

**CHINESE CULTURAL  
EDUCATION ASSOCIATION  
(CCEA)**



**New Sprouts Chinese School  
Parent Handbook**

Revised 11/2009

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## **Welcome**

Welcome to the CCEA community! We are delighted to welcome you and your child into our school and hope that your time with us will be happy and productive.

This Parent Handbook provides information that will help you make your way through our policies and procedures as well as inform you about the way CCEA instructs your child in Chinese Mandarin. If you have any questions, ever, please ask and we will gladly answer, clarify anything, address concerns, or hear suggestions about this handbook or any of our procedures and practices at our school.

## **About Us**

CCEA is a California non-profit, non-political, and non-religious 501(c) 3 tax-exempt organization. CCEA was incorporated in 1976 to promote cross-cultural harmony and understanding within the communities of Alameda County by sponsoring educational and cultural activities related to the Chinese language and culture.

CCEA runs its Mandarin language program for children under the name of New Sprouts Chinese School, which focuses on language education to young children with a variety of classes. Additionally, we provide support and training to our teachers, and offer cultural ties and communities to our student families.

## **General Guidelines**

1. Parents are expected to read through this entire handbook, then sign and return the last page in acknowledgement. The information provided here are guidelines and practices most commonly used and followed at our school.
2. All students are expected to follow the teacher's instructions while class is in session.
3. Parents should actively help their children with assigned homework.
4. Parents are encouraged to speak and write Chinese with their children outside the classroom.
5. Parents and students are expected to be punctual for class sessions.
6. Parents are encouraged to communicate any concerns about classroom instructions or special needs for their children directly with the school teachers and with the director of the program.
7. Student address and contact information must be kept current with the CCEA Coordinator.

# **Regulations**

## **Registration**

1. Continuing students have priority status and may enroll during early registration period.
2. After early registration period, enrollment is on a first-come first-serve basis.
3. Upon receipt of application, our teachers will schedule for an assessment of new students for appropriate grade level placement.
4. Observe all deadlines for registration. Late applicants may enroll in a class only if there is availability during the first two weeks of class.
5. To avoid further disruption of class, all enrollment and transfers are closed after the second week of class. No exceptions.
6. Open houses are provided twice a semester for prospective families. Please see CCEA Coordinator for scheduling.

## **Tuition and Payments**

1. Tuition for the class semester must be paid in full at the time of registration.
2. Tuition cannot be pro-rated for late applicants.
3. If a student withdraws from the school prior to the beginning of any classes within the semester, tuition will be refunded with the exception of a \$25 administration fee.
4. No refunds once classes have begun. Exceptions apply only for special circumstances or illness, approved by the school. A written notice from the parent to the school is required prior to withdrawal.
5. There are no refunds for the summer camp program once enrollment is confirmed.
6. Siblings of applicants are given a 10% discount off of the tuition amount only.
7. Non-refundable materials fee and on-line learning fee are not discounted and apply to each applicant. Some fees may be waived if received before specified date.
8. A service fee of \$15.00 will be charged for any returned checks.

## **Classroom Instruction**

### **Pick Up and Drop Off**

1. Regular class times are as stated on the class roster and application.
2. Drop-off period is 10 minutes before class. Use this time to get your child comfortable and ready for class, and to speak with the teacher with any questions or concerns.
3. If you arrive late, please try to be unobtrusive and allow your child to enter quietly and on their own.
4. Class begins when the teacher asks children to say goodbye to their parents.
5. During Summer Camp, parents must sign in and sign out their child at every session. The sign out sheet will be posted at the front of the classroom.
6. Inform teacher or school in advance of anyone, beside parents, who will be picking up child.
7. Anyone who arrives to pick up a child who is not known by the teacher will be asked for a photo ID.
8. Please notify the school if your child will be absent. Calling in or emailing when your child is sick or letting us know ahead of time if you will be away on a trip.

### **During Class**

1. Students are required to know their English and Chinese names. If he/she does not have a Chinese name, parents can ask for teacher's assistance to choose a Chinese name for their children if desired. .
2. Students should respect their teachers, and address them as "Lao Shi" (teacher).
3. Parents and students should help the teacher clean up their classrooms and rearrange the classroom to its original setting at the conclusion of class.
4. Personal toys, food and candy are not allowed inside the classroom without the consent of the teachers.
5. Students are required to bring all of their textbooks to class every session, unless otherwise instructed by the teacher.
6. Students are required to complete their homework and bring to class.
7. Teachers will allow one bathroom/stretch break during mid-class.
8. Parents must wait outside the classroom. Please be considerate if chatting in the hallway not to distract the interaction between teacher and students.
9. At the last 5 minutes of class, parents will be invited into the classroom to review the class with the students.

10. The teacher is required to have a copy of the class roster containing all students' emergency contact information.
11. Summer Camp only: For safety reasons, no flip-flops are allowed on the outdoor play structure.

## **Report Cards**

1. Parents are encouraged to speak to the teacher at any time during the semester, before and after class, about the progress of your child.
2. Written progress reports are given to parents at the end of every semester.

## **Summer Camp**

1. CCEA Summer Camp is 4 weeks long in August. Registration period starts in April.
2. Camp begins at 9:00am. Drop-off period is from 8:30 to 9am.
3. Extended care is available from 3-6pm for an additional fee.
4. Please be considerate and prompt with your pick up. \$1/minute will be charged for late pick ups after 6pm.

## **Doors and Gates**

Our teachers are the only ones with a key to the classrooms. They are responsible for unlocking and locking up the classrooms. Teachers will leave doors unlocked 15 minutes prior to class beginning, and lock up promptly after the last child has left. For security reasons, DO NOT prop open front doors/gates.

## **Parking**

Parking is available but sometimes limited at the 1255 First Avenue Church/School entrance. LMUMC has generously offered the parking lot for our families to park during school hours, however, there are often multiple programs happening at the church during school hours.

In those cases, CCEA Coordinator will send an email advising families of busy parking dates. We ask CCEA patrons to allow extra time to look for parking, or do a quick drop off/pick up (do not block other cars or double park). Street parking is available around the lake and across the street from the church parking lot entrance (come a few minutes earlier to figure out the u-turns). Your patience and respect for Church patrons is requested.

## **Parental Duties and Responsibilities**

### **Homework (Does not apply to Summer Camp)**

1. Parents are encouraged to work with their child to complete homework assignments each week and bring them back to class every session.
2. Play CCEA music/story CD on a regular basis so your child can learn the lyrics and develop confidence and familiarity with the Chinese words, tone and rhythm.

### **Snack Time**

1. Snack time will be part of the class routines to encourage students to practice manners and practical phrases in Mandarin. Water and dry snacks will be provided. Parents are asked to provide one package of dry snack (without nuts) to be shared at snack time. Please give the snack package to classroom teacher during the first week of each semester.
2. Parents are responsible for alerting the school if your child has a food allergy of any sort.

### **Cell Phone**

1. While inside the classroom, please respect our teachers and the teaching environment and turn off all cell phones. If you must take a call, please step outside and keep your voice low.
2. We also ask that you respect the Church and its sanctuaries. No phone usage inside the main building.

## **Conflict and Positive Discipline**

Our discipline is based upon respect for the teacher and child. We handle conflicts with kindness and firmness, helping children to know when they need a positive time out, and working with children to meet their needs in positive ways. We try to emphasize what to do rather than what not to do. We teach children tools for dealing with conflict on their own, finding win-win resolutions, expressing feelings, and encourage children to find out how to fix a problem or make a friend feel better rather than using “sorry” as a default band aid.

## **Children Safety and Supervision**

1. CCEA takes all responsibility for your children's safety and well-being during class times.
2. Before and after class times, children must be under total parental supervision, particularly while on the outdoor play structure, and inside the church/sanctuary areas.
3. Students are not allowed to run or play in the church parking lot area.

## **Emergency and Medication**

1. CCEA head teachers are CPR and First Aid trained.
2. CCEA teachers who teach at OUSD afterschool programs are current with TB tests.
3. Parents please pick up your children immediately at the designated safe place.
4. If the parent is currently at the school, do not leave until your child has been counted by the teachers and/or staff.
5. During an emergency, the school will care for the students until the parent's arrival.
6. If your child needs to take medication while at school, written documentation is required including prescription, dosage, times, and other pertinent information. Please give all medication directly to a teacher.

## **Communication**

We try to offer a variety of ways for parents to get information about their child and our programs, from the school or the teachers.

1. Website [www.cceanewsprouts.org](http://www.cceanewsprouts.org).
2. The teacher is available 10 minutes prior and after class for any concerns or questions about curriculum, lessons and your child's progress.
3. Student assessments (report cards) are provided one week before the end of each semester. Parents are welcome to confer with teachers and staff on the last day of class to discuss student's assessed progress.
4. Phone numbers and emails for all our staff are available upon request.
5. Interest in volunteering time or donations or questions/feedback regarding school administration should be directed to the school officials outlined below.

6. We are always working to improve our methods and have tried to be responsive to the needs of our parents. To this end, we ask full participation in our parent surveys which are distributed throughout the semester.
7. If you ever have a concern or complaint we would like to hear about it. We are eager to address concerns and see this as a way to constantly improve our program. You can contact the school officials by phone or email, or talk when they are on site. If needed, a conference can be arranged to discuss the issue.

## **Volunteering**

We are a non-profit 501(c)3 organization, serving children of the East Bay communities. The school is run primarily by parent volunteers and staffed teachers. If you have a special skill you would like to offer or are interested in contributing extra time to the school, please let any one of us know! We welcome new board members, parent committee members, donations and contributions of all kinds.

All donations are tax deductible (tax id # 94-2378219).

## **Parent Committee**

For parents who want to lend a big helping hand to the school, it is possible to take on one of the roles in our Parent Committee. The committee meets monthly and is organized by our Board of Directors. Topics discussed range from fundraising to special events, as well as concerns addressed by the community.

The parent committee leads on various activities related to further enrichment on the Chinese language, culture and experiences.

Various events also have been and will be organized to help raise money for materials or school improvements. There are always opportunities for parents to put forward ideas here and volunteer some time.

## **School Officials**

CCEA holds monthly board meetings to discuss organizational and program related issues. Major decisions of the New Sprouts Chinese School are made by the collective board members. Board members are volunteer positions.

## **CCEA Board of Directors**

President:	Jackie Say	Jackie@cceanewsprouts.org
Vice President:	Open	
Secretary:	Varlerie Wong	Varlerie@cceanewsprouts.org
Treasurer:	Susan Bowes	Susan@cceanewsprouts.org
Board member:	Michelle Wilson	Michelle@cceanewsprouts.org
Board member:	Po-Wen Chen	Po-wen@cceanewsprouts.org
Board member:	Open	
Board member:	Open	

## **Current Staff Members**

Head of School:	Po-Wen Chen	po-wen@cceanewsprouts.org
Program Coordinator:	Chenxia Zhu	zhu_laoshi@cceanewsprouts.org

## **Contacting School**

Email is the preferred vehicle for communication and will receive a response within 24 hours. The phone number will reach the Program Coordinator. Messages will be checked during the evenings and returned on the following business day.

Job Inquiries: [jobs@cceanewsprouts.org](mailto:jobs@cceanewsprouts.org)

General Inquiries: [info@cceanewsprouts.org](mailto:info@cceanewsprouts.org)

Mailing Address;

**CCEA**  
**P.O. Box 27518**  
**Oakland, CA 94602**  
**Website: [www.cceanewsprouts.org](http://www.cceanewsprouts.org)**  
**Email: [info@cceanewsprouts.org](mailto:info@cceanewsprouts.org)**  
**510-206-5666**

Please read, sign and return this page below to any CCEA official.

I have read and understood the Parent Handbook, including the information on tuition, payment and classroom procedures.

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PARENT SIGNATURE

DATE

CHILD'S NAME \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_