

# Registration Form 2011-2012

中華語文學校註冊單

The Chinese Language School

www.thechineselanguageschool.org

Registration Form available on our website

Family ID

Tuition Check

Deposit Check

FOR OFFICE USE ONLY

CHECK NUMBER

CHECK NUMBER

\$

DATE RECEIVED

Sunday 2-5pm Clarke Middle School 17 Stedman Road Lexington, MA 02421

New Family?  Teaching Staff  TCLS Staff / Board  Volunteer  Check if ANY changes to personal info from last year

## Parents/Guardian

PLEASE PRINT.

ALL FIELDS ARE  
REQUIRED

Father

Mother

Name in Chinese

First Name

Last Name

Address

City, State, Zip

Phone 1

Phone 2

Emergency Contact

Email \*

\* PLEASE provide current email address(es). Newsletters and the majority of communications from TCLS are via email.

## Waiver for Claims and Responsibility Agreement

I realize that participation in The Chinese Language School (TCLS) programs involves some risk of personal injury. Therefore, I hereby release and covenant to hold harmless TCLS, its agents, contractors, and employees from any and all actions, claims, and damages for personal injuries and disabilities that my child/children has/have sustained and may have incurred as a result of participation in the programs. I agree to take full responsibility for any damage caused by me, or by any member of my family to the facilities used by the TCLS during school time. I agree to provide voluntary service to TCLS coordinated by the TCLS Board during TCLS school time. I give permission to TCLS to take photographs of my child(ren) and to use them in publicity if they do desire.

Signature X

Date

## Language Class

K1 to K3, Grade 1 to 9, SAT-II, Bilingual Bi-1 to Bi-5, Adult (A/C)

See Note 2, Page 2

Student	Chinese Name	First Name	Last Name	Gender	Birthdate MM/DD/YY	Grade**
1				M F	/ /	
2				M F	/ /	
3				M F	/ /	
4				M F	/ /	

\*\* If enrolling in a Bilingual class, please specify as "Bi-1, Bi-2, Bi-3, Bi-4, or Bi-5" to indicate Bilingual class

## Extracurricular Programs

Please use codes to pick 3 programs in order of preference

See Note 3, Page 2

Student	Chinese Name	First Name	Last Name	First Choice	Second Choice	Third Choice
1						
2						
3						
4						

Extracurricular Program Codes

Note: Some activities may have minimum age requirements

**ac** arts/crafts

**bk** basketball

**cp** painting

**di** flute

**fd** folk dance

**gt** guitar

**kf** martial arts

**ma** fun math

**pp** ping pong

**yy** Chinese yo-yo

**ba** badminton



**Extracurricular Program for Parents**

Extracurricular classes for parents are available depending on teacher availability and parental interest.

Classes are held from 2pm to 4pm. Registration is not through TCLS but through individual teachers.

Please see staff members/extracurricular teachers in the class office during enrollment for current class offerings.

Minimum student enrollment is required; not all classes may be offered in any particular year.

**Tuition**

Tuition is for the entire school year September to June

Tuition	If paid <b>before</b> June 12, 2011	If paid June 13-Aug 31	If paid <b>after</b> Aug 31, 2011	
Language Class	<b>\$315</b>	<b>\$350</b>	<b>\$380</b>	<i>See Notes 5, 6</i>
Adult Language Class	<b>\$380</b>	<b>\$400</b>	<b>\$430</b>	<i>See Notes 5, 6</i>
Extracurricular Program	<b>\$180</b>	<b>\$180</b>	<b>\$190</b>	<i>See Notes 5, 6, 10</i>

Parent Duty \$50 Deposit--**IMPORTANT: PLEASE PROVIDE SEPARATE, SIGNED BUT UNDATED CHECK. SEE NOTE 9 BELOW.**

**Payment Worksheet**

Item	No. of Students		Tuition	Subtotal	NOTES - FOR OFFICE USE ONLY
Language Class	<input type="text"/>	x	\$ <input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	
Extracurricular Program	<input type="text"/>	x	\$ <input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	
Adult Language Class	<input type="text"/>	x	\$ <input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	
Family Discount, if applicable <i>See Note 5</i>				\$ <input style="width: 50px;" type="text"/>	
Voluntary Donation <i>See Note 1</i>				\$ <input style="width: 50px;" type="text"/>	
<b>Grand Total</b>				<b>\$ <input style="width: 50px;" type="text"/></b>	
Check Number of \$50 Parent Duty Deposit					CHECK NUMBER      DATE      CASH

Please make checks payable to: **The Chinese Language School (TCLS)**

Please deliver checks in person or mail to the TCLS Secretary: **Ms. Irene Huang, 166 Woodcliff Road, Newton, MA 02461**

**Notes - Please read carefully**

1. The Chinese Language School (TCLS) is a non-profit organization, and a donation to TCLS by law is tax deductible.
2. A child must be at least three (3) years old for enrollment. A student may be moved up or down to the proper grade by teachers after enrollment.
3. TCLS may not offer one or more of the extracurricular programs, if the number of students enrolled is less than desirable.
4. TCLS may provide compensation or reimbursement for work for the school.
5. A family may deduct 50% from tuition for Language Class and \$10 for Extracurricular Programs for a third student, if paid in full. The fourth student will be free. Scholarships are also available for needed families; please contact the Principal or Secretary for details.
6. Tuition may be refundable in whole, if withdrawal is before Aug 15. \$50 will be deducted if withdrawal is after Aug 15 but before the third class session. No refunds are honored thereafter.
7. Parents of the school are eligible for and can be elected to the TCLS governing board. Parents are also required to participate in the running and maintenance of the school. On-duty schedule will be posted at the beginning of the school year. If you have the following skills and are willing to help, please notify us: 1. Medical Doctor 2. Reg. Nurse 3. Computer/PC HW/SW maintenance 4. Other unique skill. Please specify. Parent duty is exempted for active teacher, staff, or board member family.
8. TCLS provides community service programs for high school students.
9. Parent Duty Deposit. Each family must provide a **separate** \$50 deposit check made payable to **TCLS. Do not date the check.** Deposit will be returned after completion of Parent Duty or torn up at the end of the academic year. If the representative does not present him/herself on the assigned duty day without early absence notification, then TCLS will cash the check. If you decide not to participate in Parent Duty when enrolling your child(ren), you must pay \$50 for reparations.
10. Enrollment in Extracurricular Program without Language Class is subject to additional \$50 tuition fee per student.

**Contact Information**

**TCLS Secretary**  
秘書 黃嘉昭  
Ms. Irene Huang  
Tel 617-928-1178  
ihtcls@gmail.com

**TCLS Principal**  
校長 劉緒昌  
Mr. Shawn Liu  
Tel 781-791-7735  
thechineselanguageschool@gmail.com

**TCLS Curriculum Director**  
教務主任 歐陽東美  
Ms. Tung-Mei Pan  
Tel 978-369-6656  
tungmeipan@hotmail.com