

CAMBRIDGE CENTER FOR CHINESE CULTURE

Application Form for Summer School (2017)

				Office Use Only	
Summer Program Deposit	Check No.	\$100	received by	Date	
Summer Registration	Check No.	\$50	received by	Date	
Summer Tuition	Check No.	\$	received by	Date	
Sessions	I: 7/10-7/21	I: 7/24-8/04	:	8/07-8/18	

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

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

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

Home Address: _____ (City) _____ State _____ 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 Concern for the student if any: _____

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 7/10-7/21

Session II 7/24-8/04

Session III 8/07-8/18

Parent/guardian Name (print) _____ Signature _____ Date _____

CAMBRIDGE CENTER FOR CHINESE CULTURE

Application Form for Summer School (2017)

Summer School Parent/Guardian Information

1. Registration Fee (non-refundable):

\$50

2. 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.

3. 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.

a. Registration by sessions:

Session	Dates	Register Before 5/31/2017	Register After 5/31/2017
Session I (10 days):	7/10/2017-7/21/2017	\$600	\$650
Session II (10 days):	7/24/2017-8/04/2017	\$600	\$650
Session III (10 days):	8/07/2017-8/18/2017	\$600	\$650

b. Registration by weeks:

Before 5/31/2016: \$300, after 5/31/2016: \$330, an additional \$50 fee applies for field trip.

c. Registration by days:

Before 5/31/2016: \$65, after 5/31/2016: \$70, an additional \$50 fee applies for field trip.

d. Discounts:

I. Family Discount: If two or more children from the same family register for the same full session/sessions, the 2nd and (or) more children will get 5% of tuition discount.

II. Full Summer Enrollment and Early Payment Discount: If register for all 3 sessions and pay tuition in full before 6/30/2017, student will get 5% of tuition discount.

4. 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

5. Bounced Check Fee:

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

6. 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

Parent/guardian Name (print) _____ Signature _____ Date _____

CAMBRIDGE CENTER FOR CHINESE CULTURE

Application Form for Summer School (2017)

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 (cccsummerschool@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.

7. School Attendance:

Parents/guardians are asked to sign-in and sign-out student when you drop and pick up the child. The student will be taken in to the class each morning and parent will be called if the child is absent without prior notification. Please call the school at 781-788-8558 if your child will arrive late or be absent.

8. Field Trip

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

9. Lunches

Summer program will provide hot lunch, Pizza, Hamburg, Chicken Sandwich, or Chinese Food.

10. 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 late fee is due immediately upon arrival. Please be aware that unexpected delays create anxiety for both your child and our staff. you may sign up for scheduled late picked up 6:00 pm-6:30 pm, pay up front: \$50/week, \$80/session

* Scheduled early drop offs or late pick-ups are offered on weekly base only.

Parent/guardian Name (print) _____ **Signature** _____ **Date** _____

CAMBRIDGE CENTER FOR CHINESE CULTURE

Application Form for Summer School (2017)

Notes to Parents/guardians

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

- a. Cooperation of parents/guardians with summer program is required. Please teach your child/children to following student rules, respecting teachers, being courteous, and maintaining discipline.
- b. Parent/guardians should 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 by your child; the school reserves the right to issue warning, expulsion, or law enforcement, whichever applies for any serious violations to school regulations.
- c. Please do not let your child/children to bring any dangerous 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 their safety. Parents/guardians must sign the Emergency Consent Form. The Summer School, teacher, and staff member will not assume the responsibility for any accidents incurred during participation in the summer 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.

Summer program Students Rules

All students should understand that we come to CCCC summer program for fun, making friends, and learn. To ensure the program success, students are required to follow the following rules:

- a. Please be courteous to teachers, school staff, and your fellow students, take initiative in greeting each other.
- b. Please pay full attention in your class, participate enthusiastically, maintain class discipline, raise your hand before speaking, and asking permission when you leave your seat.
- 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 program. If you make a mistake, you must admit it and apologize.
- e. Bringing dangerous items to Summer program is strictly forbidden; it is advised do not bring valuable items to the summer program.
- f. Please keep your classroom clean. If you use any items that belong to someone or somewhere else, please put them back after you use.
- g. Please keep your classroom neat and clean. If you use any items that belong to a specific classroom, please put them back after you use.
- h. Please take good care of school property, compensation must be made for any damaged school property.

Parent/guardian Name (print) _____ **Signature** _____ **Date** _____.

CAMBRIDGE CENTER FOR CHINESE CULTURE

Application Form for Summer School (2017)

Summer Program Parent Acknowledgement

This is to acknowledge that I/we have read all student rules with our child/children regarding Summer Program.

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

I/We agree all above mentioned

Summer School Photo Release

I/We hereby give CCCC permission to take photographs of my child/children and use the photos in all of CCCC publications.

I/We agree

I/We not agree

Parent/guardian Name (print) _____ **Signature** _____ **Date** _____