

General Information for Registration School Year 2019-2020

Updated on 04/21/2019

- Age Requirements:** Students must meet the following minimum age requirements as of August 31, 2019, 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 18 (Saturday), 2019, 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 11 (Saturday), 2019, 9 a.m. onwards.

In order to complete your registration, after filling out and submitting the online form, 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 collect your checks May 19, June 9, and June 16, 2019. (Note that there is no school on May 26 and June 2, 2019, and the last day of school if June 16.) Alternatively, you may mail the checks to the Director of Registration at the address provided during online registration.

- A. Tuition and Fees for Language Classes:** Tuition is assessed based on the projected 32 classes/weeks for the entire school year. The school will NOT accept new language students after the 4th week of class or when a class is full, whichever occurs first.

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 registered by 6/15	\$400	\$425
If registered between 6/16 and 7/31	\$450	\$475
If registered between 8/1 and the 4 th week of class	\$500	\$525

- B. Tuition for the Extracurricular Classes:** Extracurricular classes are intended for LCS language students and their siblings who meet school requirements/approval. Therefore, they will be given priority over non-LCS children up until the first week of class. If there is still availability after the first week of class, then the extracurricular activity classes may be opened to non-LCS children. In addition, there is a \$60 fee for non-LCS children participating in extracurricular activities.

Month of attendance /Tuition	Fee
Abacus (AB), Badminton (BA), Lego Club (LC) Percussion (PN), Table Tennis (TT)	\$180
Arts & Crafts (AC), Beginning Painting (BP), Basic Sewing (BS), Comic Drawing (CD), Chinese Calligraphy (CC), Chinese Painting (CP), Chinese Yo-Yo (CY), Junior Painting (JP), Keyboard for Beginners (KB), Origami Art (OA)	\$230
Erhu (ER), Folk Dance (FD), Martial Arts (MA)	\$270
Fencing (FC)	\$300

Please note that some activities incur additional material fees and/or require students to bring their own equipment. If a student joins an extracurricular activity in October or later (conditional upon instructor's approval), he/she will not pay full-fee, but will pay a pro-rated fee. The payment schedule is pro-rated over the 10-month period.

- C. Programs:** LCS offers 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.

- D. 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 (BPK1-2, BK1-3)	12-15 students
Bilingual B1-6	12-15 students
All others	18-20 students

- Class Placement:** The Director of Registration will place the first 8 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 8 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.

7. 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 the second week of class. 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 -8/31	9/1 until 2 nd week of class	After 2 nd week of class
Language class (both regular and bilingual classes)	\$350	\$330	No Refund
Extracurricular classes: Abacus (AB), Badminton (BA), Lego Club (LC), Percussion (PN), Table Tennis (TT)	\$150	\$130	No Refund
Extracurricular classes: Arts and Crafts (AC), Beginning Painting (BP), Basic Sewing (BS), Comic Drawing (CD), Chinese Calligraphy (CC), Chinese Painting (CP), Chinese Yo-Yo (CY), Junior Painting With Parents (JP), Keyboard for Beginners (KB), Origami Art (OA)	\$180	\$160	No Refund
Extracurricular classes: Erhu (ER), Folk Dance (FD), Martial Arts (MA)	\$220	\$200	No Refund
Fencing (FC)	\$250	\$230	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 by the 4th week of class 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 8, 2019.
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.