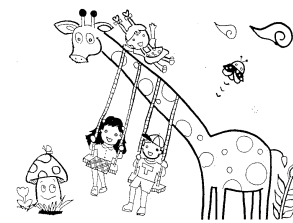


Happy Childhood Education Center

2024-2025 Student Handbook

1091 S. De Anza Blvd., San Jose, CA 95129
408-252-2865, www.happychildhoodedu.com



★ Tuition, Fees and Refund Policies ★

As a traditional language school (Heritage School) recognized by the California Department of Education, the school offers three options for Chinese classes for TK to 8th grade: full-time Chinese classes (five days per week), part-time Chinese classes: four days a week or three days a week (for 5th grade to 8th grade). We also have middle school tutoring (6th grade & up) and a variety of extracurricular courses.

TK - Grade 5

❖ Full-time classes five days per week, part-time classes four days per week, part-time classes three days a week (Chinese level 2nd grade and up)

1. Students are placed in Chinese, English, and Math classes upon evaluation of skill levels.
2. The school offers the following programs:
 - **Chinese:** students are placed in traditional or simplified Chinese classes based on preference (both are provided)
 - **Mathematics:** Singapore Mathematics are used to enhance and strengthen mathematics and computing skills, and Common Core Standards in English application problems.
 - **English:** Listening and speaking practice, vocabulary, grammar, reading comprehension, compositions and essays (Grade 2 and up)
 - **Traditional Language and Culture:** Poetry, the *Three Character Classic*, *Standards for Being a Good Student and Child*, Chinese historical stories, idioms and proverbs, the *Analects of Confucius*, and Chinese folk songs.
 - **Talent curriculum:** JELIC, dance, singing, recorder, drum band, arts and crafts etc.
 - **Music ensemble:** According to the instruments the students can play, we will arrange them as accompaniment in the songs we learn, interactive group activities, little percussion group...etc
 - **Standardized testing practice:** Arrange mock exams to accommodate tests taken at English School (i.e. CAASPP (California Assessment of Student Performance and Progress), advanced sixth grade testing (middle school math diagnostic tests))
3. Electives: English writing class (second grade and up, in small class settings), tennis, MPM, art, chess, science, individual piano classes etc. The sessions for these classes last 8 weeks and fees are collected separately. **There is no refund at the end of the session for dropouts or absences.**

Middle School (Grade 6-Grade 8)

❖ Full-time classes five days per week, part-time classes four days per week, part-time classes three days a week (Chinese level 2nd grade and up)

Chinese: simplified and traditional Chinese (“華語” textbook, school textbook), compositions and essays, Chinese cultural studies, idioms practice.

Math: Algebra, Algebra1, Geometry, Common core word problems and Singapore Math.

English: Grammar, reading comprehension, composition writing and literature.

One-on-one assistance with school work and homework: Bring any questions from school

(classwork, homework) to ask one-on-one.

Standardized testing practice: Arrange mock exams to accommodate tests taken at English School (i.e. CAASPP (California Assessment of Student Performance and Progress))

Electives: English writing class (2nd grade and up, in small class settings), tennis, MPM, art, chess, science, private piano lessons, private clarinet lessons etc. The sessions for these classes last 8 weeks and fees are collected separately. **There is no refund at the end of the session for dropouts or absences.**

❖ **English Tutoring Class**

After finishing school homework, students can attend a session for English language assistance, where English classroom exercises and homework are taught one-on-one, as well as mock English school exams.

Class Options and Tuition:

1. **Full-time classes (K-8, five days per week):** Tuition for students who arrive at 12 p.m. is **\$780.00** per session (4 weeks, includes materials). For 2:00 p.m. to 6:30 p.m., tuition is **\$650.00** per session (4 weeks, includes materials and one early dismissal day per week).
2. **Part-time classes (K-8, four days per week):** An option of four days in the week (the selected days must remain constant throughout a session). For those who arrive after 2:00 p.m., tuition is **\$580.00** per session (4 weeks, includes materials and one early dismissal day per week).
※ **If in an unexpected situation and your child needs to attend an extra full day of classes (regular one afternoon of classes), the fee is \$50/day.**
3. **Part-time classes (Chinese level 2nd grade and up, three days per week):** An option of three days in the week (the selected days must remain constant throughout a session). For those who arrive after 2:00 p.m., tuition is **\$500.00** per session (4 weeks, includes materials and one early dismissal day per week).
※ **If in an unexpected situation and your child needs to attend an extra full day of classes (regular one afternoon of classes), the fee is \$50/day.**
4. **English Tutoring Class:** For those who arrive after 2:00 p.m., tuition is **\$380.00** per session (4 weeks).
5. If siblings attend the school simultaneously, there will be a \$60 discount for the tuition if both attend five days a week, or \$30 discount for the tuition if both attend four days a week or five/four days a week.
6. If at any time the number of days that your child can attend Happy Childhood changes, please inform our office one session before (4 weeks) in order to arrange administration and transportation.
7. **No tuition fee will be collected for the two weeks break over Christmas.**

Deposit and Registration Fee:

1. Students must be at least 4 years and 9 months old to enroll in the school. (subject to change anytime according to regulations)
2. A prepayment of the last session's tuition (**\$650/\$580/\$500**) is required as a deposit at the time of registration. Those who do not comply with our policies as stated in this handbook will not receive a return of their deposits.
3. The registration fee (non-refundable) for new students is \$100.00 per student. The student's sibling(s) receive a 20% discount on the registration fee.
4. Parents must pre-pay the tuition fee for the 10th session of the school year. If they do not abide by the fee policies listed in this handbook, the deposit will be used for compensation.
5. For new students registering for 2024-2025, if parents register before 5/15, the registration fee will be waived.

Daycare Fees:

1. **February/Spring Breaks and Staff Learning Days:** The center provides morning day care starting at 8:30 a.m. with afternoon classes following the regular schedule. There must be a minimum of 5 students signed up for any childcare services.
Day care fees are as follows: full day (8:30-2:30) \$50.00, morning (before 12:00) \$30.00, afternoon (12:01-2:00) \$30.00. Those who arrive after 2:00 will not receive additional charge.
2. **Parent/Teacher Conference Week early dismissal:** A flat fee of \$10 a day will be collected.
3. **Childcare:** Full day (8:30-6:00) \$70.00, morning (before 12:00) \$40.00, afternoon (12:01-6:00) \$50.00. There must be a minimum of 5 students signed up for any childcare services.
Temporary childcare for unregistered students: Full day (8:30-6:00) \$90.00, morning (before 12:00) \$50.00, afternoon (12:01-6:00) \$60.00.
4. To make it more convenient for the office to arrange the teachers, students that sign up for daycare must pay the daycare fee beforehand.

Late Fees and Deposit:

1. The center's regular hours of operation are from 3 to 6 p.m. Please pick up your child/children by 6:30 p.m. ***There is \$1 per minute late charge for students picked up after 6:30 p.m.*** If a student needs to stay until 6:45 p.m. regularly, an extra \$80 should be included with the tuition payment each session. The \$1 per minute late charge also applies to students who are not picked up by 6:45 p.m.
2. **Tuition payments are due the second Friday of each session.** Payments that are more than 3 days overdue will have an additional \$60 late charge.
3. **If a student will be absent, there will be no refund.**
4. A four-week notice is required when a student transfers schools. In order for the session deposit to be refunded in full, we require that the notice be given on time.

Transportation:

- Transportation arranged by Happy Childhood:
 1. Regardless if the student attends four-day or five-day classes, transportation fees cover a period of 20 days (staff learning days, national holidays, and absences **are not refundable**). For three-day classes, the fare is an additional \$3 for one student. Our drivers will pick up students according to the regular school dismissal time. Fares will vary based on the distance of the school to our center, as well as the number of students being transported.
 2. No fees will be collected for Winter, Mid-Year, or Spring Recesses. If English schools have class during the Thanksgiving Recess, then fees will be charged for the number of class days.
 3. Transportation fees are for students who attend the school four days a week and cover a period of 16 days (including Staff Learning Days, national holidays, and absences). Our drivers will pick up students according to the regular school dismissal time. Fares will vary based on the distance and the number of transported students.
 4. **For parents who usually arrange transportation themselves: If you need us to arrange one-day transportation, the fare is an additional \$3 for one student (space permitting).**
For one-week transportation, the fare is an additional \$1 for one student per day (space permitting).
 5. If your child has other extracurricular activities, please arrange their own transportation.
 6. Parents, please notify the center and driver when your child is going to be absent.

7. We encourage parents to arrange their own transportation.
8. *Transportation fees are as follows:* (Transportation payments are due the second Friday of each session. Payments that are more than 3 days overdue will have an additional \$20 late charge.)

District/School	<u>Cupertino:</u> Garden Gate, Blue Hills, De Vargas, Myerholtz, McAuliffe, John Muir, Eaton, Regnart, Lincoln, Dilworth, Collins, Faria, Sedgwick, Stocklmeir, Portal, Kennedy, Miller, Hyde, Lawson <u>Saratoga:</u> Foothill, Argonaut	<u>Cupertino:</u> Nimitz, West Valley, Stevens Creek, Eisenhower, Montclair, Cupertino Middle <u>Saratoga:</u> Saratoga, Redwood <u>Sunnyvale:</u> Cherry Chase, Challenger <u>Campbell:</u> Forest Hill, Marshall Lane <u>Los Altos:</u> Oak Ave	<u>Sunnyvale:</u> Cumberland <u>Santa Clara:</u> Braly <u>85 south:</u> Farnham, Carlton Ave, Capri, Blossom Hill, Steindorf
Transportation Fee	1 student: \$200 (\$10.00/day) 2 students: \$180 (\$9.00/day) 3 or more: \$160 (\$8.00/day)	1 student: \$220 (\$11.00/day) 2 students: \$200 (\$10.00/day) 3 or more: \$180 (\$9.00/day)	1 student: \$260 (\$13.00/day) 2 students: \$240 (\$12.00/day) 3 or more: \$220 (\$11.00/day)

- * If gas prices rise to \$5.75/gallon (<https://www.eia.gov/>), an additional \$10-15 (according to the distance of the school) will be charged for that period.
- Pickup/Drop off Services (Kids Kab): Parents can go to www.kidskab.com for more information

☆ 2024-2025 Calendar ☆

- * First Semester: 8/19 - 12/20/2024 (All school districts, Chinese classes will begin at this time)
- * Second Semester: 1/6 - 6/7/2025

(Dates are based on Cupertino School District's Calendar. No day care service is provided for the legal holidays listed below):

- | | |
|-------------------------------------------|--------------------------------------------|
| 1 ∙ Independence Day (7/4/2024) | 5 ∙ Martin Luther King Jr. Day (1/20/2025) |
| 2 ∙ Labor Day (9/2/2024) | 6 ∙ President's Day (2/17/2025) |
| 3 ∙ Thanksgiving (11/28, 29/2024) | 7 ∙ Memorial Day (5/26/2025) |
| 4 ∙ Christmas Break (12/23/2024~1/3/2025) | |

☆ Computer Use Rules ☆

1. NEVER change computer default settings
2. Only log in to your own account. Do NOT log in to other students' accounts.
3. During homework time, computers can only be used for research and homework, not for playing games, watching videos, or listening to music.
4. During free time, computers cannot be used to go on inappropriate websites or used for cyberbullying. Posting personal reviews or comments is not allowed.
5. At most, only two students may share a computer at once.
6. Do not chase or make loud noises in the computer classroom. Keep your voice at a reasonable level.

7. Please make sure your hands are clean before using the computers. Food is prohibited in the computer room to keep the classroom clean. When you are finished using the computer, clean the tables and push in the chairs.

Failure to follow the rules above will result in the student not being able to use school computers.

★ Kendo and Tennis Guidelines ★

1. Students who participate in kendo class must follow the teacher's instructions. If the student plays around and does not follow the teacher's directions, he/she will not be allowed to participate in class.
2. Students who take the tennis class must bring their own tennis rackets. In addition, students must be promptly picked up by their parent or guardian once practice is over.

★ Pets at School Rules ★

1. Cats and dogs must have their rabies vaccine and owners must have a record that is not yet expired as proof. Owners must be present with their pets at school.
2. Pets may not run around school. Before bringing pets, the office staff must approve.

★ Emergency and Administering of Medication★

1. In the event of a health emergency, the center will notify parents immediately; however, if the parents cannot be contacted, the center will follow state regulations and call 911 if needed.
2. Students with high fever, diarrhea, vomiting or any other infectious disease must not come to the center for health and safety reasons and as in consideration of other students and staff. The fastest way for your child to get well is to rest. Parents, please notify the center and driver when your child is going to be absent. If student contact a communicative disease, parents must notify Happy Childhood Education Center so that any exposure notice may be posted.
3. It is not our practice to dispense medication to students. However, if a parent feels it is necessary, a written consent is required and **physician must have prescribed the medications**. We will monitor when your child takes his/her medication.

★ Center Safety★

1. The center strives to provide a healthy and comfortable environment for all students. In case of improper conduct by any student, the center will try to resolve the situation by counseling with the student and/or parents. If the misconduct persists, the center reserves the right to refuse admission for such students; a two- week notice will be given to parents regarding the dismissal prior to the next session.
2. For the safety of your child and legal responsibility of the center, it is imperative that parents and drivers sign in and out on the attendance sheets each day.
3. Please notify the center in advance if someone else other than the assigned driver or parent is transporting your child.
4. Toys and dangerous items may not be brought to the center.

Please read the handbook carefully and return the below agreement along with the deposit check.
Thank you.

Student Name: _____ (English) _____ (Chinese)

Chinese Class: Traditional _____ Simplified _____

School Attending: _____

Grade: _____ (Fall/2024) **Dismissal time:** _____

Transportation Arrangement: YES ____ NO ____

Address: _____

Contact Numbers: _____ (H) _____ (O) _____ (C)

Email: _____

Please make your choice and then sign your name.

We will attend Happy Childhood Education Center. I have attached the deposit (please make check payable to **Happy Childhood Education Center**).

☐ **Full-time classes (5 days/week)**

☐ Part-time classes (4 days/week) (☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri **Please check all that apply**)

☐ Part-time classes (3 days/week) (☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri **Please check all that apply**)

☐ English Tutoring classes

☐ I know Happy Childhood cannot arrange transportation for my child's extracurricular activities.

☐ I know if I cancel enrollment before 7/15, the deposit will be fully refunded. **NO** refund will be made if I cancel the enrollment after 7/15.

*** I agree to give Happy Childhood Education the permission to take and publish media (photos and video) of my child and their projects on the Happy Childhood website for display and advertising purposes.**

Window display: ☐ Yes, I give my permission. ☐ No, I do not give my permission.

Website: ☐ Yes, I give my permissions. ☐ No, I do not give my permission.

Parent Name (Print): _____

Parent Signature: _____

Date: _____