

Form A

## 中文学校注册表 Student Registration Form

2578 42nd Ave, San Francisco, CA 94116 Tel: 415-710-8545 Email: [chineseteacher\\_julia@yahoo.com](mailto:chineseteacher_julia@yahoo.com)

学生姓名 Student's Name (English/Chinese name)	性别 Sex	男 Male	女 Female	出生年月 Birthday	年级 Grade
现读学校 Current School:					
中文水平 Mandarin Level		母语 Native Language		第二语言 Second Language	
Session	Themes	Tuition	AM Care \$60	PM Care \$110	Subtotal
<input type="checkbox"/> Session 1 (June 10-21):	Holiday Celebration of China	\$440	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Session 2 (June 24-July 5):	Animal World	\$440	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Session 3 (July 8-19):	Culinary Adventure	\$460	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Session 4 (July 22-August 2):	The Sea World	\$440	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Session 5 (August 5-16):	Travel with the Monkey King	\$440	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tuition\$ _____ Registration\$ _____ Extended care _____ Discount _____ Total payment \$ _____					
\$10% discount for the second session for the early birds who register for two or more than two sessions by April 14th.					
父亲姓名 Father's Name		职业 Occupation		母亲姓名 Mother's Name	
手机 Cell Phone #		工作电话 Work Phone #		手机 Cell Phone #	
电子信箱 Email Address			电子信箱 Email Address		
住宅电话 Home Phone #					
Home address		City	Zip code		
学生有无特殊问题 (请详细说明, 比如对什么过敏, 哮喘等)					
Special Need or Care Required (Allergies, asthma and other conditions, etc.)					
紧急联系人 Emergency Contact		紧急联系人 Emergency Contact		紧急联系人 Emergency Contact	
<b>家长或监护人同意书 Meijia Chinese After-school Parent's Release Form</b> I hereby allow my Child (Name) _____ to participate in the Meijia Chinese Summer Camp programs. I authorize the school and its staff members to take full charge of any emergency that may possibly occur, I will not hold the Meijia Chinese Summer Camp, classroom providers, or any staff member liable in case of accidents or injuries. I agree with the Meijia Chinese After-school's financial policy. 家长签字 Signature (parents) _____ 日期(Date) _____					

Please make the check payable to MJCLC 2578 42<sup>nd</sup> Ave, San Francisco CA 94116

**Mei Jia Chinese Learning Center**  
**EMERGENCY MEDICAL INFORMATION**  
(紧急医疗信息)

Student's Name (学生姓名): \_\_\_\_\_

Parent/Guardian Name (父母监护人姓名): \_\_\_\_\_

Address(址): \_\_\_\_\_

Home Phone (家庭电话): \_\_\_\_\_ Work Phone (工作电话): \_\_\_\_\_

**MEDICAL CAREGIVERS**

Family Doctor (家庭医生): \_\_\_\_\_ Doctor's Phone (医生电话): \_\_\_\_\_

Family Dentist (牙医): \_\_\_\_\_ Dentist's Phone (牙医电话): \_\_\_\_\_

Preferred Hospital (首选医院): \_\_\_\_\_

Medical Insurance Company (医保公司): \_\_\_\_\_ Policy #: \_\_\_\_\_

**PERSONAL INFORMATION**

Does your student have any allergies that we should be aware of? (Tiene alergias su estudiante?  
贵子女是否有想让我们知道的过敏症状)

\_\_\_\_\_  
\_\_\_\_\_

Are there any medical restrictions that we should be aware of? (是否有药物限制)

\_\_\_\_\_

Please list any medications that your student is currently taking (请列出贵子女近期服用的药品)

\_\_\_\_\_

I understand that the Mei Jia Chinese Learning Center assumes no financial obligation for medical treatment, but in the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the director to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery for my child as named on this information sheet.

Parent/Guardian Signature (父母/监护人签字): \_\_\_\_\_ Date (日期): \_\_\_\_\_

**Waiver of Claim**

I hereby grant permission for my child, \_\_\_\_\_, to use all of the facilities and participate in all of the activities of MeiJia Chinese Learning Center's activities. It is expressly agreed that the use of the facilities of MeiJia Chinese Learning Center should be undertaken by a student at his/her own risk, and MeiJia Chinese Learning Center shall not be liable for any injuries or any damage to any student, or the property of any student, or be subject to any claim, demand, injury or damages whatsoever, on the part of MeiJia Chinese Learning Center or its staff. It is also expressly agreed that we, as the parents/guardian, will assume full responsibility for any and all injuries which may occur to my dependents while participating in activities and events with MeiJia Chinese Learning Center, and that MeiJia Chinese Learning Center shall have no liability to the student for such injuries, including any claims for personal injuries or property damage except for gross negligence.

\_\_\_\_\_  
 家长或或监护人签名 Parent's/Guardian's Signature

\_\_\_\_\_  
 日期 Date

**Consent for Medical Care**

I authorize MeiJia Chinese Learning Center to give permission to appropriate medical or hospital personnel to provide emergency or surgical care for (child's name) \_\_\_\_\_, in the event that I cannot be contacted immediately. It is understood that a conscientious effort will be made to locate me or my child's other parent or legal guardian. I understand my obligation to keep my childcare provider informed to my whereabouts. I will assume the cost of necessary medical or surgical care. MeiJia Chinese Learning Center will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

\_\_\_\_\_  
 家长或或监护人签名 Parent's/Guardian's Signature

\_\_\_\_\_  
 日期 Date

**Permission to Use Photograph**

I grant to MeiJia Chinese Learning Center, the right to take photographs of my child and my family in connection with Mandarin class, outdoor activities, and celebratory events. I authorize MeiJia Chinese Learning Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that MeiJia Chinese Learning Center may use such photographs of my child without his/her name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Child's Name \_\_\_\_\_

\_\_\_\_\_  
 家长或或监护人签名 Parent's/Guardian's Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 日期

## MeiJia Chinese Learning Center Handbook

**Dear Parents/Guardians,**

It is a pleasure to welcome you and your family to MeiJia Chinese Learning Center. Our programs are carefully developed and supervised by experienced education professionals. We have planned classes full of enjoyable and exciting activities. We look forward to a great year!

To ensure a safe and fun 2013 Summer Camp for all, please read the enclosed information. Please take time to review the information with your family and child, and feel free to call with any questions or concerns.

Thank you for choosing MeiJia Chinese Learning Center for you child. We look forward to seeing you soon!

Xie Xie!谢谢

### **I. General Information**

1) Objectives:

- To provide enriching, challenging and fun activities enriched with Chinese culture.
- To provide a wide variety of developmentally appropriate activities that introduces Chinese language and cultures.
- To provide a small, healthy, caring and relaxed atmosphere that immerses the children in Chinese culture and language.

2) Mandarin Class Hours and Open House:

Monday- Friday: 7:30am- 6:00pm

Weekend: 9:30am- 7:30pm

*Each session has an open houses or showcase on Fridays at 3:00pm in the classroom. Please feel free to bring your family and friends.*

3) Class Location:

2578 42<sup>nd</sup> Ave

San Francisco, California 94116

4) Phone Numbers and Contact Information:

Jia Rao

Cell: (415)710-8545 Email: [chineseteacher\\_julia@yahoo.com](mailto:chineseteacher_julia@yahoo.com)

(Please keep the contact information with you at all times in case you need to contact us.)

5) Snack and Lunch:

Remember to bring a snack and lunch for your child for snack time.

#### 6) Personal Items:

- Please do not bring personal items, such as toys, games, cards, video games, etc. to Chinese class except on show and tell day.
- MeiJia Chinese Learning Center is not responsible for lost and stolen items.
- All students should label their own belongs, such as books, with their full name. This helps to decrease the chance of losing or misplacing items.

#### 7) Absence Policy:

Please notify Jia Rao or other teachers if you know in advance that a student will be absent from class. There are no refunds or make-up sessions for missed classes.

#### 8) Pick Up Procedure:

- All students must be picked up by an authorized person.
- **A \$5/min late fee will be charged. Late fees must be paid upon picking up the child.**

#### 9) Discipline Policy:

Inappropriate behavior during class will result in the following course of action:

1. Student receives a verbal warning
2. Student will be asked to sit out of the activity until the teacher invites the student to return to participate
3. Student will given a time out
4. The teacher will contact parents

### II. Refund Policy:

- 开学前三周通知学校，学费全退 100%；开学前两天通知学校，学费退 50%  
100% refund 3 weeks before the start of the session; 50% refund 2 days before the start of the session.
- 开学后恕不退费 No refund on or less than two days before the session starts.

#### Absences and Late Charge:

- 学生缺课不退费，除非学校关闭课程  
No refund or credit for missed classes unless classes are cancelled by school.
- 家长需准时接送孩子 Please send/pick up your child to/from the classes on time. **A \$5/min late fee will be charged. Late fees must be paid upon picking up the child.**
- 如孩子身体不适或不良行为，学校有权让孩子退学  
School reserves the right to dismiss or suspend a child for unsatisfactory behavior or physical needs for which we do not have the expertise in assisting

### III. Health and Safety

#### 1) Health Policy

MeiJia Chinese Learning Center programs are equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Severe nasal or eye discharge
- An unidentified rash
- A contagious disease (chicken pox, measles, lice, and ring worm)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the program.

If a student becomes ill while at Chinese school, parents will be contacted to make necessary arrangements to pick the child.

## 2) Injury Policy

Teachers will treat routine scrapes and cuts. In all cases of serious illness or accident, the teacher will contact the parent or guardian. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

## 3) Allergies

If your child has any type of allergy, please inform MeiJia Chinese Learning Center.

## 4) Emergency Closings

If an emergency situation or earthquake forces the discontinuation of Chinese class, parent will be notified to pick up their children. Staff member will supervise the children in a safe and secure place until all children have been picked up.

I have read all above and I understand the terms and conditions.

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家长或或监护人签名 Parent's/Guardian's Signature

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日期