

CSA After School Program is MA **EEC Licensed** that offers safe, intimate and stress-free learning environment for various background kids. It's more than learning Chinese language or an after-school care-taking program.



### Regular-day Class Schedule\*

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00 – 4:00 pm	Arrival, Snack, Homework from Day-school				
4:00 – 4:50 pm	Regular and Bilingual Chinese				Reading Club
5:00 – 5:50 pm	Arts/Robotic	Gong Fu	Math	Theater	Chess
5:50 – 6:00 pm	Supervised activities: e.g., Chess, Jump Rope, free play				

\* Daily schedule may change based on sign-up students.

#### Description:

1. A student can enroll one to five days a week.
2. Chinese language classes textbook: “New Concept Chinese Language” - 《标准中文》和《马立平中文》 for regular classes. “Easy Steps to Chinese” for bilingual classes.
3. Extra-curriculum classes include Math, Music, Drawing/Painting, Chinese Martial Arts/Gong Fu,, Dance, Kids Yoga; Chinese Culture and History Stories, Chinese Calligraphy, etc.
4. Chinese language, Bilingual Chinese language, Math classes will be offered at different levels.

#### Tuition and Fees\*

	Regular day	Half day	Full day
<b>Hours</b>	3:00 PM - 6:00 PM	12:00PM – 5:30PM	8:30 AM – 5:30 PM
<b>Tuition Rate</b>	\$19-25	\$45	\$60

- \$20 non-refundable registration fee for new students; bus and other fees may apply.
- \$100 deposit at registration; refundable two weeks before 1<sup>st</sup> day of semester.
- Early registration, Sibling, full payment discounts.
- Schedule conflict credit.
- Tuition includes snack, material and other misc. Costs.

\* Please refer “Tuition, Fees, Discounts, Credits” on website or contact us for details

### Enrichment Beyond the Classroom

Chinese Language  
Gong Fu  
Robotic  
Literacy & Book Club  
Mathematics  
Arts & Handcrafts

...

Every School-day 15:00 - 18:00

23 Clark Road (Ballardvale)  
Andover, MA 01810

(978) 684-2163

aap@csandover.org

<http://afterschool.csandover.com>



## Registration Form

All payment checks should be made to "CSA After School" and mailed to: CSA, P.O. Box 870, Andover, MA 01810

### TUITION & FEES\*:

Last Name	First Name	Sex (M/F)	DOB	Days Attend (Circle)	Registration Fee for New	Bus Fee	Deposit/Tuition	Subtotal
				M T W Th F	20			
				M T W Th F	20			
				M T W Th F	20			

\*Please refer "Tuition, Fees, discount, and credit" for detailed information.

**Total (\$)** \_\_\_\_\_

**Discounts (ER, FP, SD) (%)** \_\_\_\_\_ **Payment Received (\$)** \_\_\_\_\_ **Balance Due (\$)** \_\_\_\_\_

### CONTACT INFORMATION:

**Home Address:** Street: \_\_\_\_\_ (Andover) **Home Phone:** \_\_\_\_\_

**Day School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

### PARENTS/GUARDIAN & EMERGENCY CONTACT:

**Father\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Mother\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

### EMERGENCY CONTACT:

**Contact 1:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Contact 2:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Insurance:** \_\_\_\_\_

### Liability Release:

I/We will not hold Chinese School Andover liable for any personal injury, any personal property damage, accident, illness or any unexpected events, which may occur on the premises during school time. I/We agree to take full responsibility for any damage caused by me, or by any of my/our family members to the facilities used by Chinese School Andover during school time.

I authorize staff in the child care program who are trained in the basics of first aid to give my child first aid when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to \_\_\_\_\_, and to secure necessary medical treatment for my child.

(Adult/Parent/Guardian) **Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**CSA After School Use Only:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_



### Waiver Form

I, the undersigned parent/guardian of \_\_\_\_\_ do hereby consent to his/her participation in CSA After School Program. I acknowledge that participation in this program may expose the above named student to the possibility of injury. I grant CSA After School Program Staff the authority to obtain emergency medical treatment as necessary to insure that the above named student is safe from further injury.

In consideration of CSA After School Program allowing this student to participate in its Program, I agree to waive and release CSA After School Program from all claims for damages that may arise, other than by negligence of CSA After School Program, its volunteers, employees, and agents, as a result of my child’s participation in its Program.

#### Media Waiver

I am aware that the above named student may appear in a photograph, or video, taken by Program staff or local media and that photograph or video may appear in a variety of media sources on behalf of CSA After School Program. Please note, that under no circumstances will CSA After School Program divulge your child’s name without express written permission.

#### Transportation Waiver

I acknowledge that the above named student may be participating in activities, trips and events organized by CSA After School Program. I am aware that the participation of my child may be outside the scope of his/her daily routine. I give permission for my child to travel by foot, automobile, or bus to a desired location.

*I acknowledge and confirm that I have read this entire document prior to signing below.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian (please print)

Date Signed \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_



### 2014-2015 School Calendar

August 2013						
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

September 2013						
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					

October 2013						
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 2013						
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 2014						
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 2014						
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

February 2015						
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

March 2015						
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 2015						
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 2015						
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						

June 2015						
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				

	APS Closed After School Open
	APS ½day AfterSchool Open
	After School Closed
	AfterSchool First & Last Day



## Tuition, Fees, Discounts, Credits

### 1. Tuition rates

a. Regular-day\_(3:00 PM - 6:00 PM), Semester Full-payment rate:

1-day	2-day	3-Day	4-Day	5-Day
\$408	\$748	\$1,071	\$1,360	\$1,620

b. Monthly-payment rate: \$23/regular-day

c. Ad-hoc drop-off rate: \$28/regular-day

d. Full-day and Half-day:

	Half-day	Full-day
Hours	11:00-5:30 PM	8:30-5:30 PM
Rate	\$ 45/day	\$ 60/day

### 2. Fees

a. Registration fee: \$20/new-student, not refundable.

b. Bus fee (also covers 1/2 days):

	1-day	2-day	3-day	4-day	5-day	Rate/month-pay
bus fee per semester/person	\$150	\$200	\$250	\$300	\$300	\$60

c. Late Pickup Fee: If picked up after 6:10 PM, there will be \$1/minute/student later fee.

d. Late Payment Fee: \$30 late fee will be charged should payment not received on or before due dates.

e. Book Fee: net expenses on textbooks and addition fees for individual class may be applied per teachers' requirements.

### 3. Payment\*

- a. Deposit: \$100 deposit is required at registration. Refundable if a written notice has been received 30 business days before the first day of a semester.
- b. Monthly payment: Payment is due on the 1<sup>st</sup> school day of each month should opt to pay by each month. There is a \$30 late fee if payment received after the 5<sup>th</sup> of the month.
- c. Ad-hoc drop-off payment: Payment is due at the beginning of the day.
- d. If prefer to pay by end of a month for actual days attended, the ad-hoc day rate is applied.

\* CSA After School will charge a \$25.00 service fee for any returned checks

#### **4. Discounts\***

- a. Full payment discount: 5% off total tuition if tuition and fees are paid at registration.
- b. Early registration discount: 5% off total tuition if tuition and fees are paid on or before July 15<sup>th</sup> for Fall semester or December 15<sup>th</sup> for Spring semester
- c. Sibling discount: For families that sign up multiple children to CSA After School, each additional child gets 5% off the tuition.
- d. CSA Teachers discount: CSA regular teachers will receive additional CSA After School tuition discount.

\* Maximum combined discounts for one student is 15%.

#### **5. Credit**

- a. Schedule change credit: One credit-day (credit to be used for an unsigned-up day) for make-up in every 20 days of attendances. Not refundable. For 5-day sign ups, up to 3 unused credit-day tuition can be deducted from next semester's tuition.
- b. Working schedule conflict credit: for many working parents who signs up 3 or more days per week, once per month later pickup fee, until 6:10 PM, will be waived.
- c. 10% discount on tuition and up to \$100 referral credit.

#### **6. Refund**

- a. Refund for full-payment can be applied only to the nearest coming month and the refund will be re-adjusted based on pay-by-month rate.
  - b. No refund for pay-by-month; or ad-hoc tuition rate applies.
  - c. No refund for monthly bus fee.
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