



WINCHESTER SCHOOL OF CHINESE CULTURE 文誠中國文化學校

Parent/Guardian Rules

- Parents/Guardians agree to take full responsibility for their children to obey all rules and regulations during school hours and to take full responsibility for the safety of all members of their family while attending the Winchester School of Chinese Culture (WSCC).
- Parents/Guardians will not hold WSCC liable for any personal injury, any personal property damage, accident, illness or any unexpected events, which may occur on the premises during school hours. Parents/Guardians agree to take full responsibility for any damage caused by any family members to the facilities used by WSCC during school hours.
- Parents/Guardians are allowed to sit in a classroom only with the prior consent of the teacher. Parents/Guardians should sit quietly in the room and not interfere with the class. If remaining on the premises during school time but not in the classroom, parents/guardians must wait for their children in designated areas and not in hallways.
- Parents/Guardians must consider WSCC as part of their children's formal education, and as such discourage excessive absences. In order to develop good character in the students, parents/guardians must also discipline their children against improper classroom behavior.
- Parents/Guardians should arrive to school on time and send their children to class on time. They must also pickup their children at the end of class. Parents/Guardians cannot leave their children un-supervised before or after class. If they cannot be supervised before or after class, parents/guardians need to find a responsible adult to stay with their children.
- Parents/Guardians need to familiarize themselves with parking rules and regulations as posted on the school website and shall whenever possible carpool and drop off passengers. When parking on school property, parents/guardians shall obey the parking rules.
- Discussions and/or inquiries with teachers by parents/guardians should be avoided while classes are in session.
- Parents/Guardians should not bring food or drinks into the classrooms. All food must be eaten in the cafeteria only.
- Parents/Guardians should help children with their homework and communicate with teachers whenever necessary.
- Parents/Guardians should respect teachers and school staff members and should participate in their children's class activities if requested by the teacher.
- Parents/Guardians need to be aware that there is only one trial per course for up to two different courses with no refunds after the third class. Parents/Guardians also need to be aware that if a child enrolls in a course and then drops the course after two classes, the course tuition will be refunded less \$30.
- Parents/Guardians who are not performing classroom level family duties, must perform school level family duties and register for family duties through the school's website and arrive on time. If parents/guardians arrive 15 minutes late for scheduled school level duties, they still must perform their duties as required and to re-register to have the deposit credited to their account. If they fail

to appear for school level duties as scheduled, the deposit will be forfeited. Parents/Guardians should familiarize themselves with school level duties responsibilities as posted on the school website.

- Any commercial activities or selling of any kind by parents/guardians is strictly prohibited without the prior approval from the principal.
- Parents/Guardians groups can use school facilities as long as they do not interfere with classes. While the administration will do its best to accommodate each group's needs, each group should respect the decisions by the principal in terms of the type of activity allowed, space and facilities given. Priority will be given to classes.
- Parents/Guardians should read the weekly newsletter which is distributed by the school administration via e-mail and posted on the school website. The weekly newsletter contains important notices, school announcements, and general information of interest.
- Parents/Guardians need to keep borrowed library items in good shape and return promptly after using. Borrowing time should not exceed two weeks. If items are not returned by the end of the school term, the \$50 registration deposit will be forfeited.