

2026-2027 CCLC After School Program Enrollment Form 报名表

An application fee of \$40 (waived for current and former CCLC children) must accompany this enrollment form. 交报名表时请附上\$40报名费 (现在和以前的CCLC学生免报名费)

A material fee of \$200 (annual; paid once per year) is required.

Name 姓名 _____

Gender性别 _____ Birthday生日 _____ Grade年级 _____

Class Start date开始上课日期: _____

Parent/Guardian家长/监护人 (可以留多个)

Name 姓名 _____

Relationship to child 与学生关系 _____

Address 地址 _____

Cellphone电话 _____

Email: 电邮 _____

Emergency contact other than Parent/Guardian除了家长/监护人之外的紧急联络人

Name 姓名 _____

Telephone number电话 _____

Relationship to child与学生关系 _____

Person(s) who are authorized by you to pick up your child授权接送学生的人员:

Name 姓名 _____

Telephone number电话 _____

Relationship to child与学生关系 _____

Does your child have any allergy您的孩子有任何过敏吗? No无

Yes有 Please specify 请注明 _____

Do you give us permission to take pictures of your child and use his/her pictures in our flyers? 我们可以将孩子的照片放在我们的宣传材料上面? Yes可以 No不可以

Your child's primary care doctor's information学生的家庭医生:

Name姓名 _____ Your Child's Healthy Insurance学生的医疗保险: _____

Address地址 _____

Telephone电话 _____

Tuition Schedules 学费缴纳安排:

Program		5 days	4 days	3 days	half day	full day
Material fee \$200	<input type="checkbox"/>	\$200	\$200	\$200		
Monthly tuition		\$550 <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$470 <input type="checkbox"/>	\$70 <input type="checkbox"/>	\$105 <input type="checkbox"/>

Enrollment is confirmed only after the application form and required fees are received.

仅在收到报名表及相关费用后，报名才视为完成并保留名额。

Application fee 报名费: Not refundable. \$40 报名费不退。

Deposit 押金: The \$400 deposit will be submitted with the registration form at the time of enrollment and will be refunded at the end of the semester. If the student stops attending the course, the remaining deposit will not be refunded. CCLC reserves the right to use the deposit to pay a fine. 报名时需与报名表一并提交 **\$400 押金**，并将在学期结束时退还。如学生中途停止上课，**剩余押金将不予退还**。CCLC 保留使用押金用于支付罚款的权利。

Late Payment Fees 滞纳金费: If the balances not exceed \$1000, a monthly fee of \$50 is required. If the balance exceeds \$1000, the late payment fee is \$75 per month and will be reassessed after 30 days. Payments received are first used for late fees and other fines. CCLC has the right to use the deposit for the late payment fees and to cancel the enrollment.

对于未超过\$1000的未结余额，每个月需支付\$50的滞纳金，如果余额超过\$1000，则滞纳金为每月\$75，并在逾期30天后进行重新评估。收到的付款首先用于滞纳金与其他罚金，其余部分则适用于相关费用。CCLC 有权将押金用于滞留金支付，有权终止未付款学生课程。

Late Pick-up Charges 迟到费: Parents pick up their children before 6 pm. In case of late arrival, you will be charged a fine of \$5.00 for the first 5 minutes and \$1.50 every 1 minute thereafter. Since CCLC will be closed at 6 pm, parents are not expected to be late.

家长有义务在晚上6点前接走孩子。如遇迟到，前5分钟需支付\$5.00。之后每1分钟支付\$1.50。由于CCLC在晚上6点将关闭，望家长不要迟到。

Drop-in rates on a space-available basis: the monthly fee is \$650, and the daily fee is \$45. If noon dismissal, the daily fee is \$70.

单次上课，基于学校是否有空位。如需插班长期上课请联系CCLC: 正常上课安排中文班 \$45/次 (3-6pm) ; 费城校区中午放学安排12-6pm: \$70/day.

Sibling discount 兄弟姐妹优惠: Sibling register at the same time, there is a 5% discount on tuition fees, except for dance classes, painting classes, and deposits.

同时报名学费打九五折，才艺班（舞蹈班，绘画班等）和押金除外。

Attendance, Withdrawal & Refund Policy

缺课 / 退课 / 补课 / 退款政策

1) Absences 缺课

If a student is absent, please notify CCLC as early as possible. Absences do not result in a tuition refund or credit unless otherwise stated in this policy. 如学生缺课，请尽早通知 CCLC。缺课一般不退费、不自动抵扣（除非本政策另有说明）。

2) No-Show / Late Arrival 缺课未请假 / 迟到

No-shows are counted as an absence and are not eligible for a refund. Late arrivals may miss activities and will not be rescheduled. 未请假缺课视为缺课，不退费。迟到可能错过活动，通常不另行安排补上该部分内容。

3) CCLC Cancellation / Instructor Absence 机构停课/老师原因停课

If CCLC cancels a class (e.g., instructor illness, emergency, facility issue), we will offer one make-up class or a credit toward future tuition (CCLC's choice). 若因 CCLC 原因停课（如老师生病、突发情况、场地原因等），CCLC 将提供一次补课或学费抵扣（由 CCLC 安排）。

4) School Closure / Weather Closure 学校停课/天气原因停课

If classes are canceled due to school closure or severe weather, CCLC will make reasonable efforts to arrange a make-up class, but make-ups may not be possible. 如因学校关闭或恶劣天气停课，CCLC 将尽力安排补课，但不保证一定能补。

5) Withdrawal / Refund 退课 / 退款

Withdrawal requests must be submitted in writing (email/text is acceptable). 退课需书面申请（邮件/短信均可）。

Application fee and any material fee are non-refundable. 报名费与材料费不退。

If a student withdraws before the program starts, tuition paid may be refunded minus the non-refundable fees, and the deposit policy will apply. 若在开课前提前退课，可退还已缴学费（扣除不退费用），押金按押金条款执行。

After the program starts, refunds/credits for missed classes are generally not provided. 开课一般不因缺课退费或抵扣。

Illness & Safety Policy 生病与安全政策

1) Health First 健康优先

To protect all children, families, and staff, CCLC follows a “stay home when sick” policy. Children who are ill may not attend class/camp. 为保护所有孩子、家庭与老师的健康安全，CCLC 执行“生病请在家休息”原则。身体不适的孩子不得来上课/参加夏令营。

2) Fever Policy 发烧规定

Children must stay home if they have a fever of 100.4°F (38°C) or higher, or if they require fever-reducing medicine to feel well enough to attend. 如体温达到或超过 100.4°F (38°C)，或需要退烧药才能坚持上课/上营，孩子必须在家休息。

(Return to CCLC): Children may return when they have been fever-free for 24 hours without fever-reducing medication (Tylenol/Advil, etc.). (返校/返营标准)：停用退烧药后持续 24 小时无发烧，方可返校/返营。

3) Contagious Symptoms 传染风险症状 (需留在家)

Children must stay home if they have any of the following: 出现以下情况之一，需在家休息：

Vomiting or diarrhea within the last 24 hours 过去 24 小时内有呕吐或腹泻

Severe cough, difficulty breathing, or wheezing 剧烈咳嗽、呼吸困难、喘鸣

Uncontrolled runny nose with thick mucus + fatigue 流鼻涕严重、浓稠鼻涕并伴明显乏力

Sore throat with fever, or suspected strep throat 咽喉痛并发烧，或疑似链球菌性咽炎

Pink eye (conjunctivitis) with discharge 红眼病 (结膜炎) 且有分泌物

New rash with fever or behavior changes 新出现皮疹并伴发烧或精神状态明显变化

4) Confirmed Contagious Illness 确诊传染病 (何时可返校/返营)

If a child is diagnosed with a contagious illness, families must inform CCLC. Return is allowed when the child meets standard criteria, such as:

Strep throat: after 24 hours on antibiotics and fever-free

Influenza: fever-free for 24 hours without medicine, symptoms improving

COVID-19: follow current public health guidance; at minimum, fever-free for 24 hours and symptoms improving before returning

Hand-Foot-Mouth: fever-free 24 hours, feeling well enough, and no uncontrolled drooling/open sores; CCLC may request additional precautions

Pink eye: after 24 hours of treatment, if bacterial, and discharge is controlled

若确诊传染性疾病，请家长及时告知 CCLC。通常符合以下条件可返校/返营：

链球菌咽炎： 抗生素治疗满 24 小时且无发烧

流感： 停用退烧药后 24 小时无发烧，症状好转

新冠： 遵循最新公共卫生建议；至少需停用退烧药后 24 小时无发烧且症状改善

手足口： 停用退烧药后 24 小时无发烧、精神状态良好，无明显流口水/破溃渗液；必要时 CCLC 可能要求额外防护

红眼病： 若为细菌性，治疗满 24 小时且分泌物明显控制

Note/提示： 若出现群体性传播风险，CCLC 可能会根据实际情况要求更严格的返校标准，以保护集体安全。

5) Medication at CCLC 在 CCLC 用药规定

CCLC staff generally do not administer medication unless a parent/guardian provides written instructions and the medication is in the original labeled container. 除非家长提供书面说明且药品为原包装且标签清晰，CCLC 一般不负责给孩子用药。

Children should not attend if they are so ill that they need medication to “get through the day.”若孩子需要靠药物才能“撑过一天”，请在家休息。

6) Injury, Emergency & Safety 受伤/紧急情况与安全

If a child becomes ill or injured during class/camp, CCLC will contact the parent/guardian immediately. If we cannot reach a parent and the situation requires urgent care, we may call 911.

若孩子在上课/上营期间出现不适或受伤，CCLC 会第一时间联系家长/监护人；如无法联系且情况紧急，CCLC 可能会拨打 911。

Parents/guardians must ensure emergency contacts are up to date and reachable during program hours. 家长需确保紧急联系人信息准确，并在课程/夏令营期间保持电话畅通。

7) Daily Health Check

CCLC may conduct a basic health check (e.g., temperature check if needed). Children showing signs of illness may be sent home. CCLC 可能会进行基本健康观察（必要时测温）。若孩子出现明显生病症状，可能会要求家长接回。

8) Return Decision 最终返校决定

CCLC reserves the right to determine whether a child may attend if symptoms suggest a risk to others. 若孩子症状可能对他人构成风险，CCLC 保留是否允许入班/入营的最终决定权。

After-School Program Behavior Expectations & Discipline Policy 课后班行为规范与纪律政策

1) Purpose 目标

CCLC After-School Program provides a safe, respectful environment for learning, homework support, and enrichment activities. CCLC 课后班旨在为孩子提供安全、有序的学习与活动环境（作业辅导+课程/活动）。

2) Behavior Expectations 行为规范

Students are expected to / 学生应做到:

Follow staff instructions and stay with the group. 听从老师指令，不得擅自离队。

Be respectful (words, tone, actions). 语言、态度、行为尊重他人。

Keep hands and feet to themselves; no rough play. 不推搡打闹，不动手动脚。

Use materials safely and take care of the classroom. 安全使用材料，爱护环境与物品。

Participate appropriately and do not disrupt others' learning. 合理参与活动，不影响他人学习。

3) Unacceptable Behaviors 不可接受行为（例）

Physical aggression: hitting/kicking/pushing/biting/spitting/throwing objects 肢体攻击：打人、踢人、推搡、咬人、吐口水、扔东西

Bullying/harassment/threats; repeated disrespectful language 欺凌、骚扰、威胁；反复辱骂/不尊重

Leaving the supervision area, running away, refusing to stay with the group 擅自离开监管区域、逃跑、拒绝跟队

Dangerous behavior with tools/materials; intentional property damage 危险使用工具/材料；故意破坏物品

Repeated disruption prevents others from learning 反复严重扰乱课堂秩序

4) Discipline Process 处理流程（课后班执行版）

Step 1: Reminder & Redirection（提醒与引导）

Clear reminder + redirect to appropriate behavior. 明确提醒并引导改正。

Step 2: Calm-Down Break（冷静区/短暂暂停）

Short supervised break (5–10 minutes) to calm down, then rejoin safely. 在老师监管下冷静（约5–10分钟），稳定后回到活动。

Step 3: Parent Notification（通知家长）

If behavior continues or is serious, parents will be contacted the same day. 若行为持续或较严重，当天联系家长沟通。

Step 4: Early Pick-up（提前接走）

If a student's behavior threatens safety or cannot be managed, the parent/guardian must pick up the child early. 若影响安全或无法有效管理，需家长提前接走孩子。

Step 5: Behavior Plan / Probation（行为改进计划/观察期）

For repeated issues, a written behavior plan and a probation period may be implemented.

若反复发生，制定书面改进计划并进入观察期。

Step 6: Suspension / Dismissal（停课/终止资格）

Continued unsafe behavior may result in suspension or termination of enrollment.

若持续出现不安全行为，可停课或终止课程资格。

5) Immediate Early Pick-up / Dismissal 严重情况可立即接走/终止

CCLC may require immediate pick-up and/or dismissal if a student / 如出现以下情况可立即接走并/或终止:

Causes injury or credible threat to others 对他人造成伤害或构成明确威胁

Leaves the supervision area / runs away 擅自离开监管区域/逃跑

Brings prohibited/dangerous items 携带危险违禁物品

Severe bullying/harassment 严重欺凌或骚扰

Repeated safety risks that staff cannot reasonably manage 反复造成安全隐患且无法合理控制

6) Refund Policy (Behavior-Related) 纪律终止与退费

If enrollment is terminated due to serious or repeated behavior issues, tuition and fees are non-refundable. Deposits may be used to cover unpaid balances, fines, or damages when applicable. 若因严重或反复行为问题被终止资格，已缴学费与费用不退；押金可按规定用于抵扣未结费用、罚金或损坏赔偿。

7) Parent Responsibilities 家长责任

Keep phone reachable during program hours and pick up promptly when contacted. 课后班期间保持电话畅通，接到通知需及时接走。

Support behavior expectations and communicate with staff as needed. 配合行为规范与沟通，共同帮助孩子进步。

8) Final Authority 最终决定权

CCLC reserves the right to make the final decision to protect the safety and learning environment for all students. 为保障全体学生安全与学习秩序，CCLC 保留最终决定权。

CCLC Release & Emergency Medical Authorization Form 免责与紧急医疗授权协议

Student Name (学生姓名) : _____

1) Permission to Participate 参加授权

I, _____ the undersigned parent/guardian, give permission for my child _____ to participate in CCLC courses and related activities. 本人作为学生的家长/监护人, 同意并授权我的孩子参加 CCLC 的课程及相关活动。

2) Assumption of Risk 风险知情与承担

I understand that participation may involve risks, including but not limited to minor injuries, accidents, or illness. I voluntarily assume all such risks on behalf of my child, except in cases of gross negligence or willful misconduct.

我理解参加课程可能存在风险, 包括但不限于轻微受伤、意外或疾病。除非发生严重过失或故意不当行为, 本人自愿代表孩子承担相关风险。

3) Emergency Medical Authorization 紧急医疗授权

In the event of an emergency, I authorize CCLC staff to take reasonable steps to obtain medical care for my child, including contacting emergency services (911) and/or transporting my child for treatment when necessary. I understand that CCLC will make reasonable efforts to contact me as soon as possible.

如发生紧急情况, 我授权 CCLC 工作人员采取合理措施为孩子获得医疗救治, 包括必要时联系急救服务 (911) 并/或送医。我理解 CCLC 将在可行情况下尽快联系家长/监护人。

I understand that I am responsible for any medical expenses incurred. 我理解并同意由本人承担由此产生的医疗费用。

4) Release of Liability 责任豁免

To the fullest extent permitted by law, I release and hold harmless CCLC, its directors, employees, volunteers, and agents from any claims, demands, or liabilities arising from my child's participation, including injury, illness, loss, or damage, except where caused by gross negligence or willful misconduct.

在法律允许的最大范围内, 本人同意免除并使 CCLC 及其负责人、员工、志愿者和代理人不承担因孩子参加课程而产生的相关责任与索赔 (包括受伤、疾病、财物损失或损坏等), 但因严重过失或故意不当行为造成的除外。

5) Final Interpretation 最终解释权

CCLC reserves the right of final interpretation regarding the above policies and agreements. CCLC对以上政策与协议条款拥有最终解释权。

Parent/Guardian Signature (家长/监护人签名) : _____

Date (日期) : _____

