

Ray Chinese School 2014-2015 School Year Parents' Handbook

MISSION

The mission of Ray Chinese School is to work as a collaborative, respectful community to promote Chinese language and Chinese culture education.

Important Dates:

- Kennedy Saturday Starts: 08/29/2015
- Kennedy Sunday Starts: 08/30/2015
- Last day to drop classes without penalty: 09/18/2015
- Tuition due date to avoid late payment fee: 09/20/2015

Tuition Payment Instructions:

- Please make full payment before or on the due date to avoid late payment fee (10% charge).
- Please log into your own account and check your account balance.
- **Please make your check payable to “Ray Chinese School” and write your login ID and phone number on the check.**
- Please drop your check in the tuition box at the front desk.
- You may mail your payment check to below school mailing address.

Registration and Class Add/Drop Instructions:

- Free to audit classes without permission note from on duty school staff only in first two weeks.
- Can add classes from student account if seats are available.
- Can drop classes free of charge in first two weeks.
- All classes will be registered as one-year classes unless specified otherwise.
- If the class is full or you have any special request to change classes, please go to the front desk to write down your request on request sheet. Please do not go to school office.
- There will be \$10 surcharge if you register or change classes on site in school office.
- Students who pre-registered will receive textbooks from classroom teachers.
- After first two weeks of school semester, if student is not on your registration list, please write down student's names, parent names and inform school administration staffs as soon as possible.

Safety and Discipline Instructions:

- **Please follow vehicle entrance and exit directions.**
- **Please drive slowly in school premises and pay attention to pedestrians.**
- Please do not stand or park your cars along the curb.
- Please follow directions from traffic control patrol team member.
- Smoking at or around school premises is prohibited
- Playing with fire alarm system is prohibited
- Please come to your classroom 5 minutes before class begins.

See related school rules on <http://www.raychineseschool.org/RCSAdministration.aspx>

Food/drinks Policy

In general, Food/drinks should not be in the classrooms unless prior approval is given. All socials involving food/drinks must be approved by the principal. Food and drink should not be used as a reward.

School Locations and Mailing Address:

- Kennedy Junior High School (Saturday and Sunday):
2929 Green Trails Drive, Lisle, IL 60532
- **Mailing Address:** Ray Chinese School, P.O. Box 4018, Naperville, IL 60567-4018

General Questions: info@raychineseschool.org

School Homepage: www.raychineseschool.org

Kennedy Parents Duty Policy:

- **All morning (10:00 am – 12:50 pm) and afternoon session (1:00 pm – 4:40 pm) parents, please check your email and newsletter for your randomly assigned parent duty dates. You may also log on your own account and check your duty assignment. On your duty day, please report to and sign in at the front desk 10 minutes before class time, take parent duty form and proceed to your assigned classrooms. After your duty, please return your duty form with class teacher signature back to front desk.**
- **All duty parents, please follow instructions from your class teacher on class duty. Please help class teacher to clean up classroom, return all desks and chairs back into original settings. Please report any classroom damage or other serious situation to school staffs.**

RAY CHINESE SCHOOL 2015-2016 CALENDAR

瑞华中文学校2015-2016学年课时表

2015 Fall Semester (秋季学期)

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○ SCHOOL OPEN
 ⊗ SCHOOL CLOSE

2016 Spring Semester (春季学期)

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Both Saturday and Sunday sessions at Kennedy Junior High School
 Address: 2929 Green Trails Drive, Lisle, IL 60532
www.raychineseschool.org