

THE CENTRAL MASSACHUSETTS CHINESE LANGUAGE SCHOOL
2012 SPRING Semester Registration Notice

1. The 2012 SPRING semester will start on **February 5th**. New students must meet with the Academic Director in advance or on the first day of school to verify the student's academic level for proper class placement.
2. Please complete and sign the attached Registration Form, Parent Duty Form, Photograph & Video Consent Form, and School Policy Acknowledgement Form.
 - A. We offer Preschool/Kindergarten Pinyin Class (PY1 & PY2 Class, 4 years old and above, Pinyin phonetics), Preschool Zuyin Class (K1 Class, 4-5 years old, Zuyin/BoPoMo phonetics), Kindergarten Zuyin Class (K2 Class, 5-6 years old, Zuyin/BoPoMo phonetics), Bi-lingual Class (B1, B2 & B3 for 7 years old and above, focusing on oral communication skills), and Grade 1 to 9 Class (G1 to G9), and Adult Chinese Class.
 - B. Our school requires the parents/guardians (except the families of the school committee members and teachers) to contribute their time to perform parent duties a few times per school year as required (one parent/guardian each time). Please complete the attached Parent Duty Form to allow us to arrange the parent duty schedule in advance.
 - C. For the returning students, you don't need to fill out Photograph & Video Consent Form every year unless you have changed your view on your kid/s being photographed. Please spend a couple of minutes to go through School Policy Acknowledgment Form with your kid/s, these rules are there to protect the safety of our students and families. Violation of these rules could jeopardize our school's privilege in using Hastings' facility.
 - D. Please complete, sign, and return the forms as part of the registration process. We only need one form per family.
3. Mail (postmark) all forms before **February 5th** or register in the school cafeteria during the normal school hours between now and February 12th to avoid late registration fee (\$20 per family).
4. The school announcement and news will be sent to the parents/guardians through email and published on school website www.cmcls.org. Please make sure you enter the email address in the registration form. If you change your email address, please notify Communication Director communication@cmcls.org. All personal information will be kept for internal use only, except that CMCLS will distribute the school directory (inc. address, phone, and email) once a year to all registered families and teachers for communication purpose.
5. The cultural class/club is optional. Please fill in your choice. We will try our best to meet your choice. However, we may need to make adjustments based on registration condition, and teacher's availability.
6. This year, we will continue running a few student clubs. Due to the facility and rental fees that we need to pay to the Town of Westborough, we will start charging some minimum fee to certain club participants. Club members will meet 4-5 pm. Please see more details listed in the Student Activities section.
7. Please email questions regarding the registration process or requests for registration materials to registration@cmcls.org.

CMCLS 2011-2012 學年度行事曆 (06/29/2011)

秋季班 (Fall)

春季班 (Spring)

週別	日期 (Date)	特別活動	週別	日期 (Date)	特別活動
1	09/11/2011	開學 Language Classes Begin Opening Ceremony 2:00pm	1	02/05/2012	開學 Language Classes Begin 文化課開始 Cultural Classes Begin
2	09/18/2011	New Parent Orientation (2:10-2:40 pm). 文化課開始 Cultural Classes Begin	2	02/12/2012	
	09/25/2011	停課 No Class CMCLS Teacher Appreciation Event 12:00 - 4:00pm		02/19/2012	Winter break-no school
3	10/02/2011		3	02/26/2012	
	10/9/2011	停課 No Class Columbus Day	4	03/04/2012	Open House
4	10/16/2011		5	03/11/2012	學藝競賽 Academic Contest
5	10/23/2011		6	03/18/2012	
6	10/30/2011	Committee meeting (2:10- 2:40 pm)	7	03/25/2012	
7	11/06/2011		8	04/01/2012	期中考 Mid-term Exam
8	11/13/2011	期中考 Mid-term Exam		04/08/2012	停課 No Class Spring Break
9	11/20/2011		9	04/15/2012	
	11/27/2011	停課 No Class Thanksgiving Break	10	04/22/2012	
10	12/04/2011		11	04/29/2012	Committee meeting (2:10-2:40 pm)
11	12/11/2011		12	05/06/2012	
12	12/18/2011	Committee meeting (2:10- 2:40 pm)	13	05/13/2012	母親節/委員選舉 Mother's Day/Committee Election
	12/25/2011	停課 No Class Winter Break	14	05/20/2012	New committee kick off meeting
	01/01/2012	停課 No Class Winter Break		05/27/2012	停課 No Class Memorial Day
13	01/08/2012	Parent Appreciation Event (2:10-2:40 pm)	15	06/03/2012	期末考 Final Exam 結業式 Graduation
	01/15/2012	停課 No Class MLK Birthday		06/10/2012	(Snow Day Makeup)
14	01/22/2012	慶祝新年 Chinese New Year Celebration 3:00 - 6:00pm			
15	01/29/2012	期末考 Final Exam			

THE CENTRAL MASSACHUSETTS CHINESE LANGUAGE SCHOOL

2012Spring Semester Registration Form

School Location: 111 East Main St. (Hastings Elementary School) Westborough, MA 01581

Start of School: **02/05/2011** School time: Language Class, Sunday (2 – 4 PM), Cultural Class (4 – 5 PM)

1. Parent/Guardian Information

	Chinese Name	English Name	Occupation	Email Address	Work/Cell Phone
Father					
Mother					
Guardian					
Home Address			City/Town	Zip Code	Home Phone

2. Student Information

	Chinese Name	English Name	D.O.B	Language Class Grade	New Student?	Student Club	Special Needs/Allergies
1							
2							
3							
4							

3. Contribution Worksheet

	Contribution	Sub Total
Student Language Class	\$210 each x _____	
Fun and Games	\$20 each x _____	
Ping-Pong Tournament	\$20 each x _____	
Basketball	\$20 each x _____	
Student Arts and Crafts Club	\$10 each x _____	
Lego Club	\$20 each x _____	
Chinese Painting	\$50 each x _____	
Adult Chinese Class	\$300 each x _____	
Registration Fee(after 2/12/ 2012)	\$20 per family _____	
Parent Duty Buy-out Fee**	\$100 per family _____	
Voluntary Contribution		
TOTAL \$		

**Parent duty For more details, see accompanying Parent Duty form. Please complete and return with the registration form.

Please make check payable to **The Central Mass. Chinese Language School**

Mail (postmark) or register at school on or before **2/12/2012** to avoid late registration fee:

CMCLS, P.O. Box 1125, Westborough, MA 01581

For more school info please visit www.cmcls.org or email to registration@cmcls.org

Waiver and Agreement In the event that my child/children have sustained any kind of personal injury while participating in the school activities, I hereby release and hold harmless The Central Mass. Chinese Language School (CMCLS), the Hastings School, their contractors and employees from any and all actions, claims and damages for personal injuries and disabilities.

Parent/Guardian Signature

Date

THE CENTRAL MASSACHUSETTS CHINESE LANGUAGE SCHOOL
2012 Spring Semester Student Activities

CMCLS 2012 Spring Sports Clubs

Sports Club	Age Range	Time	Place	Activities	Fee
Fun and Games	6 and up	4:00 - 5:00 pm	Gym	Supervised Fun and Games practicing	\$20
Ping-Pong Tournament	6 and up	4:00 - 5:00 pm	Cafeteria	Supervised pin-pong practicing	\$20
Basketball	6 and up	4:00 - 5:00 pm	Gym	Supervised basketball practicing	\$20

CMCLS 2012 Spring Student Clubs

Student Club	Age Range	Time	Place	Activities	Fee
Arts & Crafts	5 and up	4:00 - 5:00 pm	Cafeteria	Children's arts and crafts	\$10 (for materials)
Lego	6 and up	4:00 - 5:00 pm	Library	Building Legos	\$20 (for materials)

CMCLS 2012 Spring Culture Class

Cultural Club	Age Range	Time	Place	Activities	Fee
Chinese Painting	7 and up	4:00 - 5:00 pm	Library	Basic technique of Chinese Painting	\$50

Dear Parents,

Welcome to 2012-Spring semester in Central Massachusetts Chinese Language School! As we begin the new term, please help us minimize costs and keep the school running smoothly by contributing a few hours of your time. We ask that parents contribute to the following areas:

1. Preparation of teaching materials.
This involves making copies of course notes and homework. You will be responsible for delivering the photocopied materials to the appropriate classrooms. You will also be responsible for scanning course notes and homework on the computer to be saved as electronic copies.
2. Student safety and maintenance of our learning environment.
This includes ringing the bell, supervising student activity during snack/recess, and keeping the classrooms clean.
3. Other duties as assigned by the General Affairs Director and Parent Duty Coordinator.

With the exception of those enrolled in the Adult Chinese language class, parent duty is required for every family who has student(s) enrolled in our language classes. Teachers and school committee members may waive their parent duties due to their time and contribution to the school.

To help better organize the effort, we would like to have parents sign up for parent duty in advance. Please specify at least 5 preferred dates in the following table and return with the registration form. Each parent will typically have 2-3 shifts per semester. We will make every effort to meet everyone's schedule.

The Parent Duty schedule will be posted on the school bulletin board once it is available. If you need to change your original schedule, please contact the Parent Duty Coordinator *before* trying to switch with another parent.

PLEASE NOTE: CMCLS may impose a \$100 fine for parent(s) who fail to perform their duties on their scheduled date.

If there is any question, please contact the Parent Duty Coordinator by email at webmaster@cmcls.org. We are very grateful for your help and support.

Best regards,
Parent Duty Coordinator of CMCLS

Highest Grade Student's Name	Parent's Name	Contact
		Phone:
		Email:
Parent's Duty buyout or waived (circle it if yes)		

Week	Date	Available?	Week	Date	Available?
1	02/05/2012		9	04/15/2012	
2	02/12/2012		10	04/22/2012	
3	02/26/2012		11	04/29/2012	
4	03/04/2012		12	05/06/2012	
5	03/11/2012		13	05/13/2012	
6	03/18/2012		14	05/20/2012	
7	03/25/2012		15	06/03/2012	
8	04/01/2012				

THE CENTRAL MASSACHUSETTS CHINESE LANGUAGE SCHOOL
2012 Spring Student Photograph & Video Consent Form

Photographs and video images of students in the CMCLS are routinely taken for the purpose of celebrating student achievement and sharing educational programs with the community. Photographs may be submitted to newspapers, used in school's brochure and/or posted on school's websites and blogs by CMCLS teachers. Video footage may be submitted to area TV stations for local viewing and area news outlets occasionally cover special events within the school.

Check the following choices:

Television/Newspapers

- I/We **GRANT** permission for a **photo image** that includes this student to be shared with media outlets, including newspapers and television stations, websites. Under no circumstances will CMCLS release personally identifiable information with such images, other than the child's name, age, and/or grade.
- I/We **GRANT** permission for a **video image** that includes this student to be shared with media outlets, including newspapers and television stations, websites. Under no circumstances will CMCLS release personally identifiable information with such images, other than the child's name, age, and/or grade.
- I/We **DO NOT GRANT** permission for this student's **video image** to be shared with media outlets
- I/We **DO NOT GRANT** permission for this student's **photo image** to be shared with media outlets.

Website/blog

- I/We **GRANT** permission for this student's photo image to be published on websites or blogs associated with CMCLS.
- I/We **GRANT** permission for this student's video image to be published on websites or blogs associated with CMCLS.
- I/We **DO NOT GRANT** permission for this student's photo image to be posted on the websites or blogs associated with CMCLS.
- I/We **DO NOT GRANT** permission for this student's video image to be posted on the websites or blogs associated with CMCLS.

Student's Name: (please print) _____ Grade: _____

Name of Parent/Guardian: (please print): _____

Signature of Parent/Guardian: (please sign): _____

Name of Parent/Guardian: (please print): _____

Signature of Parent/Guardian: (please sign): _____

Date: _____

Pursuant to law, we will not release any photos/images of your child without your permission. It is essential, therefore, that this signed form be returned to CMCLS with BOTH parents/guardians signatures. If you wish to rescind or amend this consent at any time, please contact us first. Thank you for your cooperation.

THE CENTRAL MASSACHUSETTS CHINESE LANGUAGE SCHOOL
2012 Spring School Policy Acknowledgement Form

CMCLS is a non-profit organization and is currently renting Hastings Elementary School to facilitate its activities. In order to preserve CMCLS's relationship with Hastings Elementary and ensure that its facilities are well maintained, CMCLS would like to ask the parents/guardians of our students to help our School enforce the following policies.

Please go over and read each policy to your child (children) and make sure that your child (children) understands the policies. Check off each item to indicate your acknowledgement and provide your signature at the bottom of this form. Please return a copy of the acknowledgement form along with your registration form to complete the registration process.

CMCLS and all Committee members really appreciate your help in creating a safe and enjoyable environment for all.

Thank you very much.

CMCLS Committee

	Check	Policy Description
1	<input type="checkbox"/>	No food or drink can be consumed outside of the school cafeteria.
2	<input type="checkbox"/>	All students should stay in the school cafeteria during recess.
3	<input type="checkbox"/>	No student will be allowed to stay in the classroom after 4:00pm, unless accompanied by a teacher or a CMCLS committee member.
4	<input type="checkbox"/>	Except for tables and chairs, do not use or move any equipments or school supplies that are part of Hastings School.
5	<input type="checkbox"/>	When the class is over, place all chairs and tables back to their original positions. Please also remember to take your belongings and any waste you have produced along with you.
6	<input type="checkbox"/>	No one should enter any classroom or facility that CMCLS is not authorized to use.
7	<input type="checkbox"/>	CMCLS is only authorized to use the library for our language and cultural classes. Do not use or remove any books from the library shelves and tables.
8	<input type="checkbox"/>	CMCLS is not authorized to use any computers, printers, and copy machines that are not part of CMCLS. Do not attempt to use or move them under any circumstance.
9	<input type="checkbox"/>	If any school equipment or facility is damaged or ruined during school hours, report to any of the CMCLS Committee members immediately.

We have read and acknowledged all policies listed above, and will help the school enforce them.

	Student Name (中文)	Student Name (English)	Class
1			
2			
3			
4			

Parent/Guardian Name:		Email:	
Address:			
Parent/Guardian Signature:		Date:	