALLEY CHINESE LANGUAGE SCHOOL REGISTRATION FORM

| Student Name                       |                              | Date of Birth<br>(mm/dd/yy) | Gender | Class Register<br>(Code) | Chinese Proficiency<br><b>NEW STUDENT ONLY</b> |                |                               |
|------------------------------------|------------------------------|-----------------------------|--------|--------------------------|--|----------------|-------------------------------|
|                                    |                              |                             |        |                          | None   | Little         | Good                          |
| English<br>(Last Name, First Name) | Chinese<br>( if applicable ) |                             |        |                          | Speak  | Read<br>/Write | Speak<br>Cantonese<br>at home |
|                                    |                              |                             |        |                          |  |                |                               |
|                                    |                              |                             |        |                          |  |                |                               |
|                                    |                              |                             |        |                          |  |                |                               |

Father/Guardian Name  Occupation

Mother/Guardian Name  Occupation

Street Address

City  ZIP  Email

Phone: Home  Work  Cell

**Mandatory Parent Participation**

This section must be completed and signed. Parents are required to participate in One Traffic Duty AND One General Service Duty for each student. Please refer to the Mandatory Parent Participation Policy for details. A fee of \$150 per student or \$250 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  \$150 or  \$250

**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. Initial: \_\_\_\_\_

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

The updated School Handbook will be posted on the School website (www.wvcls.org).

**FOR SCHOOL USE ONLY:**

Check # \_\_\_\_\_ or Cash [ ]  
 Tuition \$ \_\_\_\_\_ Donation \$ \_\_\_\_\_ Total \$ \_\_\_\_\_



## 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 \_\_\_\_\_