



PARENT HANDBOOK

Our Curriculum:

A Little Dynasty Chinese School (“ALD”) offers several Chinese language learning programs including: Parent & Me Chinese Classes; Chinese Immersion School; Chinese After School Program; and Chinese Summer Camp. All programs, with the exception of our Summer Camp, are offered on a year round basis (with enrollment subject to availability of class space).

Hours of Operation:

ALD’s normal hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday and 9:30 a.m. to 12:00 p.m. on Saturday and Sunday. Hours are subject to change without notice.

School Closures:

ALD will be closed as listed on the latest School Calendar. The current Calendar is posted at www.alittledynasty.com under the password protected “Parent’s Corner” page. See school for current password.

ALD reserves the right to close with or without notice in extreme weather or any other extraordinary circumstances when necessary.

PARENT & STUDENT RESPONSIBILITIES

Key Parent Responsibilities:

Parents are responsible for the obligations described throughout this handbook. These obligations include, but are not limited to:

- Paying fees on time;
- Checking their child in and out for each class;
- Picking up their child promptly after class ends;
- Keeping their child’s records up to date;
- Informing ALD of any changes in the emergency contact information for the child;
- Informing ALD of any allergies or special needs for the child;
- Notifying ALD when their child will not be attending on a regularly scheduled day;
- Following up with the administrators or teachers regarding their child’s behavior and cooperating in any efforts to improve the situation;
- Following the health policy; and
- Other responsibilities as outlined in this Handbook.

Contact Information

The phone numbers for our Schools are as follows: 949-509-0288 (Irvine IBC location) and 949-509-0188 (Irvine Spectrum area location). You can also contact us by email at info@alittledynasty.com. Our goal is to respond to any messages promptly but we appreciate your understanding in the case any delays are experienced.

Parent's Corner

Information to parents will be regularly posted in the password protected Parents Corner page of ALD's website at www.alittledynasty.com. Call ALD for the current password. On this page you will find information on upcoming events and key dates, and current classroom activities and pictures.

Drop Off & Pick Up Guidelines

All students must be checked in and out using our electronic fingerprint check in system. Students will only be released to previously authorized adults.

Parents may wait at ALD while their student is in class. So as not to distract the class, however, parents may not wait inside the classrooms.

Parents who have sibling children may use designated play areas at ALD while waiting for their ALD student if the play area is not in use for a class. However, parents must supervise their child in the play area.

Parents are required to pick up their child within 15 minutes after their class has ended (or by the closing times of ALD) whichever comes first. An charge of \$10 / hour will be assessed if parents are tardy.

Parent and Child Identification:

Upon enrollment, verification of identity is required from at least one parent and the student. A student may not start without verification of identification from at least one parent.

Updating of Emergency Information:

It is important that ALD maintain current and accurate records for each student so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that ALD has current contact information.

Student's Belongings:

ALD is not responsible for safekeeping of any personal belongings brought to ALD including clothing items. Clothing and any personal possessions should be clearly labeled with the student's name.

Student's Clothing:

All children must come to School with a clean, neat appearance and be dressed appropriately for the day's activities. Keep in mind that activities such as art projects may result in clothes becoming stained or soiled.

Electronic Devices:

Students may not use electronic devices during class.

Food and Drink:

Food and drinks are not allowed in the Play Village and Kid's Gym.

REGISTRATION & ENROLLMENT

A Little Dynasty Chinese School encourages children of all backgrounds to attend. ALD does not discriminate on any basis including race, religion, color, creed, national origin, or family composition.

Admission:

Parents are required to tour the facility with their prospective student and meet with the Director prior to admission. A personal interview is required of prospective students and their parents so that proper placement may be determined. All students are subject to a four-week adjustment period. If after this adjustment period, the child has not settled in, a conference will be scheduled to determine if our program is meeting the needs of your child.

Trial Period:

The first month attendance is a trial period to determine if the student is capable of independent learning.

Registration and Enrollment:

Registration and enrollment of new students is accepted year round based on availability.

The following items must be paid at time of enrollment:

- An annual initial non-refundable registration fee is due at time of enrollment.
- A non-refundable materials fee may be due at time of enrollment.
- Tuition for the month is due on the first day of the month.

Waiting List:

When classes are full, a waiting list will be formed and tracked by ALD. Students may be placed on the waiting list for any class for a \$50 non-refundable fee. When a space becomes available, parents will be notified and the waiting list fee will be applied to the tuition.

Refund Policy:

The registration fee, materials fees, and waiting list fee are not refundable.

Tuition is fully refundable upon written notice prior to the start of the program. If payment was made by credit card, 5% of the amount paid is not refundable in order to reimburse ALD for the credit card transaction fee paid by ALD. Also see "Withdrawal Policy" hereinbelow.

Tuition & Payment Policy:

Tuition is due monthly at the beginning of the month. If payment is not received by the 5th of the month, a late fee of \$20 will be charged. Tuition rates are subject to change at any time.

EFT Option:

Parents have the option to pay by "Electronic Funds Transfer" from their credit card or checking account on a recurring monthly basis for programs that have monthly tuition due. Should parents choose this option, they will be entitled to a discounted tuition. Parents will need to complete an EFT agreement to set up this option.

Returned Check Policy:

There will be a \$30 charge for any check returned by the bank.

Sibling Discount:

There are sibling discounts for all of ALD's programs that vary depending on the program. Call ALD for more information.

Referral Fee:

A Referral Fee in the form of a \$20 tuition credit is issued to families who refer other families to A Little Dynasty Chinese School. The certificate for this tuition credit is issued within 2 weeks after the new family has paid and enrolled at A Little Dynasty Chinese School.

Schedule Changes:

Subject to availability, parents may reschedule class dates and times. You must contact ALD in advance for any rescheduling of classes. Schedule changes are not guaranteed and are subject to availability.

Absentee and Makeup Policy:

Full payment of tuition is required whether or not the student attends the full semester or month. There is no absentee credit when days are missed because of holidays, vacations, illness, or any other reason.

Student can schedule up to four (4) makeup classes per semester that must be used during the semester.

Day, time, and instructor preferences are not guaranteed for a make-up class.

Withdrawal Policy:

Students may withdraw with 30 days' notice. Unused tuition will not be refunded but a credit will be applied for future classes. The credit will expire within 1 year from date of issuance.

School Initiated Withdrawal Policy:

ALD reserves the right to remove any student from ALD at any time without previous notice or a corrective program being required if, in the opinion of ALD, it is in the best interest of the child and/or ALD to do so. If a child is dismissed from School, prepaid tuition will be refunded from the date of the dismissal.

BEHAVIOR & DISCIPLINE GUIDELINES

Discipline:

When a student has a disciplinary issue, we will first speak to the student with a firm but caring voice.

If a behavior persists, we will contact the student's parents and ask them to come in for a conference to formulate a course of action agreed upon by ALD and parents. If parents are unable to provide support, or even with the parent's support the plan fails to improve the behavior, we reserve the right to withdraw the child.

Any of the following may be considered to be disruptive behavior:

- Any behavior which requires constant attention from the staff;
- Any behavior which inflicts physical or emotional harm on themselves, other children, or any staff;
- Any behavior which conflicts with the rules of the classroom.

HEALTH & SAFETY

ALD takes every precaution to maintain the wellness of each student who attends our School. The health and safety of our students is our primary concern.

Illnesses:

An ill child will not be allowed to attend ALD. If a child becomes ill at School, the parent will be contacted to arrange for the child's care. If a child has any one of the following conditions, ALD requires the child not be at School:

- A contagious disease;
- A fever of 100 degrees or over during the past 24 hours;
- Vomiting or diarrhea within the last 24 hours;
- Draining sores or burns;
- Headlice;
- A rash, until diagnosed and determined to be non-contagious;
- An accident requiring medical attention;
- Eye discharge or pink eye;
- Excessive coughing; or
- Are obviously not well.

If a child has a known medical condition (i.e., asthma, allergies, diabetes, etc.) parent are asked to note it on their enrollment forms. Teachers should also be notified of the steps to take if a problem occurs while the child is at School.

Hand Sanitizing:

We are equipped with numerous Hand Sanitizer stations. We encourage you to apply sanitizer before and after class.

Cleaning:

Our premises and equipment are regularly cleaned and disinfected to ensure a clean environment for our students.

Nut-Free Environment:

To reduce the risk of severe allergic reactions, our School strives to be "Nut-Free." We do not serve peanuts or any nut products. Please do not bring any item to School that contains nuts. Although we make every effort to be "Nut-Free," we can never guarantee that outside food brought into ALD does not contain any nut products.

Allergies:

Parents must inform ALD in advance of class attendance if their child has any food allergies. ALD is a nut free environment. We will try to prevent your student from coming in contact with items you indicate that your student is allergic to, but we cannot fully control what other parents/students bring. Therefore, we cannot guarantee your student will never come in contact with an item that may affect your child.

Food Sharing:

Food sharing between students is not permitted. Also, parents may not give any food to anyone else's children.

Administration of Medicine:

Any medication brought in to School needs to have the student's name clearly marked on the original medication bottle or container. The parent must complete a Medication Authorization form. This form can be found in the office. Staff administers both over the counter and prescription medicine to a student only if a parent or legal guardian has given written consent. Parents should track the expiration date of their child's medication and replace it before it expires.

Basic First Aid:

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents.

Emergency Medical Care:

In case of injury or illness requiring immediate professional care (emergency), the staff will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR, and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

Our staff cannot transport students to a hospital or doctor's office. Injured students shall be transported for medical aid by their own parents or by ALD calling 911 for an ambulance.

Fire Routine:

Exit routes are posted by classroom exit doors. In case of fire, there is a central fire alarm that may be activated. Fire extinguishers are located throughout ALD's premises, which are inspected annually.

Emergency Plan:

We have a disaster plan in place should any emergency situation require an evacuation. Our emergency plan is posted in the office, and evacuation routes are posted in each classroom. If our Irvine Spectrum area location is unsafe immediately following such an event, our temporary relocation and gathering place, if available, will be at the parking lot of Irvine BMW, 9881 Research Drive, Irvine, CA 92618. If our IBC location is unsafe immediately following such an event, our temporary relocation and gathering place, if available, will be at the parking lot of Pacific Dental 17010 Red Hill Ave., Irvine, CA 92614 (across Gillette Avenue from ALD). In the event of such an emergency, you will be contacted at the first opportunity and given information and instructions.

OTHER SCHOOL ITEMS

Birthdays:

Students may celebrate their birthday at School as long as the teacher is notified in advance. However, any product containing nuts are not allowed on ALD premises.

No Smoking:

Smoking is not permitted anywhere at any ALD facility.

Security Cameras:

ALD premises, both inside and outside (parking lot), are under 24 hour video surveillance.

Licensing:

A Little Dynasty Chinese School is registered with the California Department of Education as a Heritage School, as defined in Section 33195.4 of the California Education Code. A Heritage School is exempt from child care licensure, and attendance at a heritage School does not satisfy California's 1st to 12th grade compulsory education requirements pursuant to Section 48200 of the California Education Code.

Photography:

Throughout ALD year, students are occasionally photographed. We may post these candid photos at School and occasionally, we will use these photographs in our promotional materials. Unless parents notify ALD otherwise, registering your child constitutes granting general permission to use photographs of your child in any printed or online material for ALD.

Cell Phones:

Student cell phone use is not permitted at ALD. Upon request, students may use the front desk phone.