

CCCNJ Chinese Language School Parents' Handbook



2011-2012

CCCNJ Chinese Language School
Grace Lutheran Church
925 Fifth Avenue
River Edge, NJ 07661
(201) 383-5891

www.cccnj888.org
cccnj888@gmail.com

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At the CCCNJ Chinese Language School, it is our goal to teach verbal and written skills of the Cantonese language and to educate students in the cultural values of the Chinese heritage.

The Chinese Language School of CCCNJ was established in the early 1970s and is a non-profit organization run by parents of the students. The school is funded by student tuition and donations.

Parents are encouraged to learn more about their child's environment and participate in school activities. School officers are composed of volunteer parents of students attending the Chinese Language School.

Classes

The school offers classes from Pre-Kindergarten to sixth grade. The classes are held in Cantonese, with a minimum of English when necessary. Students are assigned to classes not by their ages, but by their competency in the Cantonese language. All children, ages 4 years and up, are welcome to enroll. Please feel free to visit the school on Saturdays during school hours to meet the students, teachers, administration and parents.

Hours of Session

Classes are held at the Grace Lutheran Church of River Edge, 925 Fifth Avenue, River Edge, NJ 07661. School hours are from 9:30 a.m. to 12:00 p.m., on Saturdays, during the months of September thru June. During the course of the year, there may be optional extra-curricular activities that usually begin at 12:30 PM and an end time that depends on the particular activity.

Registration and Tuition

Registration will be held on the first day back to school, Saturday, September 10, 2011. The school will begin registration promptly at 9:00am. Class will start at 9:30am. Workbooks and audio CDs will be distributed in class. This material is included in the tuition. Students should bring their own school supplies (e.g., pencils, erasers).

Fall semester tuition is due on September 10, 2011. Spring semester tuition is due on January 29, 2012. A late fee of \$25 will be assessed if tuition and fees are not remitted in full by October 1, 2011 for the Fall, or February 25, 2012 for the Spring semesters. Please see Enrollment Form for other fees due at the beginning of the school year.

Medical Release Form

Please complete the “Emergency Release Form” and hand it in at Registration. This form must be updated annually even if you have previously completed this form. It is important that this information is accurate, since it will be used in the unlikely event that your child becomes ill or has an accident.

Allergy Consent Form

Please complete the “Food Allergy Consent Form” acknowledging your commitment to keeping the school peanut and nut free. Please abstain from sending in any snacks or food products with peanuts or other nuts. There are several students with severe nut allergies and we ask for your cooperation and assistance in this matter.

Snack

There is a 15 minute break in between class at which time students will be escorted to and from the auditorium for a light snack. Students may pack a snack and drink or purchase them from our concession stand. Food is not permitted in the classrooms.

Arrival and Dismissal

All students must be taken directly to their classroom by an adult before the

start of each class. Dropping children off in the parking lot is NOT permitted. Children roaming the halls, stairs, or parking lot unattended is NOT permitted. Please be sure to discuss this rule with your child before the school year begins. This policy is for the safety and protection of the students.

Please be prompt with bringing your child to class; arriving late disrupts the class. Please do not linger in the classroom after class has started as this can be distracting to the teacher and students.

At the end of class, students should be picked up by their parents promptly at their classroom or at the auditorium.

If you are going to be late picking up your child, notify the Principal or Vice Principal as soon as possible.

Parent Volunteer Participation

All parents participate in the administration of the school and are requested to sign up for volunteer positions. Sign-up sheets will be available on Registration Day. Sign up's for the volunteer positions will be on a first-come first-served basis. Parents who do not sign up will be given assignments. A \$10 parent duty fee will be reimbursed after each of the first two assignments has been completed for the semester. Any non-participants will forfeit their fee.

Volunteer positions include:

- Hall monitor (1st floor & 2nd floor by entrance) – make sure door is closed at all times, no stranger enters the building, no child leaves without an adult
- Fellowship hall monitor (chair setup/clean-up for snack-time, sell snacks)
- Party or Pot Luck setup/clean-up

Class Lists

A student class directory will be sent home at the beginning of the school year. It will consist of student names, parents' names, addresses, telephone numbers, and email addresses of all the students in the school. This directory is only distributed in paper form to school attendees. It will not be posted on the web nor distributed in electronic form. If you do not want any of this information included in the directory, make note of it on the registration

form. The student directory will be sent home approximately 2-3 weeks after the first day of school.

School Closings

Please refer to your school calendar and website for scheduled closings. In case of severe weather closings, we will additionally attempt to notify each parent either by telephone or email.

School & Cultural Events

An Orientation meeting is held on the first day of school and a school General meeting will be held in the Spring. A pot luck luncheon is also held in the Fall semester. The school hosts after school holiday celebrations such as Halloween, Christmas (typically evening), Chinese New Year, and the Spring festival parties. In the spring semester, there is a recital featuring the 'School Talent Show' where student performances include singing, reciting poems, instrumental recitals and other talent presentations.

Parent-Teacher Conferences

Parent-Teacher conferences are held twice a year for teachers to discuss with parents their children's progress. Please refer to your school calendar for those dates. Additional meetings may be arranged directly with the teacher.

Evaluations

There are two marking periods a year; report cards will be issued at the end of each semester. Pre-Kindergarten students will not be issued report cards.

Graduation & Awards Ceremony

Trophies will be given to all students at commencement; recognition is given to first, second, and third placements in each class and for special achievements. A Certificate of Completion will be given to all students who graduate.

Website

The CCCNJ website is: www.cccnj888.org. The school calendar, enrollment form, and updates to school activities are posted on the website.

Contacts

If you have any questions, contact any of the school officers during school hours or send email to: cccnj888@gmail.com or call (201) 383-5891.

Note: Do **not** mail any enrollment forms or material to the church address.

2011-2012
CCCNJ Chinese Language School Officers

Principal	Sai Young
Vice-Principal	Jonathan Lau
Vice-Principal	Fanny Hom
Treasurer	Howard Sigman
Secretary	Glenn Chin
Events Director	Kai Ng

2011-2012 Staff Assistants

Leigh Chan, Wun-Ye Lee, Kristine Chu

CCCNJ Chinese Language School Faculty

Pre-Kindergarten	Gloria Ling/Joan Lee
K-1 (Lower Kindergarten)	Fiona Weng
K-2 (Upper Kindergarten)	Irene Shiu
1 st Grade	Coty Lee
2 nd Grade	Guen Hom
3 rd Grade	Sabrina Huang
4 th Grade	Connie Tang
5 th Grade	Julie Young
6 th Grade	Sai Young