





# Bay Valley Chinese School

## 灣谷中文學校

3000 Pine Valley Rd, San Ramon, CA 94583

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

### REGISTRATION FORM 2

#### Emergency Information

Class in 2024-2025: \_\_\_\_\_

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

#### Parents/Legal Guardians:

	Father / Guardian A	Mother / Guardian B
English Name		
Chinese Name		
Email		
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, Pine Valley 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

2024-2025

#### **REGISTRATION INSTRUCTIONS & REFUND POLICY**

● **Registration Policies:**

1. 2024-2025 classes will begin on **August 16, 2024 from 7:00 pm to 8:50 pm**. The student list and class placement will be posted on the school website the second week of August 2024.
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, accessible from the BVCS website, can be submitted either online or in person.
5. Following the in-person registration deadline on May 10, 2024, enrollment remains open until August 23, 2024 through the online registration channel. However, acceptance is contingent upon available spaces. The Registration Department will verify availability and communicate the enrollment decision.
6. BVCS will not accept any new enrollment on or after August 24, 2024.
7. Make check payable to "Bay Valley Chinese School" with student's name and grade level on the memo line. Check amount is \$685 [\$650 for annual tuition (textbook fee included) and \$35 for class fee]. There is a \$25 charge for each returned check.

● **Instructions for Current Students (who are enrolled in 2023-2024 school year):**

1. In-person registration for returning students are accepted on April 19, 2024, May 3, 2024 and May 10, 2024 from 7:00p.m. to 8:50 p.m.
2. Please bring to school the pre-filled registration forms and the tuition check.
3. On Forms 1 and 2, update in red ink your information and provide signatures.
4. Current students will lose their enrollment priority privilege if BVCS does not receive their registration forms by May 3, 2024. They may still submit their registration forms through August 23, 2024; however, acceptance is contingent upon space availability and follows a first-come first-served basis.
5. Siblings of current students, who are eligible for kindergarten or first-grade admission this fall, may register at the same time as the current student. Please see the New Student Registration section below for additional document requirements and placement decisions.
6. **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:**

1. In-person registration for new students are accepted at the BVCS office on May 3, 2024 & May 10, 2024 from 7:00p.m. to 8:50 p.m. Please bring to the office the completed and signed forms (accessible from the BVCS website), together with the tuition check. or submit the registration form online.
2. Online registration forms will be available for new students starting at **8:00 a.m. on May 3, 2024** and is not considered completed until BVCS receives the tuition check. Check can be submitted at the Chinese School during class hours on Fridays. For those who fill out the form between the end of the term on May 10 and August 23, payment instructions will be provided after class enrollment numbers have been confirmed by a designated person.
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, 2019** to qualify for kindergarten enrollment, and on or before **September 1, 2018** 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 during our school hours, or (2) via email to [bvcsreg@gmail.com](mailto:bvcsreg@gmail.com). Please include student name, class in 2024-2025, 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 16, 2024	\$65	\$620
Between August 16, 2024 and August 23, 2024	\$155	\$530
On or after August 24, 2024	\$685	\$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

2024-2025

#### 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 are required to notify their teacher via email before class if:
  - [a] their child/student will be absent, or
  - [b] their child/student will be leaving earlier than regular school hours (7:00 p.m. to 8:50 p.m.).
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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).