

# **Goodtime Chinese School**

## **Parent Handbook**



**After School Program**  
**2025-2026**

Revised March, 2025

## **WELCOME!**

We are so pleased that you have chosen Goodtime Chinese School for your child. Please take the time to read through this handbook carefully as it contains all of our policies and procedures.

We offer a variety of activities and learning experiences which are designed to support positive student outcomes both in and out of school. Some of our activities include: Mandarin Chinese immersion, Math, English writing, CogAt & ITBS test training, homework assistance, art, dancing, computer lab work, fitness classes, and so much more.

### **Our Mission**

Goodtime Chinese School cultivates intellect and character building through rigorous Chinese immersion and bilingual programs in an environment that promotes appreciation of diverse cultures and experience.

### **Our Goals**

- To help children feel safe and secure in a positive environment while participating in educational, recreational and cultural programs.
- To enhance their feelings of self-esteem through their work.
- To help children learn socially acceptable ways of expressing their feelings.
- To help children become aware of themselves, their bodies and their emotions.
- To help children learn to take responsibility for their personal care and safety.
- To help children develop a greater awareness and understanding of the world around them.

### **Outcomes**

- Provide students and parents with a safe after school environment with an emphasis on learning and recreation.
- Improve the social, academic, and emotional competencies of school age children.

### **Hours of Operation**

The Program runs Monday – Friday when school is in session from 2:30pm to 6:00pm. Children will be picked up from their regular school by our school shuttle buses.

### **Holiday and School Closings**

- The After-School Program will offer full-day back-up care when the day schools are closed. Parents should sign up in advance if your child needs to attend.
- All emergency announcements will be e-mailed to each parent.
- Goodtime Chinese school closes on the following dates:  
Orientation week: Aug 25-29, 2025  
Labor Day: Sept 1, 2025

Thanksgiving: Nov 27 & 28, 2025

Christmas: Dec 25, 2025

New Year Day: Jan 1, 2026

Memorial Day: May 25, 2026

### **2025-2026 GTCS After-School Tuition and Payment Options**

#### **Payments**

**Payments should be sent directly to Goodtime Chinese School.**

<b>SCHOOL &amp; FEES</b>	<b>Monthly Tuition</b>	<b>1<sup>st</sup> Semester Tuition (4 months)</b>	<b>2<sup>nd</sup> Semester Tuition (5.5 months)</b>	<b>Whole School Year Tuition (9.5 months)</b>
<b>Release before 2:20</b> Forest Park Bethany Jacob Wismer Sato	\$420.00	\$1,680.00 \$1,629.60 (after 3%off)	\$2,310.00 \$2,240.70(after 3% off)	\$3,990.00 \$3,790.50 (after 5% off)
<b>Release before 3:00</b> Findley Rock Creek Bonny Slope Springville Ceder Mill	\$410.00	\$1,640.00 \$1,590.80 (after %3off)	\$2,255.00 \$2,187.35 (after 3%off)	\$3,895.00 \$3,700.25(after 5%off)
Registration Fee	\$50 per year (non-refundable)			
Supply and Book Fee	\$150 per year, due on the first payment (non-refundable)			
Deposit	\$400 (only for new students)			

- Tuition may be paid by month, semester, or year. If you pay by semester, you get 3% discount; if you pay by year, you get 5% discount.
  - ✧ If you pay monthly, payments are due on the first day of every month, but Sept tuition is due on August 1st. If you fail to pay it before the 5th, 5% of the tuition will be added to the payment as a late fee.
  - ✧ If you pay by semester,
    - 1st Semester Tuition is due on August 1, 2025.
    - 2nd Semester Tuition is due on November 1, 2025.
    - If you pay by the year, the tuition is due on August 1, 2025.
- Tuition includes pick-up and all after school classes and clubs.
- Day camp is \$45 per day, no discount for siblings. \$70 per day for non-current after school students.
- Tuition payment does not vary regardless of illness, vacation, school closures for holidays, or inclement weather during the school year.

#### **Withdrawal Policy:**

- Students are enrolled for the entire school year (September to the following June).
- Should you choose to withdraw your child from Goodtime Chinese School, you must notify the Director in writing one month prior to the last day of attendance. Failure to do so will result in payment of a full month's tuition after your child leaves.
- There are no prorated refunds.

**Deposit Policy:**

- The deposit will be refunded by the end of the school year, only after the child attends the whole school year.
- The deposit will not be refunded if the student will withdraw before the end of the school year.

**Policies and Program Procedures****Arrival / Dismissal Policy**

If your child is going to be absent, late or being picked up by someone other than the parent or guardian, please let us know by phone call/message(503-277-3899 ) or WeChat, or email (goodtimechinese@gmail.com and goodtimeclass5@gmail.com). Children will not be released to anyone not listed on the Consent to Release Form without parental permission.

**Confidentiality**

Goodtime Chinese School will maintain confidentiality and respect each family's privacy. Goodtime Chinese School will not disclose any information regarding child's records or family information without written consent by the parent or guardian. The only time information may be revealed is in the case of suspected abuse or neglect. This information would then be given only to agencies or representatives of agencies who may be able to act in the child's best interest.

**School Staff**

As a licensed Child Care provider through the Oregon Child Care Division, each staff member meets the required screening, training, and qualifications. Staff will receive additional training throughout the year to ensure a better understanding of child and adolescent development. Areas of training include (but are not limited to): abilities, cultural diversity, program management, communication, leadership, working within a group and working with children with special needs.

**Facility Environment**

Activities will be held at Goodtime Chinese School.

Goodtime Chinese School will not be responsible for lost or damaged personal property. Please encourage your children to keep valuable items at home. It is the child's responsibility to keep track of their personal belongings.

**Discipline**

Positive reinforcements are used in guiding behaviors. In the case of consistent discipline issues, a meeting between Director, Staff, Parents and child will decide what future action should be taken. These actions can include suspension or expulsion from the program.

**Health and Safety**

All staff will follow the health and safety standards provided by Oregon Child Care Division. An incident report will be completed for each minor accident, such as cuts and bruises.

**Health**

All staff are trained to observe and identify physical and mental health issues on any child attending the program. Staff will observe the children for any signs of illness or injury. In cases of illness, injury or allergic reactions, Goodtime Chinese School staff will notify the parent or guardian using the emergency contact information. In case of an emergency requiring a rescue squad or ambulance we will use the permission for emergency care (this is in each child's file and is a requirement for

registration in the program).

A child who becomes ill during the After-School Program hours will be offered a quiet area to rest and wait for their parent or guardian.

### **Illness Criteria**

The following are guidelines that Goodtime Chinese School follows to identify medical problems. We reserve the right to evaluate each child individually on the basis of illness and make determinations.

Children will be sent home when they exhibit any of the following symptoms and may not return to the program for a full 24 hours:

- Temperature above 100 degrees
- Ear-aches
- Sore throat or swollen glands
- Vomiting and/or diarrhea
- Persistent cold symptoms that appear to make the child uncomfortable (congested coughing, thick nasal discharge, eye drainage)
- Pale complexion, exhaustion, irritability or unresponsiveness
- Blisters in mouth and/or rash on feet and/or hands
- Nits & Lice
- Tantrum that lasts more than 20 minutes

Any illness not listed above will be evaluated on an individual basis. Goodtime Chinese School reserves the right to refuse admittance to any child with an illness that we cannot properly care for.

### **Prevention**

Goodtime Chinese School practices hygiene and good health habits, as well as periodic disinfecting of the equipment. Unfortunately we cannot eliminate all germs.

To minimize the spread of germs the staff and children use antibacterial soap to wash their hands at the following times:

- Before and after snacks
- After using the bathroom
- Before and after contact with nasal or mouth secretions
- Any time they are soiled

### **Medical Procedures /Surgery**

For any child requiring minor surgery or a medical procedure where they are put under anesthesia, we ask that they DO NOT return to school until one full day after the procedure has been done.

For children requiring more extensive medical attention, a doctor's note is required before the child returns. Also, any special instructions needed for the care of the child should be written out and signed by the doctor.

### **First Aid**

All staff members are permitted to apply basic first aid. Parents will be notified, via an Incident Report, of any injury requiring first aid.

## **Safety**

### **Emergency Evacuation**

We practice monthly fire drills. Everyone will follow the posted evacuation routes that are developed by Goodtime Chinese School staff. After exiting the building, everyone will meet at the designated safe area and attendance will be taken to ensure all children are accounted for. In the event of a true emergency, school staff will contact each parent or guardian to inform them of the emergency pick-up location.

### **Communication/Visits**

Goodtime Chinese School has an open policy regarding parental/family visits. We encourage you to visit and observe the program. Communication between parents and School staff is essential for your children, since the program will play an important part in his/her daily life. Anyone that arrives at school and is not a parent/guardian will be asked to sign-in on our Visitor Log.

### **Important Contact Information**

**Director:**     **Yanzhuo Zhou**  
**Cell phone:**    503-277-3899  
**Office :**        971-500-6285  
**E-mail:**        [goodtimechinese@gmail.com](mailto:goodtimechinese@gmail.com)