

Saturday Class Schedule	Fall 8/12/2023 – 12/02/2023 (NO CLASS ON 9/02,10/07,11/18,11/25) Spring 1/06/2024 – 4/27/2024 (NO CLASS ON 2/10, 2/17, 3/09,3/16) ***Saturday school Location: Virtual Class***
Sunday Class Schedule	Fall 8/13/2023 – 12/03/2023 (NO CLASS ON 9/03,10/08, 11/19, 11/26) Spring 1/07/2024 – 4/28/2023 (NO CLASS ON 2/11,2/18, 3/10, 3/17) ***Sunday school Location: Barbara Bush Middle School, 515 Cowboys Pkwy, Irving, TX 75063 ***

Thank you for choosing Sun Ray Chinese School for your child! Sun Ray School is a non-profit organization that promotes higher education through our academic courses, which provide students with the opportunity to learn and broaden their knowledge. Our academic philosophy and techniques encourage students to reach their development potential through our scholastic programs and volunteer community service opportunities. The offered programs are Chinese culture and Mandarin language, Math, English, SAT, Speech, Writing, other electives, and competitions. Should you have any questions, please don't hesitate to contact us. Thank you for considering our school and we look forward to enriching your family's educational development.

CONTACT INFORMATION:

Principal: Zin Fan	principal@sunraychinese.org Cell: 972-365-1895 (Please ONLY text for inquiries)
Assistant Principal: Shu-Hui Ko	carrollton@sunraychinese.org Cell: 972-357-4840 (Please ONLY text for inquiries)
Website	www.sunraychinese.org
Mailing Address	Sun Ray Chinese School 1017 Clint Street Carrollton, TX 75006

Please carefully read over our Sun Ray Chinese School's Policies & Guidelines and the enrollment package containing all the necessary forms that should be completed in full and submitted with the appropriate enrollment/registration fees.

TUITION PAYMENT:

By Mail – Completed enrollment registration form with enclosed check or cashier's check (please include your child's name in the memo line) made payable to "Sun Ray Chinese School" and mailed to the above mailing address.

In Person – Only during school semester sessions on Sunday from 11:00 AM – 5:00 PM

TUITION & FEES AGREEMENT:

- Late Registration & Late Payment Fee: non-refundable & non-transferable \$30 applicable fee
- Non-refundable tuition fee if your child is unable to attend class for any reasons unless qualify under the Refund Tuition Fee Policy (your child's enrollment inhibits the enrollment of other students in the class & creates unnecessary school paperwork). Tuition credit is not given for any absences. No entry to class if tuition fee is not paid.
- There is a \$30 fee for a "Trial-out Class" or an Advance Grade-Level Placement Test
- **Fall Semester or Annual (Fall & Spring Semesters) tuition must be received before deadline: 05/31/2022 (No Exceptions!). Spring Semester tuition must be received before deadline: 12/10/2022 (No Exceptions!)**
- Tuition includes 12 classes, materials, and one contest (Math, Spelling, or Speech)
- Students who wish to switch classes or grade levels are not allowed without written or consented authorization.
 - A \$30 applicable non-refundable/non-transferable fee must be paid to the Principal or Assistant Principal and provide an admittance slip to show the teacher in order to be allowed into the classroom.
- Class sizes are limited to 25 students. **Enrollment space is limited and is on a first-come, first served basis with a waiting list. We DO NOT accept new student enrollment after 8/31/2023**
- **registration deadline. Any student who did not complete the Fall Semester CANNOT take the upcoming Spring Semester.**

CLASS CANCELLATION POLICY:

Sun Ray reserves the rights to cancel and adjust classes/courses to accommodate schedule changes or re-location; and to do so without incurring any obligation. Classes may be canceling at any time if attendance level fails to meet expectation. Efforts will be made to call or email the parents or students before the first day of class begins for any cancelling; in which also includes bad weather and emergency circumstances.

CLASS TRANSFER POLICY:

One adjustment to the Class Schedule will be granted without incurring any fees if a Written Request is submitted by text or e-mail before July 15th for the Fall Semester and before Dec. 10th for the Spring Semester. Subsequent changes will result in a non-refundable & non-transferable \$30 Class Transfer fee.

REFUND POLICY (Please allow up to 2-3 weeks to process your refund):

1. 100% Refunded or Pro-rated tuition fee of \$190 (excludes late registration or late payment fee) will be issued if Sun Ray cancels a class during the semester(s).
2. For English & Math class, a Pro-rated tuition fee of \$190 is permitted if Notice of Withdraw is submitted by text or email **before July 31st for Fall Semester and before Dec. 10th for Spring Semester**. Additional deductions for discount credit, late registration, late payment, or other registration fee may apply.
3. For Chinese Language Classes, a Pro-rated Tuition fee of \$150.00 is permitted if Notice of Withdraw is submitted by text or email **before July 31st for Fall Semester and before Dec. 10th for Spring Semester**. Additional deductions for discount credit, late registration, late payment, or other registration fee may apply.
4. 70% Refunded tuition fee will be issued if canceled within the first 3 weeks of the semester.
5. NO REFUNDS after the end of the 3rd class week of the semester.
6. No pro-rated tuition credit is given for any absences or holidays/bad weathers.

SCHOOL & VIRTUAL CLASSROOM GUIDELINES:

1. No foul language, fighting/violence, and sexual acts in virtual classroom; these actions will result in disciplinary actions.
2. Switching or make-up classes are NOT PERMITTED and discouraged unless preapproved by Principal. A service fee of \$50 applicable non-refundable/not-transferable for such request.
3. Be punctual to class and be prepared for class with homework, school supplies, and class materials.
4. Respect and listen to the teacher as well as respect the other classmates.
5. Do not perform any of the following actions/noises as it interrupts and blocks other student's ability to hear the Teacher. If required, your device must be on MUTE (but students must have the cognitive ability to turn off mute to participate in class)
 - a. Eating (chewing and wrapper noises are easily picked up by microphone)
 - b. Playing with objects such as pets, cell phones, or tapping on tables/chairs
 - c. Having side discussions, including parents. For parents, DO NOT disrupt the virtual class by giving instructions or criticism to your child while device is unmuted (this creates negative learning environment for other students)
6. For students 3rd grade and below, parents should stay with student for the first 15 minutes of every class to assist with any troubleshooting devices and reinforcing proper behavior. This will reduce any lost class time from settling/organizing students.
7. Students are only given ONE homework package for each class they are enrolled in. It is the responsibility of students and parents to not lose and/or damage the homework packages.
8. (New for 2022-2023) Homework can be dropped or mailed to Sun Ray (1017 Clint Street, Carrollton, TX 75006) for grading. Administration will send a message to students and parents when grading is completed with a time window for pickup. Alternative pickup/delivery methods may be accommodated; reach out to Principal or Assistant Principal for details.

SCHOOL DISCIPLINARY ACTIONS:

1st Violation: Warning issued

2nd Violation: Parent and student conference

3rd Violation: Loss of Stamp Exchange program rewards or School Awards

4th Violation: Possible suspension or expulsion from the school without refunded tuition fee

WAIVER OF LIABILITY:

A waiver of liability is required for enrolling in courses that present a potential risk of physical injury to any student. Sun Ray assumes no responsibility for any health related or accidents that might cause physical injury to any students enrolled in these courses on school property or premises. While we take precautions to minimize potential hazards, every student is responsible to take necessary safety measures to protect him or herself from any injuries.

I and/or we have read and understood all the above registration information and the Sun Ray Chinese School's rules & regulations. Sun Ray will give due notice to all changes to requirements, procedures, registrations, and regulations information. It is the responsibility of the students and parents to keep informed of all these changes. Sun Ray is not liable or responsible for the consequences of not being informed of these changes.

PARENT & STUDENT AGREEMENT:

Please note that a single semester class is limited. Additionally, in the interest of maintaining the most consistent environment for students and to provide the highest quality learning experience possible, applicants for the full-year program will be given priority in the enrollment process. I understand that my child will not be considered enrolled until all forms are fully completed, tuition is paid and accepted in writing by Sun Ray Chinese School. I acknowledge that the information provided herein is true and accurate

Signature of Parent/Guardian or Student (if applicable)

Printed Name

Date

Sun Ray School 2023 Fall–2024 Spring Application-- Enrollment(Please Write Clearly)

New Student

Saturday Online Class Only / Sunday school location: 515 Cowboys Pkwy, Irving, TX 75063 (In Person)

Student's English Name		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	After summer Grade:
Sibling's Name (If Applicable)		Date of Birth (MM/DD/YYYY)	
Father's Name		Cell Number	
Mother's Name		Cell Number	
Home Address		Home Number	
Email		Current Public School	

NEW REGISTRATION PROCEDURE FOR 2023 Fall-2024 Spring.
 Saturday offer virtually utilizing Google/ Zoom , Sunday offer In-person class at **515 Cowboys Pkwy, Irving, TX 75063**
 PLEASE MAIL YOUR FORM AND CHECK TO: 1017 CLINT STREET, CARROLLTON, TX 75006

Parent & Student Agreements:

You hereby understand and read all terms of the enrollment application. Verify all information is correct with your consent authorization signature.

Signature of Parent/Guardian or Student (if applicable) _____ Printed Name _____ Date _____

PLEASE CIRCLE the course(s) you are interested in. Saturday & Sunday Schedule (13 weeks)

	Saturday 10:30 AM – 11:30 AM	Saturday 11:40 AM – 12:40 PM	Saturday 1:00 PM- 2:00PM	Sunday 10:30 AM – 11:30 AM	Sunday 11:40 AM – 12:40 PM	Sunday 1:00 PM – 2:00 PM	Sunday 2:15 PM – 3:15 PM	3:30 PM – 5:30 PM
\$440/year \$240/sem.	Math 3 rd Gr. Class M3-Z	Math 2 nd Gr. Class M2-Y	Pre-Algebra Class M7-X	Math 1 st Gr. Class M1-A	Math 2 nd Gr. Class M2-C	Math 2 nd Gr. Class M2-E	Math K5-Bridge Class MK-G	Bilingual CB
\$440/year \$240/sem.	Math 4 th Gr. Class M4-Z	Math 5 th Gr. Class M5-Y		Math 3 rd Gr. Class M3-A	Math 4 th Gr. Class M4-C	Math 3 rd Gr. Class M3-E	Math 4 th Gr. Class M4-G	MusicChinese K3 - K4 CP
\$440/year \$240/sem.				Math 5 th Gr. Class M5-A	Pre-Algebra Class M7-C	Pre-Algebra Class M7-E	Math 5 th Gr. Class M5-G	Chinese K5 CK
\$440/year \$240/sem.				Algebra I Class M8-A		Algebra I Class M8-E	Algebra II Class M10-G	Chinese 1 st Gr C1
\$440/year \$240/sem.						Geometry M9-E		Chinese 2 nd Gr. C2
\$440/year \$240/sem.				English 2 nd Gr. Class E-2A	English 1 st Gr. Class E1-C	EnglishK5-Bridge Class EK-E	English 3 rd Gr. Class E3-G	Chinese 3 rd Gr. C3
\$440/year \$240/sem.				English 4 th Gr. Class E4-A	English 5 th Gr. Class E5-C	English 4 th Gr. Class E4-E	English 6 th Gr. Class E-6G	Chinese 4 th Gr. C4
\$440/year \$240/sem.	English Writing 5 th - 6 th Gr. Class W5-Z	English Writing 3 rd - 4 th Gr. Class W3-Y				7 th - 9 th Gr. English Writing Class W9-E	English 7 th - 8 th Gr. Class E7-G	Chinese 5 th Gr. C5
						(CHINESE \$ \$340/year, \$180/sem)		Chinese 6 th Gr. C6
						(ENGLISH \$440/year, \$240/Sem) (MATH \$440/Year,\$240/Semester) Late Registration Fee \$30 after June 1 st		Chinese 7 th Gr. C7
						New Student need pass 50% test		Chinese 8 th Gr. C8
								Chinese 9 th Gr. C9

For Office Use Only			Registered & Paid For:		
Payment Type: <input type="checkbox"/> Check #: <input type="checkbox"/> Cash	Tuition Fee: <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Date Paid:		Math	
		Invoice #:		English	
		Authorized By:		Chinese	
		Notes:		TOTAL	