



JCA Chinese School Guidelines and Expectation

Approved by JCA Chinese School management Team on 08/23/09

Dear parents and students,

In order to establish a proper educational environment and to ensure the safety of our students please adhere to the following rules and regulations.

Parents:

- (1)** On August 30th (The first day of the School), please arrive with your children at least 30 minutes before the class for registration and classroom orientation.
- (2)** Upon dismissal from Chinese school, please make sure to return to the school at least **10 minutes** before 4:00 PM on every Chinese School day. This will ensure that all children are picked up on time. When students are not picked up on time by their parents, this can create an unnecessary burden for the teachers and a potentially unsafe situation for the students.
- (3) Please make checks for each student payable to JCA.**
- (4) Please check your employers for the gift matching program in order to maximize the contribution to JCA Chinese School.**
- (5)** The deadline for tuition payment is **9/13/09**. A late fee of twenty dollars (\$20) will be applied.
- (6)** Parents have the responsibility to be Room mother (father) for at least once per semester.

(7) Please comply and respect the rules of the UNF.

Students:

(1) Students are prohibited from skateboarding or roller skating at the school.

(2) Students are not authorized to wander and play near the lakes around the buildings. The school will not be liable for any injury.

(3) Parents and students need to keep the classrooms and restrooms neat and clean.

(4) All students must make sure to **return to class on time after break.**

(5) Students please make sure to remember and keep in mind the following Basic rules.

- Come to school on time.
- Bring what you need with you.
- Listen to the teacher.
- Follow directions.
- Be kind to others.
- Use manners.
- Work hard.
- Do your best.
- Keep your hands and feet to yourself.
- Follow playground rules.
- Do and finish home work on time.