

□.....Lake Oswego Children Learning and Development.....□
 After-school Program Registration, 2018--2019

1. Overview of After-School Program

We are providing an after-school program in the Lake Bible Church Youth Center for school-age children interested in learning Chinese as a secondary language for the future. We also provide extracurricular lessons such as Advanced Math (Mathcounts) and English reading/writing by skillful instructors. In addition, this program will include a variety of enrichment classes for kids to explore new ideas, knowledge and interests, and productive communications. This program helps school kids immersed in a multifaceted learning experience after school; and moreover, it provides an unique interactive environment for kids to learn and grow adequately.

- **Place:** Lake Bible Church Youth Center, Lake Oswego
- **Schedule:** Daily from 2:40 to 6:00pm, Monday to Friday. Closed at School Holiday and No-School Day
 - **2:40 ~ 3:00pm: student pickup to classroom**
 - **3:00 ~ 3:40pm: Entry level Chinese Class & Homework Assistance**
 - ❖ Class 1: Homework Assistance
 - ❖ Class 2: Entry-level Chinese class
 - **3:40 ~ 4:40pm: Advanced level Chinese Class & Fun Learning Projects**
 - ❖ Class 1: Intermediate and advanced chinese class
 - ❖ Class 2, Entry-level English and Math
 - **4:40 ~ 4:50pm: Recess and snack time**
 - **4:50 ~ 5:50pm: Enrichment Class below:**

| 4:50~5:50pm | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|---------------------|-------------------|-------------------------|------------------|------------------------------|
| Class 1 (7Y and up) | Coding & Programing | Church Activities | English Reading/writing | Mathcounts | Table Tennis or Group Tennis |
| Class 2 (7Y and under) | Fun Math | Church Activities | Drawing & Storytime | Clay & Storytime | Fun Math & LEGO & handcraft |

- **5:50 ~ 6:00pm: Students pickup back by parents.**
- **Tuition Due and Refund:** Monthly tuition is due in the 1st week of every month. **No late payment Please!** No prorated refund of the tuition for the month when refund is requested.
- **School holiday:** No after-school program at school holiday. **No discount in monthly tuition for 1-week-long school holiday break, 25% discount for 2-week-long school holiday.**
- **No-school day:** Regular after-school program is closed. **Instead, we are offering a special full-day program at a separate cost (\$50 per day participation).**
- **Transportation Arrangement:** Participating students will be picked up by program instructors when home school is released. Parents are responsible for picking up their own children back when Program finishes.

2. Tuition Plan (choose all applicable)

| |
|--|
| <input type="checkbox"/> Monthly Plan: \$360 |
| <input type="checkbox"/> Group Tennis Lesson: \$22.75 per lesson (a direct cost by Mountain Park Racquet Club) |
| <input type="checkbox"/> Drop-in class: \$18 per lesson (except Group Tennis Lesson) |
| <input type="checkbox"/> Drop-in afternoon: \$40 per participation |
| <input type="checkbox"/> No-school day: \$50 per participation |

3. Registration Fee: \$50; Material and supply cost: \$50

4. Child Information

| | |
|--|--|
| Child's First Name | Child's Last Name |
| Date of Birth | Child's Home School |
| Days of attendance per week <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F | Transportation Plan (choose one) <input type="checkbox"/> Picked up by Program Staff at Oak Creek <input type="checkbox"/> Picked up by Program Staff at bus stop (Hastings&Bunick) <input type="checkbox"/> Delivered by Parents |
| Does child have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all allergies below: | |

5. Parent or Guardian Contact Information

| | | |
|---------------|--------------|-----|
| Name | Relationship | |
| Home Address | City | Zip |
| Primary Phone | EMAIL | |

| | | |
|---------------|--------------|-----|
| Name | Relationship | |
| Home Address | City | Zip |
| Primary Phone | EMAIL | |

6. Emergency Contact Information (other than parent/guardian)

| | | |
|------|-------|--------------|
| Name | Phone | Relationship |
| Name | Phone | Relationship |

7. Medical Contact Information

| | |
|---|-------|
| Insurance Provider and Policy Information | |
| Primary Physician Name | Phone |

8. Parent or Guardian Authorization

In an emergency, the after-school program facility (Lake Bible Church) has my permission to call an ambulance, or take my child to any available physician or hospital at my expense to obtain medical treatment.

9. Transportation Arrangement: The after-school program requires a written plan of transportation between after-school program facility and the parent/guardian of the child for extracurricular activities. The following indicates the after-school program transportation plan:

_____ (child) attends _____ (school). He/she will be transported/escorted unidirectionally between regular school and the after-school program by (check all applicable): (school bus), _____ (after-school program vehicle), or _____ (will arrive/depart unescorted with my permission). If my child is not at the designated pickup site, or does not arrive as planned, please contact (check applicable type): _____ (parent/guardian) or _____ (the

school), in order to confirm the child's whereabouts. My child also has permission to attend the extracurricular class or meeting, work with staff of the after-school program, depart for home at specific time, etc.

10. Program Policies

- **Respectful Attitude:** Have respect for others, the facility, and the learning environments of the program
- **Appropriate Behavior:** Students are required to follow all the necessary rules of the classroom, so that a good learning environment is maintained throughout the program. Teachers will write the rules on the classroom board daily, so that students can behave in accordingly. For parents, please encourage your child(ren) to follow these rules and to take our policies seriously.
- **Safe Policy:** Safety is always our number one priority; be aware of your surroundings and don't put yourself in dangerous situations. Additionally, keep other people safe - be aware of your surroundings and don't put other people in dangerous situations
- **Behavior Report:** Students who choose not to follow the rules will be asked to write a short report about their behavior. We ask that the parents review the behavior report with their child at home and talk about appropriate ways to correct their behavior at the program. Three behavior reports in a month will result in a Correction Conference between parent and teacher.

Before you sign on the registration, please make sure you have read and agreed with the program and tuition plan as well as Program Policies.

Parent/Guardian Signature _____ **Date** _____ .

--END

Contact: Lake Oswego Children Learning and Development:
Xiaoli Zhang (张晓丽), Phone: 503-462-5055, email: zhang761110@yahoo.com