西谷中文學校
Established since 1963
West Valley Chinese Language School
P.O. Box 2383, Sunnyvale, CA 94087 ● (408) 839-7001 ● www.wvcls.org

September 18th, 2026

Dear Parents/Guardians,

Welcome to West Valley Chinese Language School!

We are delighted that you have chosen to enroll your child in our Chinese language and cultural education program. At WVCLS, our mission is to provide a high-quality learning experience that nurtures proficiency in listening, speaking, reading, and writing, while also deepening students' appreciation for Chinese traditions, values, and heritage. Our dedicated teachers and board members are committed to creating a supportive learning environment where every child can thrive.

Please complete the registration form below so that we have all the necessary information to best support your child's educational journey. Accurate and up-to-date information will help us assign your child to the appropriate class level, ensure smooth communication, and maintain a safe and organized school environment.

We would also like to remind you of our ongoing school-wide incentive: parents who join the School Board are exempt from the mandatory parent participation policy. Joining the Board is a meaningful way to support your child's education, contribute to the growth of our school community, and work closely with other families who share the same commitment to Chinese language and culture.

Information regarding tuition, fees, and school policies is available on our **registration page**. The **Parent Handbook**, available on our school website, is also a valuable resource for understanding WVCLS policies, expectations, and guidelines. We strongly encourage you to take some time to review it so that you are fully familiar with school procedures, parent participation requirements, and student responsibilities.

If you have any questions about the registration process, please do not hesitate to reach out to a School Board member or contact us directly at **registrar@wvcls.org**. We are here to support you every step of the way.

Thank you for being part of WVCLS. We look forward to sharing an enriching and rewarding school year with you and your child!

Best regards,
The 2026 - 2027 West Valley Chinese Language School Board

WEST VALLEY CHINESE LANGUAGE SCHOOL

www.wvcls.org

Registration information for 2026-27 School Year

DURATION	September 2026 through May 2027
TIME	7:00PM to 9:00PM Fridays
LOCATION	Homestead High School, 21370 Homestead Road, Cupertino, California
CONTACT	email: registrar@wvcls.org or info@wvcls.org
ELIGIBILITY	Students, age 5 or older by 9/1/2021, who wish to learn Chinese (Cantonese / Mandarin - PinYin) Language, customs and culture. The school reserves the right to request proof of students' age.
REGISTRATION	**New students** are required to complete this registration package and return it to the office during school hours. Full payment is due at registration. All new students requesting enrollment other than CK may be required to take a language ability assessment before a class is assigned.
Returning students	must fill out and return the registration package to the office during school hours. Full payment is due at registration. Walk-in registration will be held during the first two lessons of the 2026-2027 school year, from 7:00-8:00 PM. (Please check www.wvcls.org for actual dates) WVCLS reserves the right to cancel a class if necessary. In that case you will get a full refund or transfer to another class based on your registration date with the balance to be refunded.
TUITION & FEES	$650.00 per student by check or via Zelle for the FULL school year. (This includes textbook fee) A $50 registration fee will be applied to new students. **(Non-refundable)** Make checks payable to **West Valley Chinese Language School** or **WVCLS**. A special Tuition & Fee payment arrangement is available upon request. Please attach a request letter with the registration material.
CLASS LISTS	Class rosters will be posted at the school on the first and second lesson.

COMPLETED EMERGENCY FORM AND GENERAL SERVICE ACTIVITIES SIGN UP FORM ARE REQUIRED FOR ALL NEW STUDENTS.

WEST VALLEY CHINESE LANGUAGE SCHOOL
Course offerings for the 2026-2027 School Year

Overview:

- Chinese program from kindergarten CK through CAdv levels with an emphasis on listening and speaking Cantonese, reading and writing traditional Chinese, gaining knowledge and progressive appreciation of the cultures of the Chinese-speaking world.
- Mandarin (HanYu PinYin) lessons are taught in the Chinese program from C4 to C7 levels.

CLASS CODE **DESCRIPTION**

CK Kindergarten (Prerequisite: none)
This class is for students who can sufficiently understand and interpret age-appropriate topical conversations in Cantonese, but cannot, or can only minimally, read or write Chinese. Emphasis is on building listening and verbal skills, with introduction to reading and writing simple "traditional" Chinese characters.

C1 Level 1 Chinese (Prerequisite: CK or recommendation from assessment)
This is the first course in a series of textbook-based learning curriculum. Emphasis of the curriculum is on listening, conversational, reading, and writing aspects of the Chinese Cantonese language. Instruction will cover more vocabulary, simple sentence construction, reading and writing skills.

C2 Level 2 Chinese (Prereq.: Level 1 or assessment recommendation). Continuation of Level 1.

C3 Level 3 Chinese (Prereq.: Level 2 or assessment recommendation). Continuation of Level 2.

C4 Level 4 Chinese (Prereq.: Level 3 or assessment recommendation). Continuation of Level 3.
Putonghua and PinYin are introduced starting at this level.

C5 Level 5 Chinese (Prereq.: Level 4 or assessment recommendation). Continuation of Level 4.

C6 Level 6 Chinese (Prereq.: Level 5 or assessment recommendation). Continuation of Level 5

C7 Level 7 Chinese (Prereq.: Level 6 or assessment recommendation). Continuation of Level 6.

C8 Level 8 Chinese (Prereq.: Level 7 or assessment recommendation). Continuation of Level 7.

CAdv This is the multi-year Advanced program. (Prereq.: Level 8 or assessment recommendation). Continuation of Level 8. This class focuses on essay writing; listening, reading and comprehension of written pieces; speech; study of Chinese history, culture and some literature.

West Valley Chinese Language School reserves the right to consolidate/split classes for enhancing students' learning experience and efficient management of school. Course levels and contents are subject to change without notice.

WEST VALLEY CHINESE LANGUAGE SCHOOL
REGISTRATION POLICIES

Policy of Nondiscrimination

West Valley Chinese Language School admits students without regards to age, race, sex, creed, color, religion, physical handicap, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School in accordance with provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45 C FR 86), and Section 504, Rehabilitation Act of 1973 (PL 93-112). Any inquiries concerning these laws and policies should be made to the Principal, West Valley Language School, P.O. Box 2383, Sunnyvale, CA 94087.

Waiver of Liability and Disclaimer

To induce West Valley Chinese Language School (hereafter, the School) to accept registration and/or permit participation in the School by the named individual(s) on this form, I hereby give consent and agree to release, indemnify, and hold harmless the School, its employees, board members, officers, directors, lessors, representatives, and sponsors (hereafter, the Released Parties) from and against any negligence and/or claim for liability arising out of injuries or conditions to the named individual(s) or damage to the named individuals' properties caused in, or aggravated by, (1) any manner including the simple, active, or passive negligence of the Released Parties, or (2) refusal to obtain available medical treatment based on religious or philosophical beliefs or otherwise.

I also understand that the named individual(s), by being present at the School and/or by participating in volunteer activities, adult classes, and/or any group programs of the School on and off the School campus, will abide by all national rules and regulations, by-laws, and philosophies of the School.

Refunds, Withdrawal, and Transfer Policies

1. **Requests for REFUNDS must be made in WRITING for approval by the Board. The Board will review all withdrawal requests.**
2. **For withdrawals made by the end of the first two lessons of the school year, tuition refund will be granted with a $50 service charge. There will be no refund thereafter.**
3. **There will be a service charge of $50 on all returned checks.**
4. **There will be no refund for students who are expelled from School due to disciplinary reasons.**
5. **In the event that the School cancels a class, a full refund will be mailed to registered students within 2 weeks of the class cancellation.**
6. **Class assignments are made with careful consideration that includes a student's academic standing and readiness, and class size. We do not encourage class transfers but extraordinary situations will be taken into considerations. Students wishing to TRANSFER are advised to first consult the class transfer guidelines in the School handbook. ALL transfer requests must be submitted to the School for consideration. No student may transfer between classes without first obtaining the School's official approval for reassignment.**

Photo Release

West Valley Chinese Language School may use videotapes, photographs, motion pictures, electronic images, and/or audio recordings of students for its assignments or successors for public relations and publicity purposes in any medium including print, video, and internet. All those items are the property of West Valley Chinese Language School. If you wish your child(ren) to be excused from Photo Release, please write a letter to the Principal of West Valley Chinese Language School.

WEST VALLEY CHINESE LANGUAGE SCHOOL
Mandatory Parent Participation Policy

West Valley Chinese Language School (WVCLS) is a nonprofit, all-volunteer organization. To help ensure an effective education for our children, WVCLS is entirely dependent on all parents to help with the administration of the school. Please read the following carefully to better understand how you, the parents, can best support WVCLS.

1. **Parents of all students,** if not serving as teacher or school board member or office administrator in a school year, are REQUIRED to perform both A and B duties.
   A. help as **traffic/security patrol** and in the office.
      - Duty starts at 6:30pm and ends at 9:15pm at school each week.
      - There is a penalty of $50 for late-show and $250 for no-show.
      - The School Board will assign these duties for the entire school year. If you know in advance that you cannot fulfill your assigned duty, you are responsible for arranging your substitution.

   B. support the school's ongoing General Service Activities such as during Chinese New Year celebration, Promotion Ceremony, etc.
      - Parents are REQUIRED to sign up, and identify their preferences, for **at least 2** General Service Activities, **per student.**
      - The School Board will assign these activities for the entire school year.
      - The start time and end time for General Service duties vary with different activities. Parents will be notified of the duty times when they receive their assignments.
      - Parents who signed up for a preferred general service activity but refuse to accept and perform the activity, or do not show up for the duty as assigned, will be invoiced a penalty charge of $250 for each incident.

2. **General Considerations**

- It is the responsibility of the School Board to conduct a fair parent participation program. Parents with more than one child registered with the School can expect to be scheduled for the traffic/security patrol and office-helper duties and assigned for General Service Activities more than **one** time during the year.
- Parents should take note of their traffic/security patrol and office-helper duty assignments and workdays. **It is the parents' responsibility to trade workdays if needed.**
- Every consideration will be given to accommodate the activity preferences. However, the School Board cannot guarantee that all preferences can be met and final assignment of activities is up to the discretion of the School Board.
- If parents do not wish to serve in any of the traffic/security patrol and office helper and General Service activities after the start of the school, notification must be sent in writing by the end of the second lessons of school. Under such circumstances, the School will invoice the parent a fee of **$300 per student** to be excused from the mandatory and general service participation. Payment is due immediately upon receipt of invoice. This fee is **non-refundable**.
- Parents must submit any exceptions or deviations from the said assignments and policies described above for approval by the School Board.

West Valley Chinese Language School
General Service Activities Job Descriptions

General Service Activities	Event Time	Job Description
Family Fun Night Coordinator	Oct 2026	Work with Board Directors to coordinate the family fun night.
Helper – First 2 lessons of school	Sep 2026	Assist Board, teachers and students during the on-site registration and first 2 lessons of school as required.
Penmanship Contest	Nov 6th 2026	Work with the Curriculum Director to create & distribute flyers, coordinate with the judges & teachers, oversee all the work on the contest day and in preparing certificates & awards. The ability to read Chinese characters is required to conduct this activity.
Speech Contest	Jan 8th 2026	Assist the Curriculum Director to coordinate and carry out the contest. Ability to understand spoken Cantonese/Putonghua is required to conduct this activity.
Chinese New Year Celebration	Feb 5th 2026	Work with the PTA Director to plan and coordinate the activities for the whole school to celebrate Chinese New Year during one Friday class time.
Yearbook	Thru the school year	Work with the board director to coordinate the current school year. The ability to read Chinese characters is required to conduct this activity.
Assign Me	Thru the school year	Assist activities where the need is the most.
New Student Referral	Thru the school year	Only applicable for **new family referral** and count as 1 general service duty exempt). The name of the new student must be at the registration.

WEST VALLEY CHINESE LANGUAGE SCHOOL
2026-2027 General Service Activities Sign-up Form

To help ensure an effective education for our children, WVCLS is entirely dependent on all parents to help with the administration of the school. Please read the following carefully to better understand where and how you, the parents, can best support WVCLS.

- Parents are required to participate in at least one Traffic Duty and at least two General Service activities per student. Please refer to the Mandatory Parent Participation Policy in the Registration packet for further details.
- Jobs will be assigned by the School Board. We will attempt to accommodate your preferences and you will be reminded of the assigned tasks.
- **A fee of $250 will be charged if you have received the assignment and committed to the activity's date and time, but do not show up. If you know in advance that you cannot fulfill your assigned duty, you are responsible for arranging your substitution. Otherwise, the school board reserves the right to charge you for no-show. There is a penalty of $50 if you are late for the assignment.**

INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Read the "General Service Activities Job Description" for information about job/tasks and events.
2. Select at least 2 items **PER STUDENT** in order of preference. (1 = 1st choice, 2 = 2nd choice)
3. Complete the rest of the form and return it with your child's registration packet.
4. Current or updated phone numbers and email addresses are very important for communication purposes. **Please inform the school when you change phone number or email address.**

General Service Activities (At least 2 items PER STUDENT)	**Preference (list 1,2,3,4 …)**
Family Fun Night Coordinator	
Helper - First 2 Classes of school	Not available
Penmanship Contest	
Speech Contest	
Chinese New Year Celebration	
Yearbook	
Assign Me	
New Student Referral (Name of student referred must be listed below)	

Name of Students Refereed	(1st)	(2nd)	(3rd)

Mandatory Parent Participation

This section must be completed and signed. Parents are required to participate in at least one Traffic Duty and at least two General Service activities per student. Please refer to the Mandatory Parent Participation Policy for details.. A non-refundable waiver charge of $300 per student can be paid to opt out.. Mark the checkbox below if you wish to be excused and include the fee with tuition payment.

- **I will pay $300 per student for _____ (number of students) in my family**

The updated School Handbook will be posted on the School website (www.wvcls.org) by the start of 2025-2026 school year.

I have read and understand the policies on nondiscrimination, waiver of liability and disclaimer, refunds, withdrawals, transfers, and parent participation contained in this packet. West Valley Chinese Language School also reserves the right to obtain the optimum class size and class levels.

By signing below I also agree to receive email distribution of relevant school information for all parents in West Valley Chinese Language School (WVCLS). I will keep WVCLS updated on any changes in personal information.

Parent/Guardian Signature : _____

WEST VALLEY CHINESE LANGUAGE SCHOOL
2025-2026 Registration Form (One form per family)

1) Student Information

New Student Name		Birthday (M/D/Y)	Sex (M/F)	Chinese School attended & level (or Current Day School & Grade)	Class Registering	Chinese Level (None/little/good)	
English (Last, First)	Chinese					Speak	Read/Write

Returning Student Name		Birthday (M/D/Y)	Sex (M/F)	Last Grade Completed at WVCLS	Class Registering	Current day school and Grade
English (Last, First)	Chinese					

2) Parent's Information

Parent/Guardian name :	Phone number :	Employer & Occupation :
Second parent/Guardian name :	Phone number :	Employer & Occupation :

Parent email 1:	Parent email 2:
Street Address :	
City :	Zip code :

How do you find out about the school? (please check)	□ Web Search □ Social Media □ Referral □ Sibling □ Events : _____ □ Other : _____

For school use only:

Tuition $ ($650/student)	New Student Reg Fee$ ($50/student)	Waiver $ ($300/student)	Donation$
	Check $ (#)	Total Received $	

WEST VALLEY CHINESE LANGUAGE SCHOOL
Emergency Medical Form

Please PRINT the following information (siblings who attend the school can share one Form):

Name (Last name, First name)	Name in Chinese	Age

Address _____ Cell Phone _____

Mother/Guardian Name _____ Home Phone _____

Father/Guardian Name _____ Home Phone _____

Person to contact (not living with student) _____ Phone _____

Physician's Name _____ Phone _____

Dentist's Name _____ Phone _____

Please list any food and medication allergies (list name of child if more than one child is using this form)

List any special needs of your child (list name of child if more than one child is using this form)

List all medications taken on a regular basis

I hereby grant permission to West Valley Chinese Language School's authorized personnel to administer basic first aid to (name of student(s))

_____ as appropriate.

I hereby grant permission to West Valley Chinese Language School's authorized personnel to arrange transportation for (name of student(s))

_____ in case of accident or acute illness and to arrange for medical, dental and/or surgical care at

_____ or at the closest hospital (El Camino Hospital) in case of emergency. I understand that an effort will be made to notify me before such action is taken and the uninsured expense of this service will be assumed by me.

I hereby grant authorization to the following persons to pick up my child in case of emergency:

Name	Address	Phone Number

Signature _____ Date _____