



Enlighten Enrichment School  
1921 Clarinda Way, San Jose, CA 95124

(408)377-2888

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## Enlighten Enrichment School Registration Packet (2017 – 2018)

### Enrollment:

A Completed enrollment package is required prior to your child attending our school. New forms must be filled out by new student OR students who need update their information. The only person who may alter the forms is the parent/guardian who originally signed them.

The enrollment packet consists of:

Registration Form

Emergency Form

Parent Pickup Release Form

Food/Snack Policy Form

Fee Schedule and Policies

Rule and Regulations

Universal Behavior Management Program

Enlighten Enrichment School Description (In Chinese)

Daily Schedule

Please turn in the Registration Form and Registration Fee for enrollment.



**Enlighten Enrichment School**  
 1921 Clarinda Way, San Jose, CA 95124 (408)377-2888

**Enlighten Enrichment School Registration Form**

Student Name \_\_\_\_\_ 中文姓名 \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender: \_\_\_\_  
 English School: \_\_\_\_\_ Entering Chinese Grade: \_\_\_\_\_ Entering English Grade: \_\_\_\_\_  
 Classroom No: \_\_\_\_\_ School Phone: \_\_\_\_\_ Allergies (if any): \_\_\_\_\_  
 School Dismiss Time: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mother's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Book/Materials Fee: \$ \_\_\_\_\_ Tuition Fee: \$ \_\_\_\_\_  
 Registration Fee: \$100 (Non Refundable) \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

**CHINESE ASSESSMENT LEVEL (FOR EES OFFICE USE)** \_\_\_\_\_

\*For school starts before Aug. 21, 2017, EES will offer morning/full day service. Please check below if you will need the service.\*

Date	8/14/2017	8/15/2017	8/16/2017	8/17/2017	8/18/2017
Morning service(8:30am-2:30pm)					
Afternoon service(2:30pm-6:30pm)					
Full Day service(8:30am-6:30pm)					

Total: \$ \_\_\_\_\_ Pick Up Service: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY FOR PAYMENT AND TO ABIDE BY ENLIGHTEN ENRICHMENT SCHOOL POLICIES:**

I understand and agree that it is my responsibility to read and comply with the Enlighten Enrichment School Rules and Regulations included in this registration packet. I understand and agree to accept financial responsibility for the payment of the invoice submitted by Enlighten Enrichment School. I understand and agree it is my responsibility to keep my account paid up to date, and that failure to keep my account current may result in my child(ren) being denied access to the Enlighten Enrichment School program and my account being sent to collection. In addition, I have read the Enlighten Enrichment School Billing Policy included in this registration packet, and agree to accept all terms and conditions as outlined in these items. I understand the Enlighten Enrichment School Registration Form, Emergency Card(s) must be on file with Enlighten Enrichment School prior to my child attending the Enlighten Enrichment School. I further understand and agree that my failure to comply with the policies and procedures will result in either denial of this application or loss of privileges for my child(ren) to attend Enlighten Enrichment School.

PARENT NAME (Parent/Guardian) \_\_\_\_\_

SIGNATURE (Parent/Guardian): \_\_\_\_\_ DATE: \_\_\_\_\_



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## Enlighten Enrichment School Emergency Form

Student Name \_\_\_\_\_ 中文姓名 \_\_\_\_\_

Allergies/Medication (if any): \_\_\_\_\_

Health Insurance Co: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Physician Name/Phone: \_\_\_\_\_

Dentist Name/Phone: \_\_\_\_\_

Please list three people who may pick up or be contacted if your child is unable to remain at Enlighten Enrichment School due to illness or injury and you cannot be reached:

(1) \_\_\_\_\_ Phone: \_\_\_\_\_

(2) \_\_\_\_\_ Phone: \_\_\_\_\_

(3) \_\_\_\_\_ Phone: \_\_\_\_\_

Please specify any medical history, health condition, allergies, and dietary restrictions that need special attention:

\_\_\_\_\_  
\_\_\_\_\_

### LIABILITY RELEASE:

The undersigned, in consideration of participation in the classes, activities and pick up services, agrees to indemnify and hold Enlighten Enrichment School, its contractors, employees and volunteers, and the Union School District harmless and release Enlighten Enrichment School, its contractors, employees and volunteers, and the Union School District from any and all liability for any injury which may be suffered by the individual(s) registered at Enlighten Enrichment School, arising out of, or in any way connected with participation in the classes, activities and pick up services. I give my consent for emergency medical or dental treatment, including transportation to the nearest emergency aid facility, if my child is injured.

**I HAVE READ THE ABOVE AGREEMENT, AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURY RECEIVED. I GIVE PERMISSION TO ENLIGHTEN ENRICHMENT SCHOOL FOR ANY NECESSARY MEDICAL CARE TO BE GIVEN TO MY CHILD(REN) IN CASE OF AN EMERGENCY/ACCIDENT. I AGREE TO ASSUME FULL RESPONSIBILITY FOR THE COSTS OF ANY TREATMENT PROVIDED AND ABIDE BY ENLIGHTEN ENRICHMENT SCHOOL ROLES/POLICIES.**

PARENT NAME (Parent/Guardian) \_\_\_\_\_

SIGNATURE (Parent/Guardian): \_\_\_\_\_ DATE: \_\_\_\_\_



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## Parent Pick up Release Form

To better ensure the safety of your child, we are asking that all parent/guardians fill out this Pick-Up Release Form. We understand that there may be times when someone other than yourself may have to pick up your child at school and you were unable to notify us. Please complete the form at the bottom of this page and return it to your teacher. If we do not know the person coming in to pick up your child we will ask for identification. If the person coming in is not on the list, we will not release your child to that person. **We strongly request you write a note or call the school if someone other than yourself will be picking up your child.**

If you have any questions, please call the school.

Please list all people, **including yourself**, who are allowed to pick up your child.

	Name	Relationship	Phone
Yourself			
1			
2			
3			



## Universal Behavior Management Program

Our goal is to provide a healthy, safe and secure environment for all participants. Children are responsible for their own behavior. However, if there is an incident or situation that needs to be addressed, the following is a Behavior Management Program, which is designed to assist the children in making positive choices.

**BEHAVIORS REQUIRING GUIDANCE:** (but not limited to)

Behavior that is disruptive to classroom management  
Aggressiveness (Physical and/or Mental)  
Property Damage or Theft  
Extortion  
Willful Defiance of Staff  
Possession of Controlled or Toxic Substance  
Leaving the School Site/Classroom Premises without Permission  
Vulgar or Obscene Behavior/Language  
Possession of Weapons  
Bullying

**PROGRESSIVE DISCIPLINE GUIDELINES:**

1. Verbal Guidance
2. Time to Think
3. Develop Behavior Management Plan with Parents (Conference)
4. Suspension of School Program and Probation Period Established
5. Termination of Services

The Program Supervisor may suspend the child from the program for up to five days.

On situations that are considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program, one or more steps in the Progressive Discipline Guidelines may be skipped at the discretion of the Program Supervisor.

**Please sign below that you have read and agree to this policy.** (After signing, please return this form to the office.)

SIGNATURE (Parent/Guardian): \_\_\_\_\_ DATE: \_\_\_\_\_



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## Enlighten Enrichment School Food/Snack Policy

Dear Parents/Guardians:

We are asking for your help in providing a safe learning environment to all students. One or more students in our school has a severe food allergy to peanuts, peanut oil, tree nuts, tree nut oils, (walnuts, cashews, etc.). **Enlighten Enrichment School is a nuts free environment.** It is important that foods containing these substances are strictly avoided in order to prevent a life-threatening allergic reaction. To reduce the chance of this occurring, we ask that you do not send any of these food items to school with you child. **Please do not bring food to share in the classroom without first contacting the classroom teacher.**

For children with allergies, please make sure the child knows what he/she can and can not eat. In addition, please send your child medication in a Ziploc bag and clear instructions stating dosage and frequency to be given. We **will not** administer any medication without these instructions. You are also welcome to bring your lunch, and we will provide the microwave oven to heat the food.

In the event of a medical emergency, we will call 911, and an Enlighten Enrichment staff will accompany the child in the ambulance to the nearest hospital.

Moreover, please bring a small emergency food bag, contains a bottled water, small snacks, energy bars, etc. No nut please.

**Please sign below that you have read and agree to this policy.** (After signing, please return this form to the office.)

Your Child's Name \_\_\_\_\_

Your Name & Relationship with the child \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your cooperation. We look forward to a successful school year!  
Please contact the EES Office if you have any questions and concerns.

Sincerely,

Enlighten Enrichment School  
1921 Clarinda Way, San Jose, CA95124  
408-358-4968  
office@enlightenschool.org



## 启明课后学校简介

**校园：**我们采用正规学校场地，室内面积 14,000 尺，总占地 9 英亩，设有教室、图书馆、科学实验室、礼堂、Playground、篮球场、足球场、厨房、专用停车场、环形行车道，宽敞、方便、安全。每间教室面积均大于 1000 尺，宽敞明亮，并配以最先进的教学设备如投影机、Internet 等。

**师资：**启明课后学校拥有专业且稳定的教师团队，实行班主任制，老师和学生之间关系密切，每个学生都能得到最大程度的关注。师生之间的良好互动，使孩子们更快乐和更自信。

**中文课：**选用人民教育出版社出版的《标准中文》教材、启明中文学校设计的教程和其它辅导材料，教授简体字和汉语拼音，注重以生动活泼的教学形式培养学生学习中文的兴趣和信心，特别重视学生对中文的实际运用能力。本课程是北加州地区唯一获得 WASC 认证的中文课程，学分获湾区五大高中学区认可。中文课按年级及水平分班授课，课程进度与周末启明中文学习同步，便于缺课时补课及将来升入中学后转入周末中文学校的顺利过渡。

**学校作业：**老师督促和辅导学生完成英文学校作业，并额外配以英文 Critical Reading 及教学附加练习，加强学校所学知识。

**选修课：**启明课后学校每学期都开设数门受欢迎的选修课，包括话剧表演、功夫、舞蹈、合唱、绘画、国际象棋、围棋、乒乓球、足球等，由经验丰富的专业老师任教。具体报名事项会在每学期初另行通知，家长可根据孩子兴趣选报。

**接车：**我们为 Union 学区，San Jose Unified 学区，Los Gatos 学区，Cambrian 学区及 Campbell 学区等邻近学校的学生提供接车服务。介绍校车和专职司机两种。学校统一安排调度，按时把学生接到启明课后学校。

学前班：司机在教室门口等候接学生。

一年级以上：学生在指定的地点等候，司机 Drive Through 接。所有新生会在开学前安排和司机见面。

**点心：**每天下午学校为所有学生供应点心。

**午睡：**中午放学的学前班小朋友每天都可以午睡，学校统一为学生准备午睡单人床。



## Enlighten Enrichment School Rules & Regulations The Guidelines We Follow at School and Camp

### **INSIDE:**

1. Running and yelling belong outside; we study and play quietly when we are inside.
2. Furniture, games, equipment, and supplies are treated with care. Whenever we use something, we return it the same way we found it.
3. Everyone helps at clean-up time.
4. All personal belongings are kept in cubbies so they won't get lost. Please label your belongings so they can be returned if they get lost.
5. The phone is used for **EMERGENCIES ONLY**, with the permission of a school teacher.

### **OUTSIDE:**

1. We always stay inside boundary areas where we can be seen by a school teacher.
2. We never play with bats without permission AND a school teacher watching.
3. We always use equipment safely in the manner it was designed.
4. On outdoor climbing structures – **HOLD ON AT ALL TIMES, ONE HAND** on the bar at all times. No standing or walking on the bars.
5. Never climb over or through porch bars or over school fences.
6. Walk on the porches.

### **INSIDE OR OUTSIDE:**

1. Shoes **MUST** be worn at all times, unless given permission to take them off.
2. We always share the toys with everyone who wants to play.
3. Personal valuables, skate boards, radios, etc. are kept at home so that they will not be lost or broken at school.
4. **NO TOY FROM HOME AT SCHOOL** – If you bring toys from home they must stay in your backpack.
5. We always inform a teacher when we need to use the bathroom. We sign out with the inside teacher before going to a classroom or the office.
6. Food or drink outside or at designated tables inside. No gum chewing allowed. Never run with food in your mouth or sticks in your hand.

### **MOST IMPORTANT:**

1. We always listen to what any teacher tells us.
2. We always treat staff and other children with respect even when we are upset.
3. When we have a problem that we can't solve with words, we notify a teacher to help.
4. Hitting, kicking, biting, shoving, fighting, wrestling, karate sparing, etc. can be dangerous so we don't allow these at School.
5. Swearing and name-calling can hurt someone else's feelings so we don't allow these at School or Camp.
6. School will not tolerate bullying.

Boundaries and other rules will be explained by the School Principal or Camp Director.





### EES Kindergarten Schedule (2017-2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
11:30-12:00	Arrival / Play				<b>*See Friday Schedule*</b>
12:00-12:30	School HW& Correction /Reading				
12:30-13:30	Lunch/Recess				
13:30-14:30	Nap				
14:30-15:20	School HW& Correction /Reading/Free Play				
15:20-15:30	Recess				
15:30-16:20	Chinese (K1) School HW& Correction/EES Worksheet (Math; Reading) (K2)				
16:20-16:35	Snack				
16:35-17:25	School HW& Correction/EES Worksheet (Math; Reading) (K1) Chinese (K2)				
17:25-17:55	School HW& Correction /Outdoor Play				
18:00-18:30	Reading/Drawing/Children Song, Ready For Pick Up				

**\*Friday Schedules for All Grades\***

- 14:30 – 15:30 Arrival/HW
- 15:30 – 16:20 EES Culture Course (1)/Elective Class
- 16:20 – 17:00 Snack& Play
- 17:00 – 17:50 EES Culture Course (2)/Elective Class
- 17:50 – 18:15 Indoor/Outdoor Play/ Elective Class
- 18:15 – 18:30 Ready for Pick Up



### EES Grade 1 – Grade 2 Daily Schedule (2017 — 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
14:30-15:30	Arrival/School HW/Multi-activity				<b>*See Friday Schedule*</b>
15:30-16:30	Chinese (G1 a & G2 a) School HW& Correction/EES Worksheet (Math; Reading) (G1 b & G2 b)				
16:30-16:50	Snack				
16:50-17:50	School HW& Correction/EES Worksheet (Math; Reading) (G1 a & G2 a) Chinese (G1 b & G2 b)				
17:50-18:20	School HW& Correction /Play				
18:20-18:30	Clean up & Reading Ready For Pick Up				

### EES Grade 3 – Grade 5 Daily Schedules (2017 — 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
14:30-15:30	Arrival/School HW/Multi-activity				<b>*See Friday Schedule*</b>
15:30-16:40	Chinese				
16:40-17:00	Snack /Recess				
17:00-18:00	School HW& Correction/EES Worksheet (Math; Reading)				
17:50-18:20	School HW& Correction /Play				
18:20-18:30	Clean Up & Reading Ready For Pick Up				



**Enlighten Enrichment School Fee Schedule and Policies  
(After School Program 2017 – 2018)**

<b>2017-2018 Payment Period :</b> Aug 21,2017 – Jun 8, 2018 , total 40 weeks	
<b>Fees required at the time of registration</b>	
Registration(waived if current student)	\$100
Tuition Deposit(waived if paid full year tuition)	\$200
Transportation Deposit( new student only)	\$100
Yearly Chinese textbook and other material	\$60
One month tuition	\$568/\$678
<b>Regular period payment (4-weeks)</b>	
Tuition Fee	\$568
Kindergarten:	Noon Arrival \$678 Afternoon Arrival \$568
Transportation fee:	\$100 - \$140
<b>Other</b>	
Full day program (i.e. staff learning days & school breaks)	extra \$35 per day

**Notes:**

**1. Registration fee and tuition deposit**

The \$100 registration fee and \$200 tuition deposit is non-refundable. The deposit will be applied toward the tuition of last payment period of 2017-2018 school year.

**2. Withdraw notice:**

A written 30-day notice in advance to withdraw a child from our school is needed. Otherwise, the deposit will not be refunded.

**3. Tuition due date and late fee**

Payment is due by every 4 weeks. There is a 5 day grace period. Late fee is \$25 per student.

**4. Return checks:**

\$25 will be charged for a returned check.

**5. Late pick up fee**

A late fee of \$10 for each child will be charged for every 10 minutes past 6:45pm. Grace period: 6:30pm-6:45pm

**6. Vacation policy**

The school will be closed during Christmas and New Year (12/25/2017 – 01/05/2018). We will not charge tuition fee for this period. No other vacation tuition credit/refund will be given during the school year.

**7. Enrichment class, daily hot lunch and field trip**

There are extra charges for enrichment classes, daily hot lunch and field trips.

**8. Transportation deposit and late fee**

Transportation service is optional. For school other than listed, transportation service is not guaranteed. Please confirm with our school office.

Payment is due by every 4 weeks. There is a 5 day grace period. Late fee of \$1 /day will be deducted from the transportation deposit, the remaining amount (if there are any) will be returned on your child's last day at EES.

School District	Schools	4-Week Fee	*Transportation service will not be available and fees will be prorated during Fall breaks (October), Winter breaks (February) and Spring breaks (April). For example, if the 4-week fee is \$100, the prorated fee will be \$75 during Spring break.
Union	Alta Vista, Carlton, Guadalupe, Lietz, Noddin, Oster, Union, Dartmouth	\$100	
San Jose Unified	Graystone, Williams, Simonds, Los Alamitos, Schellenberger*, Bret Hart.	\$120-\$140*	
Los Gatos Unified	Blossom Hill, Van Meter, Daves Ave, Fisher Middle.	\$100	
Cambrian	Bagby, Fammatre, Farnham, Sartorette, Ida Price Middle.	\$100	
Campbell Union	Marshall Lane, Forest Hill, village	\$120	
Private School	Challenger Hardwood, Strafford Los Gatos, Carden Academy.	\$100	
Others	Canyon Heights Academy, Valley Christine Elementary, Campbell Christian	\$140	

**\*If your school not include in the list, please contact with EES Office.**

**Enlighten Enrichment School Holiday (no school)**

Sep 04, 2017:	Labor Day	Feb 19, 2018:	Presidents Day
Nov 23, 24, 2017:	Thanksgiving Day	May 28, 2018:	Memorial Day
Dec 25 – Jan 5, 2018:	Christmas & New Year		



## Enlighten Enrichment School 2017-2018 School Calendar

August '17						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	<del>16</del>	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	Tu	W	Th	F	S
					1	2
3	☆	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 '17						
Su	M	Tu	W	Th	F	S
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 '17						
Su	M	Tu	W	Th	F	S
			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 '17						
Su	M	Tu	W	Th	F	S
					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						

January '18						
Su	M	Tu	W	Th	F	S
	☆	☆	☆	☆	☆	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 '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	☆	20	21	22	23	24
25	26	27	28			

March '18						
Su	M	Tu	W	Th	F	S
				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 '18						
Su	M	Tu	W	Th	F	S
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 '18						
Su	M	Tu	W	Th	F	S
		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	☆	29	30	31		

June '18						
Su	M	Tu	W	Th	F	S
					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

July '18						
Su	M	Tu	W	Th	F	S
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				

### EES Holidays (No School) 2017-2018

Sep 4	Labor Day	Feb 19	Presidents' Day
Nov 23-24	Thanksgiving Day	May 28	Memorial Day
Dec 25-Jan 5	Christmas & New Year		

- EES Closed ☆
- Tuition & Transportation Fee Due ■
- Morning Service Available ◇
- Spring Camp ◊
- EES First & Last Day ◻