



**Lexington Chinese School**  
**General Information for Registration**  
**School Year 2011-2012**

updated on 04/30/11

1. **Age Requirements:** Students must meet the following minimum age requirements as of August 31<sup>st</sup>, 2011 in order to register for the particular classes. Extracurricular classes have different age requirements. Please refer to the list of Extracurricular Class for more details.

Kindergarten 1 (K1)	3 years old
Kindergarten 2 (K2)	4 years old
Kindergarten 3 (K3)	5 years old
Bilingual Pre-Kindergarten (BPK1)	3 years old
Bilingual Pre-Kindergarten (BPK2)	4 years old
Bilingual Kindergarten (BK1/BK2/BK3)	5/6/7 years old or teacher's approval
Bilingual 1 (B1)	Prerequisite BK3 or teacher's approval
Bilingual 2 (B2)	Prerequisite B1 or teacher's approval
Bilingual 3 (B3)	Prerequisite B2 or teacher's approval
Bilingual 4 (B4)	Prerequisite B3 or teacher's approval
Bilingual 5 (B5)	Prerequisite B4 or teacher's approval

2. **Registration Procedure:** The registration form will be distributed during the classes on May 1, 2011. **Registration starts at 1:30pm on May 15<sup>th</sup> at the school cafeteria.** A parent or head of the household may register for his/her family members in person or mail the registration form and the checks to the Director of Registration. The school will accept mail registration starting on May 16. **Telephone registration will not be accepted.** Walk-in registration may be accepted from the first day of school, Sept 11, 2011. The current teachers, parent representatives, and school administrators may register their family members prior to May 15<sup>th</sup>. 5/22, 6/12 and 6/19 (2-4pm) will also accept the registration at the school cafeteria.

Please note, without ALL 3 items below consider as "**Incomplete Registration**" and may lose registration priority:

1. **Completed registration form**
2. **Tuition check**
3. **Parent duty check**

3. **A. Tuition and Fees for Language Classes:** The tuition is assessed based on the projected 32 classes/weeks for the entire school year. The school will not accept new student after January 31, 2012. The tuition for the combined SAT II and Chinese AP class is \$180.

Tuition Information (per student per year)	Kindergarten 1-3 (K1-3) ; Grade1-9; Bilingual Class: BPK1, BPK2, BK1-3	Bilingual Classes: B1,B2,B3,B4,B5 and BA(adult class)	Chinese SATII & AP Class
If paid by 6/20	\$300 per student per year	\$325	\$180
If paid between 6/21-7/31	\$350	\$375	\$180
If paid between 8/1/2011 and 1/31/2012	\$400	\$425	\$180

**B. Tuition for the Extracurricular Classes:** The following table is intended for students joining these classes after school starts. The payment schedule is prorated over the 10 month period.

Month of attendance /Tuition	Sept.	Oct.	Nov.	Dec.	Jan.
Extracurricular classes: AB, BA, CY, MS, TT, BK, RC, PN	\$130	\$117	\$104	\$91	\$78
DT, JP, BP, IP, OA	\$160	\$144	\$128	\$112	\$96
CP, MA, ER, FD,CC,FL,FC	\$200	\$180	\$160	\$140	\$120

- Programs:** We offer advanced (SATII and Chinese AP class), junior high (grades 7-9), elementary (grades 1-6), kindergarten (levels 1-3), and bilingual kindergarten (levels 1-3) and bilingual elementary (levels 1-4 and adult) Chinese language programs. All classes are conducted in Mandarin Chinese except for the bilingual program, which also uses English. The school teaches traditional Chinese characters and the Chinese phonetic alphabet, Zhu Ying Fu Hao (or Bo Po Mo Fo). We offer bilingual classes for students whose primary language is not Mandarin Chinese or for students who do not have at least one Mandarin-speaking parent. Bilingual students may transfer to appropriate regular language classes if they pass evaluation given by the Director of Academic Affairs. Extracurricular activity is optional and includes folk arts/crafts, arts, sports, music, abacus, and so on.
- Class Size:** The maximum class sizes for different classes are shown in the table below. If no more than 8 students sign up for a class by July 10, the school may cancel the class or have it merged with another class. Such a decision will be promptly communicated with the families that are affected. The class size for extracurricular activities varies from program to program. Please refer to the list of Extracurricular Classes for more details.

<ul style="list-style-type: none"> <li>Kindergarten 1 (K1)</li> </ul>	<ul style="list-style-type: none"> <li>10-12 students</li> </ul>
<ul style="list-style-type: none"> <li>Kindergarten 2 (K2), 3 (K3)</li> </ul>	<ul style="list-style-type: none"> <li>15-18 students</li> </ul>
<ul style="list-style-type: none"> <li>Bilingual Pre-Kindergarten/Kindergarten 1 (BPK2, BK1-3)</li> </ul>	<ul style="list-style-type: none"> <li>12-14 students</li> </ul>
<ul style="list-style-type: none"> <li>Bilingual B1-4</li> </ul>	<ul style="list-style-type: none"> <li>12-15 students</li> </ul>
<ul style="list-style-type: none"> <li>All others</li> </ul>	<ul style="list-style-type: none"> <li>18-20 students</li> </ul>

- Class Placement:** The Director of Registration will place **the first 12 students** on a first come first serve basis to their first choice in each class. However, the school needs to balance the class sizes within the same grade or level. After the first 12 students, we reserve the right to place students in the smaller classes. Transfer students and those who register late will be placed in the class with the fewer number of students.
- Discount for Language Classes:** If you have three or more children enrolled in our school, the third child will receive a \$10 discount, and tuition is free for the fourth and subsequent ones. If both you and your spouse enroll in our school for Adult bilingual class, the second adult will receive a \$10 discount.
- Withdrawal & Refund:** Please refer to the table below for the refund policy before classes start. The last day to withdraw with a full refund is August 15, 2011. There will be no refund after October 2nd, 2011. **Please submit your withdrawal to Director of Registration by email ([register@lcs-chinese.org](mailto:register@lcs-chinese.org)) in order to get your refund.**

Withdrawal date/Tuition Refund	Between 8/16 -9/10	Between 9/11-10/2	After 10/2
Language class (both regular and bilingual classes)	\$280	\$250	No Refund
Chinese SATII & AP class	\$170	\$150	No Refund
Extracurricular classes: AB, BA, CY, MS, TT, BK, RC, PN	\$115	\$100	No Refund
Extracurricular classes: DT, JP, BP, IP, OA	\$130	\$110	No Refund
Extracurricular classes: CP, ER, FD, MA, CC, FL, FC	\$170	\$150	No Refund

7. Transfer Between Classes: Under normal circumstances, students are expected to follow the class assignment by the school. Requests to transfer between classes need to be made within a month after the school begins, and are subject to approval by the school administration.
8. Transfer Students: Any student transferring from another Chinese school or who has been home schooled in Chinese will be placed into the appropriate grade after an enrollment test and with the permission of the Director of Academic Affairs. For class placement, please refer to #4 above.
9. Parent's Duty: All LCS families are required to perform parent's duty twice each school year except for those with at least one parent actively serving as teachers, parent's representatives, and administrative staff. The scheduling of Parent's Duty Assignment will be sent to you along with your child's class placement information before the school begins. It will also be posted in the Newsletter throughout the year. If a family already decides not to perform parent's duty, there will be an extra fee of \$45 upon registration. Other families should submit **an undated check of \$50** (\$45 duty fee and \$5 processing fee) to the school as a security deposit. After the second duty is fulfilled, the school will return the check back to you. If the parent doesn't fulfill the duty on the assigned date without notifying the school for rescheduling, the school will cash the deposit check. If you are late for your duty by 15 minutes, we will assign you to another duty date. **The deposit check for the Parent's Duty fee should be a separate one from the tuition. Please bring two checks when you're registering, one for the tuition, and the other for the Parent's Duty fee.**
10. Notification: All the information regarding school calendar, class placement, and the dates of parent's duty assignment will be mailed to you at the end of August, 2011.
11. Lexington Chinese School is a non-profit organization. Donations are welcome and they are tax deductible.
12. For more information regarding registration, please contact the Director of Registration,  
**Peggy Hwang, at [register@lcs-chinese.org](mailto:register@lcs-chinese.org) or 508-276-1217**
13. You can download this information and the registration form from our website at <http://www.lcs-chinese.org>.