

快乐谷中文学校招生简章

(修订版：2026 年 8 月 15 日)

为保障教学质量、维护学生权益，快乐谷中文学校（以下简称“本校”）特制定本《学生报名说明》（以下简称“本说明”）。家长在为学生完成报名手续时，即视为已阅读、理解并同意遵守本说明之全部条款。

一、入学条件

- 中文 K 班：** 报名学生须在入学当年 8 月 31 日（含当日）前满四（4）周岁。
- 中文 1 年级及 CSL 课程：** 中文 1 年级报名学生须在入学当年 8 月 31 日（含当日）前满五（5）周岁。无中文学习背景的学生，建议在入学当年 8 月 31 日（含当日）前满六（6）周岁后报名参加 CSL（Chinese as a Second Language）课程。春季学期报名学生的年龄资格按照上一年度秋季学期的年龄标准执行。
- 转学生：** 转学生报名之前应提前联系校长。学校将根据学生的实际中文水平进行必要的评估，并据此安排适合的班级。

二、报名与开学时间

- 秋季学期网上报名通常于每年 8 月底 9 月初开始；春季学期报名通常在秋季学期课程结束后开始。具体报名开放及截止日期以学校当学期正式通知为准。
- 每学期具体开学日期以学校公布的 School Calendar（校历）及学校正式电子邮件通知为准。

三、报名方式

- 学生原则上应通过学校网上报名系统完成报名。每学期开学第一天，学校亦提供现场报名服务（将收取额外费用）。网上成功完成在线报名后，家长将收到两封确认邮件：
 - 第一封为报名收据，请打印并携带至现场完成缴费；

- 第二封为 Google 表单链接，用于后续报名信息修改或课程调整；
- 2. 若未收到上述邮件，请及时检查 Spam/Junk（垃圾邮件）文件夹。
- 3. 学期开学后的学校工作日，学校可根据实际情况提供现场报名及相关咨询服务。

四、缴费须知

1. 学校鼓励家长在开学第一天完成学费缴纳。学校工作人员通常自中午 12:15 起在指定办公区域提供缴费及报名服务。
2. 现场缴费时，请家长携带打印版报名确认邮件/收据，以便工作人员核对报名信息。
3. 如家长未携带打印版确认邮件，可能需要现场重新填写相关报名信息，并在已经准备好完整确认材料的家庭之后办理。

五、收费标准

1. **注册费：** 每学期每个家庭需缴纳不可退还的注册费。具体收费标准以学校当学期正式公布的收费通知为准。
2. **学费：** 各课程学费标准将在每学期开学前通过学校正式通知公布。
3. **教材费：** 新学生或需要购买新教材的学生，教材费用另行收取，具体金额以学校通知为准。
4. **学费优惠：** 符合学校规定的工作人员及志愿者子女可享受 20% 的学费优惠。
5. **支票退票：** 如家长提交的支票被银行退票，学校将收取\$30 退票处理费，并要求家长重新足额缴纳原应支付的费用。在所有应缴费用结清前，学校有权暂缓学生入班上课。

六、课程调整条款

1. **课程调整或取消：** 学校有权根据报名人数、师资情况、教学需要或其他影响学校正常运行的实际情况，对课程安排进行调整或取消。

2. **学校取消课程：** 如学校决定取消某一课程，该课程已缴学费将予以退还（注册费除外）。如因学校原因导致某学生所报名的全部课程均被取消，则该学生家庭所缴纳的注册费亦予以退还。
3. **教师安排及调整：** 学校将根据课程设置、教师实际情况及整体教学需要安排任课教师。在学期开始前或学期进行期间，如因教师个人情况、学校活动、教学安排或其他实际原因，学校可能安排临时代课教师，或对任课教师进行阶段性调整；必要时，也可能调整学期剩余期间的任课教师。学校将尽力保障课程内容、教学进度及教学质量的连续性，并在条件允许的情况下及时通知受影响的学生家庭。

任课教师的临时代课或调整不视为课程取消。家长如因任课教师安排、临时代课或教师变更而申请退课，除学校另有明确通知外，仍按照本规定第七条《课程变更、退课及试听》的统一退费规定执行。

七、课程变更、退课

1. **课程变更及退课：** 家长如需为学生更换课程或办理退课，应及时向学校提出申请，并经学校确认。
2. 在**第三次上课日前**提出退课申请并经学校确认的，除注册费外，相关课程已缴学费可予退还。
3. **第三次上课日及以后退课：** 自**第三次上课日当日及以后**提出的退课申请，原则上不再退还相关课程学费及其他费用。
4. **学生课堂适应及教师评估：** 如任课教师根据课堂实际情况及专业判断，认为某学生尚未具备参加该课程所需的基本准备或课堂适应能力，学校有权与家长沟通，并根据具体情况调整学生班级、建议更换课程或要求学生退出该课程。涉及退款的，将根据本条退款规定及具体情况处理。

八、学生行为规范与退学规定

如学生的行为严重影响正常课堂教学秩序，在学校或教师与家长进

行三次或以上正式沟通后仍无明显改善，学校有权终止该学生继续参加相关课程或学校活动。

如因上述学生行为原因导致学校终止其入学资格，已缴学费、注册费及其他相关费用原则上不予退还。

九、其他规定

1. **遵守学校规章：** 家长为学生完成报名，即表示同意遵守学校现行的相关规章制度，包括但不限于：

- 《快乐谷中文学校家长守则》；
- 《快乐谷中文学校学生守则》；
- 《快乐谷中文学校家长值日要求》；
- 家长应支持学校的正常教学和管理工作，并协助、督促学生遵守学校各项规定。；

2. **安全及责任说明：**：

学校将采取合理措施保障学生、教师、工作人员及志愿者在学校活动期间的安全。家长理解并同意，对于非因学校或其工作人员重大过失或故意行为所造成的意外事故、疾病、个人物品损失或其他不可预见事件，学校及相关工作人员在适用法律允许的范围内不承担相应责任。

对于不可抗力、紧急情况或其他学校无法合理控制的事件，学校将根据实际情况采取适当措施，并及时向相关家庭提供必要的信息。

生效日期及修订

本《学生报名说明》自 2026 年 8 月 15 日起生效。

学校可根据教学、管理及实际运营需要对本规定进行修订。任何重要修改将通过学校网站、电子邮件或其他正式方式向学生家庭公布。

Happy Valley Chinese School Enrollment Guidelines

(Revised: August 2026)

To maintain the quality of instruction and protect the rights and interests of students, Happy Valley Chinese School (hereinafter referred to as the “School”) has established these Enrollment Guidelines (hereinafter referred to as the “Guidelines”). By completing a student’s registration, the parent or guardian acknowledges that they have read, understood, and agreed to comply with all provisions of these Guidelines.

I. Admission Requirements

1. **Chinese Kindergarten (K):** Students must be at least four (4) years old on or before August 31 of the enrollment year.
2. **Chinese Grade 1 and CSL Courses:** Students enrolling in Chinese Grade 1 must be at least five (5) years old on or before August 31 of the enrollment year. Students without a prior Chinese-language learning background are recommended to be at least six (6) years old on or before August 31 of the enrollment year before enrolling in a **CSL (Chinese as a Second Language)** course. For Spring semester enrollment, age eligibility will be determined according to the age requirements established for the preceding Fall semester.
3. **Transfer Students:** Transfer students should contact the Principal before registration. The School will assess the student’s Chinese-language proficiency as necessary and determine an appropriate class placement based on the student’s actual level.

II. Registration and Semester Start Dates

1. Online registration for the Fall semester generally begins in late August or early September. Registration for the Spring semester generally begins after the conclusion of the Fall semester. Specific registration opening and closing dates will be announced by the School for each semester.
2. The official start date for each semester will be published in the **School Calendar** and communicated through official School email notifications.

III. Registration Procedures

1. Students should generally complete registration through the School’s online registration system. On-site registration will also be available on the first day of each semester **for an additional fee**. After successfully completing online registration, parents/guardians will receive two confirmation emails:
 - The first email will contain the registration receipt, which should be printed and brought to the School for in-person payment;
 - The second email will contain a Google Form link that may be used to update registration information or make subsequent course changes.
2. If these emails are not received, parents/guardians should check their **Spam/Junk** folders.

3. Following the start of the semester, the School may provide on-site registration assistance and related services during regular School days, subject to availability.

IV. Payment Procedures

1. Parents/guardians are encouraged to complete tuition payment on the first day of class. School staff will generally be available beginning at **12:15 p.m.** in the designated School office area to assist with payment and registration.
2. For in-person payment, parents/guardians should bring a printed copy of the registration confirmation email/receipt so that School staff can verify the registration information.
3. Parents/guardians who do not bring a printed confirmation email may be required to complete the relevant registration information on-site and may be assisted after families who have complete confirmation materials.

V. Tuition and Fees

1. **Registration Fee:** Each family is required to pay a non-refundable registration fee each semester. The specific registration fee will be stated in the School's official fee announcement for each semester.
2. **Tuition:** Tuition rates for individual courses will be announced through official School communications before the beginning of each semester.
3. **Textbook Fees:** Textbook fees for new students or students who need to purchase new textbooks will be charged separately. Specific amounts will be provided in School communications.
4. **Tuition Discount:** Children of eligible School staff members and volunteers may receive a **20% tuition discount** in accordance with School policy.
5. **Returned Checks:** If a check submitted by a parent/guardian is returned by the bank, the School will charge a **\$30 returned-check processing fee**, and the parent/guardian will be required to pay the original outstanding amount in full. The School reserves the right to temporarily suspend the student's participation in classes until all outstanding fees have been paid.

VI. Course Adjustments

1. **Course Adjustments or Cancellation:** The School reserves the right to adjust or cancel courses based on enrollment, staffing availability, instructional needs, or other circumstances affecting normal School operations.
2. **Course Cancellation by the School:** If the School cancels a course, tuition paid for that course will be refunded, excluding the registration fee. If all courses in which a student is enrolled are canceled for reasons attributable to the School, the registration fee paid by the student's family will also be refunded.

3. **Teacher Assignments and Changes:** The School assigns instructors based on course offerings, teacher availability, and overall instructional needs. Before or during the semester, the School may arrange a temporary substitute teacher or make temporary or longer-term changes to the assigned instructor due to teacher availability, School activities, instructional needs, or other circumstances. When necessary, such a change may remain in effect for the remainder of the semester. The School will make reasonable efforts to maintain continuity in course content, instructional progress, and teaching quality and, when reasonably practicable, will notify affected families of significant instructor changes.

A temporary substitute teacher or change of instructor does not constitute cancellation of the course. If a parent/guardian chooses to withdraw a student because of a teacher assignment, substitute teacher, or instructor change, the standard withdrawal and refund provisions under Section VII of these Guidelines will apply unless the School expressly provides otherwise.

VII. Course Changes and Withdrawals

1. **Course Changes and Withdrawals:** Parents/guardians who wish to change a student's course or withdraw a student from a course should submit a request to the School in a timely manner and obtain confirmation from the School.
2. If a withdrawal request is submitted **before the third scheduled class meeting** and is confirmed by the School, tuition paid for the applicable course may be refunded, excluding the registration fee.
3. **Withdrawal on or After the Third Class:** Withdrawal requests submitted **on or after the third scheduled class meeting** are generally not eligible for a refund of tuition or other applicable fees.
4. **Student Readiness and Teacher Assessment:** If an instructor determines, based on classroom observations and professional judgment, that a student is not adequately prepared for a particular course or is not currently able to participate appropriately in the class, the School reserves the right to communicate with the parent/guardian and, depending on the circumstances, adjust the student's class placement, recommend a different course, or require the student to withdraw from the course. Any applicable refund will be determined in accordance with the refund provisions of this Section and the specific circumstances involved.

VIII. Student Conduct and Termination of Enrollment

If a student's behavior substantially disrupts normal classroom instruction and does not meaningfully improve after three or more formal communications between the School or instructor and the parent/guardian, the School reserves the right to terminate the student's participation in the applicable course(s) or School activities.

If a student's enrollment is terminated due to conduct described above, tuition, registration fees, and other applicable fees are generally non-refundable.

IX. Additional Provisions

1. **Compliance with School Policies:** By completing a student's registration, parents/guardians agree to comply with the School's current policies and guidelines, including but not limited to:

- *Happy Valley Chinese School Parent Code of Conduct;*
- *Happy Valley Chinese School Student Code of Conduct;*
- *Happy Valley Chinese School Parent Duty Guidelines.*

Parents/guardians are expected to support the School's educational and administrative operations and to assist and supervise their children in complying with all applicable School rules.

2. **Safety and Liability:** The School will take reasonable measures to promote the safety of students, teachers, staff, and volunteers during School activities. Parents/guardians acknowledge and agree that, to the extent permitted by applicable law, the School and its personnel shall not be responsible for accidental injuries, illnesses, loss of personal property, or other unforeseen incidents that are not caused by gross negligence or intentional misconduct by the School or its personnel.

In the event of force majeure, emergencies, or other circumstances beyond the School's reasonable control, the School will take appropriate measures based on the circumstances and provide relevant information to affected families in a timely manner.

Effective Date and Revisions

These **Enrollment Guidelines** are effective as of **August 15, 2026**.

The School may revise these Guidelines as reasonably necessary to address educational, administrative, or operational needs. Any material changes will be communicated to families through the School website, email, or other official School communication channels.