

CAMBRIDGE CENTER FOR CHINESE CULTURE

Application Form for Summer School (2016)

			Office Use Only	
Summer Program Deposit	Check No.	Amount	\$ 100.00	
Summer Registration	Check No.	\$	Received by	Date
Summer Tuition	Check No.	\$	Received by	Date
Sessions	I: 7/11-7/22 II: 7/25-8/05 III: 8/08-8/19			

Date: _____ Student Name (Chinese/English): _____ / _____

Birth Date: _____ / _____ / _____ Gender: M _____ F _____

Learn Chinese at: _____ Chinese School, Chinese Level/Chinese Book/Grade _____

Home Address: _____ (City) _____ Zip _____

Home Telephone: _____ Home Fax: _____ Cell phone: _____

Family Email: _____

We want to be in the CCCC email list to receive news/announcements from CCCC: Yes _____ No _____

Father's Name: _____ Work Phone: _____

Mother's Name: _____ Work Phone: _____

Emergency name and telephone number of a responsible adult who will care for the student if the parent or guardian is unavailable: Name: _____ Telephone: _____ Cell phone _____

Please indicate if the student is allergic to any food, drug, insect bites, etc, or please indicate if you have any special concerns about the student: _____

Emergency consent form for (student name) _____

I/ or the understand parent /legal guardian of above named student will not hold Cambridge Center for Chinese Culture (CCCC), its agents, servants or employees responsible for any accidents incurred during participation in the CCCC programs. If parents or doctor cannot be reached in case of emergency, consent is hereby given that the student receives medical treatment.

Date: _____ Student/ Parent's/Guardian's Signature _____

Student's Doctor Name/Phone: _____ / _____

Please Circle the session for preference.

Session I 7/11-7/22 Session II 7/25-8/05 Session III 8/08-8/19

Parent/guardian signature _____ Date _____

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Summer School Parent/Guardian Information

1. Registration Fee (non-refundable):

\$50

1. Refundable Security Deposit:

- a. The security deposit is \$100.00 for each student, which will be deducted from your payments.
- b. Deposit fee is not refundable for all cancellation.

2. Tuitions: (Monday-Friday, 8:30am-6:00pm)

The tuition includes study materials, lunch, transportation fee and visiting ticket for field trip, and a CCCC T-Shirt.

Session	Dates	Before 5/31/2016	After 5/31/2016
1	7/11-7/22 (10 days)	\$550	\$600
2	7/25-8/05 (10 days)	\$550	\$600
3	8/08-8/19 (10 days)	\$550	\$600

- a. Registration by week: before 5/31/2016 \$275, an additional \$50 fee applies for field trip
after 5/31/2016 \$300, an additional \$50 fee applies for field trip
- b. Registration by day: before 5/31/2016 \$55, an additional \$50 fee applies for field trip
after 5/31/2016 \$60, an additional \$50 fee applies for field trip
- c. If two or more children from the same family register for the same session, the 2nd and (or) more child(ren) will get 5% tuition discount.

3. Payment:

- a. Registration fee and a \$100 refundable deposit are due at the time of registration.
- b. The tuition must be paid two (2) weeks prior to the first day of each session reserved with no deduction for absence.
- c. There is a \$20 late fee for payments not received by the due day.
If the payment is not received by the first day of program, your child will not be allowed in the program until your account is up to date.
- d. We accept cash and check. Please make your check payable to:
Cambridge Center for Chinese Culture
- e. The \$100 refundable deposit needs to pay in a separate check.

Parent/guardian signature _____ Date _____

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4. Bounced Check Fee:

a \$35.00 fee will be charged for each bounced check.

5. Refund Policies:

- a. Requests for refunds must be in writing.
- b. Any cancellation received in writing or email (ccccsummerschool@gmail.com) two (2) weeks prior to the first day of the session reserved will result in a 100% tuition refund. \$5 processing fee will be charged only;
- c. Any cancellation received in writing or email (ccccsummerschool@gmail.com) one (1) week prior to the first day of the session reserved, a 50% tuition refund will be issued;
- d. Registration fee and \$100 deposit fee are not refundable for all cancellation.
- e. \$25 transfer fee must be paid for canceling reserved session and transferring to a not yet reserved session.
- f. Once a child has begun the summer school, no refund will be issued.

6. School Attendance:

Parent/guardian will be asked to sign in and sign out student when you drop and pick up your child. The student will be taken in every class each morning and parent will be called if the child is absent without prior notification. Please call the school at 781-786-2050 if your child will arrive late or be absent.

7. Field Trip

A field trip is taken by the last day of each session. Student will visit museum, zoo, park, etc. by school bus.

8. Lunches

School will provide Pizza, Hamburg or Chicken Sandwich and Chinese Food.

9. Late Pick-up

Time: 6:00 pm - 6:10 pm Fee: \$10 per each time

Time: 6:10 pm - 6:20 pm Fee: \$25 per each time

Time: 6:20 pm - 6:30 pm Fee: \$40 per each time

Time: 6:30 pm - 6:50 pm Fee: \$80 per each time

This fee is due immediately upon arrival. Please be aware that unexpected delays create anxiety for both your child and our staff.

10. Notes to Parent/guardians

To ensure success of Summer School programs, parents/guardians are requested to take notice of the following regulations:

- a. Cooperation of parents/guardians with Summer School is required. Please let your children understand that following student rules, respecting teachers, being courteous, and maintaining discipline are required in SummerSchool.
- b. Parent/guardians and students are requested to respect school property. Parent/guardians should

Parent/guardian signature _____ **Date** _____

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understand that conducting any unauthorized activity in school community is not allowed (e.g., sending unauthorized email to school mailing list, put unauthorized advertisement in school post area, etc); parents/guardians should also understand that compensation must be made for any damaged school property; for any serious violations to school regulations, the school reserves the right to issue warnings, expulsions, or law enforcement, whichever applies.

- c. Please do not park in the docking area, as it may be used for loading or unloading at any time. Car will be tolled on owner's expense if it is reported parking in docking area.
- d. Last, but most importantly, please do not let your child bring any dangerous articles or valuable items to school. While students in their assigned program, school is responsible for their safety. After assigned program, parent/guardians are responsible for the safety of their children. Parents/guardians must sign the Emergency Consent Form. The Summer School, teachers, and staff members will not assume the responsibility for any accidents incurred during participation in the Summer School programs. If parent/guardians or doctor can't be reached in case of an emergency, consent is hereby given that the student receives medical treatment.

11. Students Rules

All students should understand that every student attends the Summer School program voluntarily. To ensure the success of Summer School programs, students are requested to obey the following regulations:

- a. Please pay full attention in your class, participate enthusiastically, maintain class discipline, raise your hand before speaking, and do not leave your seat without permission.
- b. Please be courteous to teachers, parents, and school staff, take initiative in greeting teachers and your fellow students.
- c. Please be friendly to each other, be helpful, and try to learn from each other.
- d. There will be no fighting and no swearing in any circumstance in the Summer School programs. If you make a mistake, you must admit it and apologize.
- e. Bringing dangerous articles to Summer School is strictly forbidden; please do not bring valuable items to the program.
- f. Please take good care of school property, compensation must be made for any damaged school property.
- g. Please keep your classroom clean. If you use any items that belong to a specific classroom, please put them back after you're done.

12. 2016 Summer School New Location

920 Trapelo Rd Waltham, MA 02452

Parent/guardian signature _____ Date _____

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Summer School Parent Information

This is to acknowledge that I/we have read all policies regarding Summer School.

I/we understand that if below named student damage any school property or trespass the unauthorized area, I/we, the parent(s)/guardian(s), will be responsible for paying the penalty fee.

Student Name(print full name) : _____

Parent/guardian Name(print full name): _____

Parent/guardian signature _____ **Date** _____

Summer School Photo Release

I hereby give CCCC permission to take photographs of my child and use them in all of CCCC publications.

Student Name (print full name) : _____

Parent/guardian Name (print full name): _____

Parent/guardian signature _____ **Date** _____