



General Information for Registration School Year 2016-2017

updated on 09/21/2016

- Age Requirements:** Students must meet the following minimum age requirements as of August 31, 2016, 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
Bilingual 6 (B6)	Prerequisite B5 or teacher's approval

- Registration Procedure:** Online registration begins May 14 (Saturday), 2016, 9 a.m. A parent may register for his/her family members. Telephone registration will not be accepted. If you have difficulties with online registration, you can come to LCS in person and seek help from the LCS registration team. Current teachers, parent representatives, school administrators, and long-term volunteers may register their family members on May 7 (Saturday), 2016, 9 a.m. onwards.

In order to complete your registration, after registering online, you have to bring in or send in two checks (one for tuition/extracurricular fees/donation and the other for parent duty deposit) – both made out to “Lexington Chinese School” – **within 2 weeks or you may risk losing your registration priority.** (See #11 for details on “Parent Duty.”) The LCS registration team will be available to receive your checks May 15 and May 22, 2016. (Note that there is no school on May 29 and June 5, 2016.) Alternatively, you may mail the checks to the Director of Registration at 340 South Main Street, Andover, MA 01810-4934.

Chinese SAT II/AP Class will **NOT** be offered in the 2016-17 academic year.

- 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 students after October 31 of each academic year.

Tuition Information (per student per year)	Kindergarten 1-3 (K1-3); Grade 1-9; Bilingual Classes: BPK1, BPK2, BK1-3	Bilingual Classes: B1, B2, B3, B4, B5, B6 and BA (adult class)
If paid by 6/15/2016	\$390	\$415
If paid between 6/16 and 7/31/2016	\$440	\$465
If paid between 8/1 and 10/31/2016	\$490	\$515

B. Tuition for the Extracurricular Classes: If a student joins an extracurricular activity in October or later, he/she will not pay full-fee, but will pay a prorated fee. The payment schedule is pro-rated over the 10-month period.

Month of attendance /Tuition	Sept.	Oct.
Abacus (AB), Badminton (BA), Percussion (PN), Table Tennis (TT)	\$175	\$157.50
Arts & Crafts (AC), Beginning Painting (BP), Chinese Painting (CP), Chinese Yo-Yo (CY), Junior Painting (JP), Keyboard for Beginners (KB), Origami Art (OA)	\$225	\$202.50
Erhu (ER), Fencing (FC), Folk Dance (FD), Martial Arts (MA)	\$265	\$238.50

There will be an additional \$60 fee if a student participates in an extracurricular activity only and is not enrolled in a language class.

- Programs:** LCS offers advanced (SAT II and Chinese AP class in selected years), junior high (grades 7-9), elementary (grades 1-6), kindergarten (levels 1-3), and bilingual kindergarten (levels 1-3) and bilingual elementary (levels 1-6 and adult) Chinese language programs. All classes are conducted in Mandarin Chinese except for the bilingual program, which also uses English. LCS teaches traditional Chinese characters and the Chinese phonetic alphabet, Zhu Yin Fu Hao (or Bo Po Mo Fo). LCS also offers 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 an evaluation given by the Director of Academic Affairs. Extracurricular activities are optional and include folk arts/crafts, arts, sports, music, abacus, and others.
- 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, LCS 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.

Kindergarten 1 (K1)	10-12 students
Kindergarten 2 (K2), 3 (K3)	15-18 students
Bilingual Pre-Kindergarten/Kindergarten 1 (BPK2, BK1-3)	12-14 students
Bilingual B1-6	12-15 students
All others	18-20 students

- 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, LCS has a need to balance the class sizes within the same grade level. Therefore, after the first 12 students, LCS reserves the right to place students in smaller classes. Transfer students and/or those who register late will be placed in the class with the fewer number of students.
- Returning Families/Students:** Due to the increasing number of students and limited classrooms, the school will no longer guarantee admission for returning students. The registration process is first open to returning families a first-come-first-serve basis. If the number of students signing up for any given class reaches the maximum, we will not accept any more students even though they are from returning families. Returning families/students have the priority for admission only if they register by June 15. After June 15, their applications will be treated equally as those from new families.
- Cancelled, New, and Merged Classes:** LCS may consider opening a new class if there are at least 8 students on the waiting list for a particular grade and a classroom is available. A class may be cancelled or merged with another class if there are fewer than 8 students. The merging of classes may occur within the same grade level or between two contiguous grade levels. If two contiguous grades are merged into the same class, two sets of materials of different levels will be used. Students will still complete two grades in two years. LCS shall make its decision by July 15.
- Discount for Language Classes:** If you have three or more children enrolled in our school, the third child will receive a \$50 discount, and tuition is free for the fourth and subsequent ones. If both you and your spouse enroll in our school for the Adult Bilingual Class, the second adult will receive a \$10 discount.

8. 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 July 31. There will be no refund (including extracurricular fees) after September 30 of each academic year. Please submit your withdrawal to Director of Registration by email (register@lcs-chinese.org) in order to get your refund.

Withdrawal date/Tuition Refund	Between 8/1 -9/12	Between 9/13-9/30	After 9/30/2016
Language class (both regular and bilingual classes)	\$340	\$320	No Refund
Extracurricular classes: Abacus (AB), Badminton (BA), Percussion (PN), Table Tennis (TT)	\$145	\$122	No Refund
Extracurricular classes: Arts and Crafts (AC), Beginning Painting (BP), Chinese Painting (CP), Chinese Yo-Yo (CY), Junior Painting With Parents (JP), Keyboard for Beginners (KB), Origami Art (OA)	\$175	\$155	No Refund
Extracurricular classes: Erhu (ER), Fencing (FC), Folk Dance (FD), Martial Arts (MA)	\$215	\$195	No Refund

9. 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 before 9/30/2016, and are subject to approval by the Director of Academic Affairs.
10. 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 "Class Placement" above.
11. Parent Duty: All LCS families (except for those with at least one parent actively serving as teacher, parent representative, and/or administrative staff) are required to perform parent duty twice each school year. Parent duty assignment will be sent to you along with your child(ren)'s class placement information before school begins. It will also be posted in the LCS weekly newsletter throughout the year.

Please note that LCS is run entirely by volunteers. As such, we strongly urge all parents to help by performing parent duty. If you are unable to show up for parent duty, please contact the Executive Secretary for rescheduling. Also, if you are late for duty by 15 minutes, the School will assign you another duty date.

Please submit an **undated** check of \$60 to the school as a security deposit. After the second duty is fulfilled, the school will return the check to you. If a parent does not fulfill the duty on the assigned date without notifying the school for rescheduling, the school will cash the deposit check. If a parent is late for duty by 15 minutes, the school shall assign the parent another duty date. **The deposit check for parent duty should be a separate one from the tuition. Please submit two checks -- one for tuition/extracurricular fee/donation, and the other for parent duty deposit.**

You may also opt out of parent duty, in which \$60 will be added to the tuition.

12. Notification: Information regarding school calendar, class placement, and parent duty dates will be e-mailed to you 1-2 weeks before school starts. First day of school: September 11, 2016.
13. Lexington Chinese School is a non-profit organization. Donations are welcome and they are tax deductible.
14. For more information regarding registration, please contact the Director of Registration: Waipeng Lee (呂慧萍) at register@lcs-chinese.org
15. Lexington Chinese School does not discriminate based on race, color, religion, gender, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group.
16. Please visit our website at <http://www.lcs-chinese.org> for more information.