



Southern Connecticut Chinese School

南康中文学校

www.ynhchineseschool.org
P.O. Box 207105, Yale Station
New Haven, CT 06520


Guideline for SCCS New Members

1. If you **haven't registered** with us, you can register now from here:

http://www.ynhchineseschool.org/prod_v08/MemberAccount/NewProfile.php

- **Only one parent per family needs to register.** The rest of family members (including spouse and child(ren)) can be added to your family account later.
- **Please do not register student(s) at this step.**
- **If the same name exists in our system,** it will not be allowed to use again. The best way to overcome this is to add a middle name or middle initial after first name.

New Member Profile

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Chinese Name	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Primary Contact	<input checked="" type="radio"/> Yes
Email*	<input type="text"/>
Home Phone*	<input type="text"/> - <input type="text"/> - <input type="text"/>
Cell Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>
Office Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>
Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip Code*	<input type="text"/>
Profession	<input type="text"/>
Organization	<input type="text"/>
Hobbies	<input type="text"/>
<input type="checkbox"/> I do NOT want my name to be listed in school directories.	
Picture: <input type="checkbox"/> I do NOT want picture or video to be taken on me.	
New Password	<input type="text"/>
New PW Confirm	<input type="text"/>
Please check you are not a robot	
<input type="checkbox"/> I'm not a robot	
	
Privacy - Terms	
Create	Cancel

2. **After you submit the new registration**, IT team will need to verify the registration information and approve the account before you can log in to our system and access member-only functions. You should hear from our IT team through email within 1-2 days regarding the new account approval.

- If you have not received an email from our IT team within 2 days after you submitted the registration, please email to IT Support at support@ynhchineseschool.org with your last name, middle name (if any), first name, home address and the date you registered.
- After your new account is approved, you can log in from here:
http://www.ynhchineseschool.org/prod_v08/MemberAccount/MemberLoginForm.php

3. **If you are a member and forgot your login ID and/or password**, please click on the following link and follow the instruction to retrieve your login ID and password:
http://www.ynhchineseschool.org/prod_v08/MemberAccount/retrieveLoginID.php. Please allow some time (within 30 minutes) for the system to retrieve and email you your log in information.

Member Login Information Retrieval

Please enter email address you used for your account:

Get

4. **If you are a member and know your username and password**, you can log in from here:
http://www.ynhchineseschool.org/prod_v08/MemberAccount/MemberLoginForm.php
(under the login form, the “**Help Notes**” has a link to help you “Retrieve” login information in case you forgot. There are also other helpful information):

Log In Form

Login ID:

Password:

Login

Help Notes

1. Forgot your login ID or password? [Retrieve it.](#)

(Please note that our hosting site IP has been in Yahoo and possibly other free email providers' block list and therefore you may have trouble receiving the retrieval email if you are using one of these free email accounts.

If this is the case, you should contact school web support support@ynhchineseschool.org for help).

If you are a former member (none of your children took any class last term), please contact support, too.

5. **After log in to our system**, you will land on member's main page, where you should be able to see all the “Allowed Functions” for members only.

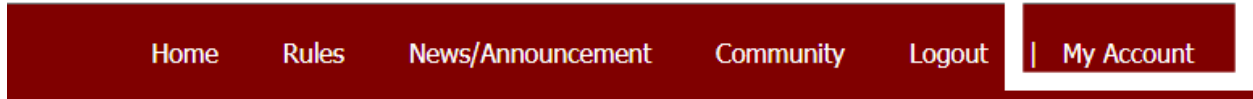
From the member's main page, you can manage your own account, add a your child(ren) to your account, update your profile or fill you “Emergency Contact Information”, or your can view “Registration and Refund Policies”, “Course Catalog” or “Class List”, “Print you Page Voucher”, or view “Billing and Payment History” to name a few.

Please take some time to check each of the “Allowed Functions” so that you know what you can do and how much you can do as a member. If you still have questions, please email us at support@ynhchineseschool.org.

Allowed Functions
Parents Access
Spouse Profile
Student List or Add a Student
Emergency Contact Information
Parent Agreement
Registration and Refund Policies
Course Catalog or Class List
Course Description and Teacher's Background
Class Opening/Available Seats
Register/Update/Drop Classes
Print Payment Voucher
Billing and Payment History
Homework
General Access
My Profile
Curriculum
Incident Report Form
Register Activity

Some functions

The following are common functions you might need: (You can always go back to the allowed function page by clicking My Account on the menu bar).



As a parent, you can use the following functions:



In the big group 1, you can update your spouse's information, add new students, update the emergency contact information, etc. It is pretty straightforward to finish these parts. Please keep your information updated, especially your phone number, e-mail address and home address. We only meet Sundays and e-communication is essential for all of us.

Functions in group 2 are for register and pay your tuition fee. The following is to help you go through these steps.

Add/Switch/Drop Classes:

Student List and Registered Classes	
Classes Registered for 2017-2018	Action
	Update Profile
	Add/Switch/Drop Classes
	Update Profile
	Add/Switch/Drop Classes
	Update Profile
	Add/Switch/Drop Classes

Add A New Student

tion fee in your payment. Please print the Payment Voucher for more detail.

Please choose one family member one time. After you click the function, the following page will be shown:

Class Registration for 2017-2018

Student Name: _____

[1] Chinese Language Class:

0 (will not take any)

0 (will not take any)

[1294][C01b]1.2 Intensive (1:30-2:15pm and 2:25-3:10pm)(seats available 2)

[1295][C01c]1.3 (1:30-2:15pm and 2:25-3:10pm)(seats available 11)

[1296][C01d]1.4 (1:30-2:15pm and 2:25-3:10pm)(seats available 11)

[1297][C01n]1st grade non-heritage Chinese.1 (1:30-2:15pm and 2:25-3:10pm)(seats available 12)

[1298][C02a]2.1 Intensive (1:30-2:15pm and 2:25-3:10pm)(seats available 1)

[1300][C02c]2.3 (1:30-2:15pm and 2:25-3:10pm)(seats available 9)

[1301][C02d]2.4 (1:30-2:15pm and 2:25-3:10pm)(seats available 7)

[1302][C02n]2nd grade non-heritage Chinese.1 (1:30-2:15pm and 2:25-3:10pm)(seats available 13)

[1304][C03b]3.2 Intensive (1:30-2:15pm and 2:25-3:10pm)(seats available 4)

[1305][C03c]3.3 (1:30-2:15pm and 2:25-3:10pm)(seats available 7)

[1306][C03n]3rd grade non-heritage Chinese.1 (1:30-2:15pm and 2:25-3:10pm)(seats available 12)

[1308][C04b]4.2 Intensive (3:30-4:15pm and 4:25-5:10pm)(seats available 11)

[1309][C04c]4.3 (3:30-4:15pm and 4:25-5:10pm)(seats available 6)

[1311][C04n]4th grade non-heritage Chinese.1 (3:30-4:15pm and 4:25-5:10pm)(seats available 10)

[1314][C05c]5.3 (3:30-4:15pm and 4:25-5:10pm)(seats available 5)

[1437][C05d]5.4 (3:30-4:15pm and 4:25-5:10pm)(seats available 15)

[2] Fall 2017 Enrichment Class

Enrichment 0 (12:35-1:20pm):

Enrichment 1 (1:30-2:15pm):

Enrichment 2 (2:25-3:10pm):

Enrichment 3 (3:30-4:15pm):

Enrichment 4 (4:25-5:10pm):

[3] Spring 2018 Enrichment Class

Enrichment 0 (12:35-1:20pm):

Enrichment 1 (1:30-2:15pm):

Enrichment 2 (2:25-3:10pm):

Enrichment 3 (3:30-4:15pm):

Enrichment 4 (4:25-5:10pm):

Update

gular class, but it has more homev

ods, do not pick any other class in

ur browser to navigate to other pa

ke any)" and Update.


Students Chinese.

Please be aware that you only need to select Chinese language class once. The system will automatically fill the choices for Fall and Spring Semester. If you only want to register the Chinese class for one

semester, please register two semesters first and e-mail to principal@ynhchineseschool.org to remove one additional semester.

You can also choose the enrichment classes. Please remember that you need to register two semesters separately. DO NOT forget to register for two semesters if you want. The seats for some hot classes go away much fast and we cannot guarantee that you will be added later.


If you can see the course in the class catalog as below: [Course Catalog or Class List](#)



ClassID	Class Code	Grade	Number	Period	Term	Year	Room	Teacher English Name	Teacher Chinese Name	Email	Desc/Students	Fee
1291	C00a	Kindergarten (5-6 yr old)	1	1:30-2:15pm 2:25-3:10pm	Fall	2017	C115	Sunny Wang	王影	sunnymalczyk@yahoo.com	Description Students	155.00
1442	C00a	Kindergarten (5-6 yr old)	1	1:30-2:15pm 2:25-3:10pm	Spring	2018	C115	Sunny Wang	王影	sunnymalczyk@yahoo.com	Description Students	155.00
1292	C00b	Kindergarten (5-6 yrs old)	2	1:30-2:15pm 2:25-3:10pm	Fall	2017	C140	Lili Wang	王李力	llw67829@gmail.com	Description Students	155.00
1443	C00b	Kindergarten (5-6 yrs old)	2	1:30-2:15pm 2:25-3:10pm	Spring	2018	C140	Lili Wang	王李力	llw67829@gmail.com	Description Students	155.00
1293	C01a	1	1 Intensive	1:30-2:15pm 2:25-3:10pm	Fall	2017	A113	Shujun Liu	刘书筠	liu_shujun@hotmail.com	Description Students	150.00
1444	C01a	1	1 Intensive	1:30-2:15pm 2:25-3:10pm	Spring	2018	A113	Shujun Liu	刘书筠	liu_shujun@hotmail.com	Description Students	150.00
1294	C01b	1	2 Intensive	1:30-2:15pm 2:25-3:10pm	Fall	2017	A115	Lisa Dai	代利利	lilidai1006@gmail.com	Description Students	150.00
1445	C01b	1	2 Intensive	1:30-2:15pm 2:25-3:10pm	Spring	2018	A115	Lisa Dai	代利利	lilidai1006@gmail.com	Description Students	150.00
1295	C01c	1	3	1:30-2:15pm 2:25-3:10pm	Fall	2017	B118	Nan Lu	吕楠	lvnan0000@gmail.com	Description Students	150.00
1446	C01c	1	3	1:30-2:15pm 2:25-3:10pm	Spring	2018	B118	Nan Lu	吕楠	lvnan0000@gmail.com	Description Students	150.00
1296	C01d	1	4	1:30-2:15pm 2:25-3:10pm	Fall	2017	A117	Xueying Ren	任雪莹	xueyingren2005@yahoo.com	Description Students	150.00
1447	C01d	1	4	1:30-2:15pm 2:25-3:10pm	Spring	2018	A117	Xueying Ren	任雪莹	xueyingren2005@yahoo.com	Description Students	150.00

But you cannot see from the drop down menu in “add class”. The reason might be no additional seats available. You can e-mail to principal@ynhchineseschool.org with the class name, code number and your student name to request. If there is possible to add more seats, the school will try the best to register your student in.

You can also check the seats availability by selecting the menu: [Class Opening/Available Seats](#)



ClassID	Class Code	Year	Term	GradeOrSubject	Class Number	Period/Session	Total Seats	Seats Taken	Remaining Seats
1291	C00a	2017	Fall	Kindergarten (5-6 yr old)	1	1:30-2:15pm 2:25-3:10pm	12	13	-1
1292	C00b	2017	Fall	Kindergarten (5-6 yrs old)	2	1:30-2:15pm 2:25-3:10pm	12	13	-1
1293	C01a	2017	Fall	1	1 Intensive	1:30-2:15pm 2:25-3:10pm	12	12	0
1294	C01b	2017	Fall	1	2 Intensive	1:30-2:15pm 2:25-3:10pm	12	10	2
1295	C01c	2017	Fall	1	3	1:30-2:15pm 2:25-3:10pm	12	1	11
1296	C01d	2017	Fall	1	4	1:30-2:15pm 2:25-3:10pm	12	1	11
1297	C01a	2017	Fall	1st grade non-heritage Chinese	1	1:30-2:15pm 2:25-3:10pm	15	3	12
1298	C02a	2017	Fall	2	1 Intensive	1:30-2:15pm 2:25-3:10pm	12	12	0
1299	C02b	2017	Fall	2	2 Intensive	1:30-2:15pm 2:25-3:10pm	12	12	0
1300	C02c	2017	Fall	2	3	1:30-2:15pm 2:25-3:10pm	12	3	9
1301	C02d	2017	Fall	2	4	1:30-2:15pm 2:25-3:10pm	12	5	7
1302	C02a	2017	Fall	2nd grade non-heritage Chinese	1	1:30-2:15pm 2:25-3:10pm	15	2	13
1303	C03a	2017	Fall	3	1 Intensive	1:30-2:15pm 2:25-3:10pm	12	12	0
1304	C03b	2017	Fall	3	2 Intensive	1:30-2:15pm 2:25-3:10pm	12	8	4
1305	C03c	2017	Fall	3	3	1:30-2:15pm 2:25-3:10pm	12	5	7
1306	C03a	2017	Fall	3rd grade non-heritage Chinese	1	1:30-2:15pm 2:25-3:10pm	15	4	11
1307	C04a	2017	Fall	4	1 Intensive	3:30-4:15pm 4:25-5:10pm	15	15	0
1308	C04b	2017	Fall	4	2 Intensive	3:30-4:15pm 4:25-5:10pm	15	4	11
1309	C04c	2017	Fall	4	3	3:30-4:15pm 4:25-5:10pm	15	9	6
1311	C04a	2017	Fall	4th grade non-heritage Chinese	1	3:30-4:15pm 4:25-5:10pm	15	5	10
1312	C05a	2017	Fall	5	1 Intensive	3:30-4:15pm 4:25-5:10pm	15	15	0
1313	C05b	2017	Fall	5	2	3:30-4:15pm 4:25-5:10pm	15	15	0
1314	C05c	2017	Fall	5	3	3:30-4:15pm 4:25-5:10pm	15	10	5
1437	C05d	2017	Fall	5	4	3:30-4:15pm 4:25-5:10pm	15		15
1315	C05a	2017	Fall	5th grade non-heritage Chinese	1	3:30-4:15pm 4:25-5:10pm	15	2	13

Payment

You can print the payment voucher and mail your check to school mailbox. ***It is very important to put your family ID on the check memo.***

SCCS

PO Box 8296

New Haven, CT 06530

Make the check payable to SCCS

The following is a sample check:

5719

Your name
address
Phone #

8/29/2017
DATE:

PAY TO THE
ORDER OF: SCCS

\$ 1070.00

One thousand and seventy even DOLLARS

MEMO Tuition fee for family # XXXX (name)

Your signature

1:000045678000 0000:1 11*0000

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Please take a look in the marked fields and make sure all information is correct.

The payment voucher sample is in the following page with many explanations.

08/29/2017

Payment Voucher

Your name

Your address

Family ID: XXXX

← your family ID (need to be on your Check)

Dear Parent,

You have registered the following class(es):

ID	Name	Family members	Classes Registered for 2017-2018	Book fee	Subtotal
			Make sure the right courses were selected for both Fall and Spring		
			[1320]7.1 (3:30-4:15pm 4:25-5:10pm, Fall, \$150.00, B 210) [1347]Creative Writing (English) (Grade 6-10).1 (2:25-3:10pm, Fall, \$100.00, C 009) [1358]Math 7 (For 7th graders).1 (1:30-2:15pm, Fall, \$90.00, B 308) [1470]7.1 (3:30-4:15pm 4:25-5:10pm, Spring, \$150.00, B 210) [1497]Creative Writing (English) (Grade 6-10).1 (2:25-3:10pm, Spring, \$100.00, C 009) [1507]Math 7 (For 7th graders).1 (1:30-2:15pm, Spring, \$90.00, B 308)		\$680
			[1312]5.1 Intensive (3:30-4:15pm 4:25-5:10pm, Fall, \$150.00, C 132) [1336]Acrylic Painting Class, Youth and Adult (90 minutes).1 (1:30-2:15pm, Fall, \$200.00, B 211) [1462]5.1 Intensive (3:30-4:15pm 4:25-5:10pm, Spring, \$150.00, C 132) [1486]Acrylic Painting Class, Youth and Adult (90 minutes).1 (1:30-2:15pm, Spring, \$200.00, B 211)		\$700
			membership fee, every family must pay this	2017-2018 Family Membership Fee	\$20
			Deposit, will be refunded if you finish safety patrol	2017-2018 Parent-Duty Deposit (Refundable)	\$50
			Credit (-) or due (+) from past	Outstanding Balance of past terms see Account Detail	\$-380
			Registration Fee (payment received date is by postmark date if by mail): pay before or on 2017-08-31: \$0 before or on 2017-09-17: \$20 after 2017-09-17: \$40	Pay earlier please	reg fee: \$0
			Total Due (this amount does not include registration fee):		\$1070
			Discount or Credit:		\$0
			Paid since 2017-06-30:		\$0
			Current Due:		\$1070
			Actual amount in this payment:		\$

SCCS will not accept cash. We ONLY accept checks!

Make check payable to Southern Connecticut Chinese School. Mark on the check your family ID (XXXX) and student names. You can pay by one of the following methods:

Method 1 (preferred): mail this payment voucher and a check to:

Southern Connecticut Chinese School
 P.O. Box 8296
 New Haven, CT 06530

Method 2: bring this payment voucher and check to school office on the first school day in Fall.

Contact finance@ynhchineseschool.org for any question regarding your payment.

Welcome to Southern Connecticut Chinese School!

Best Regards,

SCCS Administration Team

adminteam@ynhchineseschool.org