

Charlotte Chinese Academy (“CCA”) Parent Rules

All parent must read, sign and return the following form to the CCA (please pass it to a CCA School representative).

CCA is a non-profit, Sunday school whose purpose is to teach Chinese. In order to maintain our current school location and fulfill the contract obligations with Providence Day School (herein “PDS”), we require each parent to follow the procedures and rules below.

1. **Excluding water**, all food, drinks and smoking are strictly prohibited in any building used for classroom or other school purposes.
2. Take good care of property, do not touch any equipment in a classroom not related for Chinese learning. Avoid damaging any properties including desks, chairs, and any other furniture or equipment in classrooms. Parents will be responsible for replacement cost for any damaged item.
3. The following items are prohibited on PDS campus: illegal drugs, weapons, and other illegal items. Violators will be reported to the PDS campus security and/or police and will be dismissed from the CCA program.
4. Students and their family members are prohibited to set off a false fire alarm. Violators will be responsible for any fine and legal issues.
5. Emergency exits can only be used for emergency purposes. Students and their family members cannot use the exits during recess except for emergencies.
6. Students and their family members should avoid using the elevators.
7. When class is in session, no parents are allowed to stay in the classroom building area (Dickson-Hemby Technology Center). Nor can parents talk loudly in the hallways when class is in session.
8. Every classroom will be assigned a classroom parent representative elected by the parents of the students in the classroom. All parents shall agree to be a classroom duty parent as assigned by the classroom parent representative. A rotation schedule will be handled out by the classroom parent representative.
9. Responsibilities of the classroom duty parent are stated in the classroom duty parent rules (see attached).
10. Each classroom parent representative is responsible for the following duties:
 - Assist the classroom teacher as needed.
 - Create a schedule for the classroom duty parents stating the date (or dates) a parent is responsible for being a classroom duty parent.
 - Call the classroom teacher the day before (Saturday) to remind him/her to be in the classroom on Sunday as specified by the schedule.
11. Classroom duty parents may change their assigned date to be in the classroom. However, it is the responsibility of the assigned parent to find another parent to substitute for him/her. The substitute must be a parent of a student enrolled in the CCA program. If the parent assigned to be the classroom duty parent or his or her substitute fails to attend class, the assigned parent will be assessed a US\$100 fine.

12. In addition to fulfilling the duties of a parent representative or classroom duty parent, each parent will be asked to contribute at least two hours of volunteering work to the CCA program such as safety patrol, Chinese New Year party, fall picnic, etc.
13. Parents are responsible for ensuring that their students arrive on time for class. Any student who is more than 15 minutes late for the first class session will be prohibited from entering the classroom until end of first class session.
14. The parent will be assessed a \$1.00 per minute late fee for late pick up after school.
15. All vehicles must be parked in the proper designated areas on PDS campus. No vehicle may block the fire lane (lane closest to the sidewalk in the ferryboat (oval) area AT ANY TIME. Parents must drop off children quickly and safely. Parents cannot park in any of the car lines in the ferryboat area (oval area) at any time. Violators will be fined US\$20.00 for each violation.
16. Only teachers with proper parking identification may park in the designated parking spaces for teachers on the library side of the Ferryboat area.
17. Check www.charlottechineseacademy.org for school closing due to inclement weather or other emergency reasons.
18. CCA reserves the right to warn, fine, suspend, and expel students who violate the rules stated by the CCA.
19. Donation. There is no discount for siblings.
 - Donation for 2010 Fall Semester is US\$125.00 per student.
 - Donation for 2011 Spring Semester is US\$125.00 per student.
 - Fee for each enrichment class is US\$70.00 per student per semester.
 - New student registration fee is US\$20.00.
 - Existing students without online pre-registration will be charged a registration fee of US\$20.00.
 - New student family will be requested to pay a parent duty deposit of US\$20.00 per family.
 - All payments (fall and spring semesters, enrichment classes, and other fees) must be made in check or cash on or before Sept. 26, 2010. A \$50.00 late fee will be assessed after Sept. 27, 2010.
 - Students who withdraw from the CCA program before Oct. 24, 2010 will receive a pro-rated refund of fall semester donation and a full refund of 2010 fall semester donation.
 - Students who withdraw from the CCA program before March 13, 2011 will receive a pro-rated refund of 2011 spring semester donation.
 - Same refund policy applies to other fees.
20. Students who withdraw from the CCA program after the middle of a semester will forfeit any/all donation. Students who are expelled from the CCA program for violating CCA rules will forfeit all the donation.

Print Name _____ Signature _____