



Southern Connecticut Chinese School

南康中文学校

www.ynhchineseschool.org

P.O. Box 8296, New Haven, CT 06530

To reduce the hassle for the first day, please make sure that you have this package so you will know where to find. 这份文件帮你减少第一天来中文学校的困扰。

School address/学校地址:

Engleman Hall, Southern Connecticut State University, 501 Crescent Street
New Haven, CT 06515

For GPS: 403-423 Fitch Street, New Haven, CT 06515

Coordinator: (41.334137, -72.947370)

Office/办公室:

Rm. A107, Engleman Hall

Registration and payment/注册、付款:

If you have payment voucher and just need to hand in your payment, please stop by A107 to put your check with payment voucher. If you need to register class and pay your fees, please go to the hallway in the middle of B-Wing (face to Cafeteria)

In case the classroom is changed如果教室更动

The classroom assignment will be posted outside of the school office (A-107). It is better to check the school website for the classroom before you come to school. We also print the classrooms in your payment voucher. 学校会在办公室门外张贴教室更动情况，但最好的办法是来中文学校之前，到学校网上确认一下教室安排情况，你的payment voucher上也会有教室安排。

First week, no enrichment class, only Chinese language class will be held (for Class code C00a to C021a). 第一周，只有中文语言课上课(Class code: C字头的课程，除了C40a和C50a)。

For payment/付款注意事项:

Print Payment Voucher

Write FAMILY ID on each check, make check payable to: SCCS

SCCS does not accept cash so please bring your check. \$30 charge will be posted on your account for any return check.

学校不接受现金，只接受支票，银行退回的支票将收\$30银行处理费。

Textbooks/课本:

Please check with your teacher in classroom. Bring check or cash. **(Check payable to SCCS with your name, family ID, class room. Cash will be paid to each teacher and the teacher will write a check to school)**

课本费用每个班的老师会通知，记得带支票或现金（所有支票抬头请写SCCS，记得写上名字, family ID和所属班级。现金由各班老师代收，汇总后老师写支票给学校）。

New Family/未注册的新家庭:

Please ask our staff to help you register (B-wing hallway).

Safety Patrol 安全值日:

You should receive an e-mail from safety@ynhchineseschool.org for your safety patrol. Sometimes the e-mail can get lost so it is better to check your account under safety patrol. 学校安全值日安排将由safety@ynhchineseschool.org发到你的信箱中，但有时由于各种原因，电邮不能及时传到你的信箱里，请大家自行到学校网上进入自己的帐号查询 Safety Patrol。

南康中文学校一直注重师生的安全，除了每个班级配备学生家长值班外，整个学校也有家长轮流值班，但安全工作需要做到消除每一个可能的隐患。应该看到，学校特殊的性质，比如，学生年龄跨度比较大，同一个班级同学来自不同的城镇，互相之间不熟悉，同学转换课程的时候，除了家长知道孩子的

时间、教室安排外，其他同学不一定会了解，还有，同一个家庭不同的孩子可能有的这个时间有课，有的那个时间有课，所有这些，都为学校安全管理带来挑战。为此，学校经过讨论，特制定针对5-12岁同学的补充规定，具体规定可以从下面的link上看到，为了使大家更好地了解这个规定，我们将原文附在这份指南后面，具体的执行方法为：

1. 每个家长需要签署同意书，每一个孩子每一门课都需要签署，签署的文件将由任课老师保存，同意书附后。
2. 对于任何有5-12岁学生的班级，老师将准备一份签到和签离表，没有成人的签离，孩子将不能单独离开。

The school also has passed the new regulations titled "SCCS New Security Practice to Protect Younger Students (5-12 Years Old)". The document can be found in the following link:
http://www.ynhchineseschool.org/prod_v08/SchoolProfile/ParentsTreatySupplement.php

For your reference, you can find the document in the end of this guideline. To implement the regulations, the school required every parent to sign the "parent permission". The form is required for each student in each class. The signed form will be kept in the teacher for each class. Every class which has students less than 12 years old will have a sign-in/sign-off form.

Maps and Parking/地图、停车场：

See the following pages/见后面几页



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南康中文学校学生安全补充规定 SCCS(5-12 Years Old)

南康中文学校一直注重师生的安全，除了每个班级配备学生家长值班外，整个学校也有家长轮流值班，但安全工作需要做到消除每一个可能的隐患。应该看到，学校特殊的性质，比如，学生年龄跨度比较大，同一个班级同学来自不同的城镇，互相之间不熟悉，同学转换课程的时候，除了家长知道孩子的时间、教室安排外，其他同学不一定会了解，还有，同一个家庭不同的孩子可能有的这个时间有课，有的那个时间有课，所有这些，都为学校安全管理带来挑战。为此，学校经过讨论，特制定如下补充规定：

1. 上课时间：每个班级对五年级以下（5-12岁）学生实行老师点名和 Sign out。由每个班级老师安排 Room Parents 负责。没有认可的大人来接，小孩不得离开。上课期间，学生如果需要去洗手间，需要 room parents or student volunteers 陪同。所有学生必须在 5:30pm 或者之前接走。5:30pm 以后按照\$1/分钟收费。
2. 免责声明（每学期家长网上报名时必须同意）：家长带入中文学校的 12 岁和 12 岁以下小孩（含中文学校学生），中文学校学生在非上课期间和非中文学校学生所有在校时间由家长负责监管，由于家长监管疏忽而发生的一切安全事故由家长负责。
3. 如果发生安全问题：
 - 任何 medical or fire emergency, 危及生命的安全问题，打 911. 拨打 911 后，应及时通知学校行政。
 - 其他安全问题，应该报告给老师，学校行政，以及南康大学警察。everyday incidents may be reported to University Police by dialing 888 from any in-house telephone or by calling extension 25375. Direct line: 203-392-5375
4. 发生火警等紧急情况，正在上课的班级，由老师负责带领疏散，没有课的家长和同学就近出口疏散到室外。
5. 处罚措施：违反本规定者，最低\$20 元罚款。
6. 此规定从 2018 年秋季开始试行。2019 年春季 Review 一次，以后 Annual Review。

南康中文学校理事会

2018 年 9 月 5 日

SCCS New Security Practice to Protect Younger Students (5-12 Years Old)

Dear SCCS members,

In order to create a more secure learning environment and serve the students/parents better, the SCCS Board approved the following new security practice for 2018 to 2019 school year, specifically to protect younger students (5 to 12 years old) and their siblings under 5 years old:

1. During the class time: The teacher will keep the attendance record of each student, call the roll, and ask his/her parents or designated person by his/her parents to sign him/her out when class is over. No students can leave the classroom without being signed out by the above people, and all students must be picked up by 5:30 pm (\$1 /min fine will be collected after 5:30pm). If any students need to use restroom during the class time, they should be accompanied by the assigned room parents or student volunteers. This practice should be monitored by the assigned room parents for each class.
2. Each family should agree with and sign the following SCCS waiver when registering students _____ on _____ line:
SCCS waiver: Parents should be responsible for the safety of all their kids during the SCCS school time when kids are in the Southern Connecticut University school buildings. SCCS is NOT responsible for any security accident caused by the parental negligence.
3. In case a security accident occurs, parents should:
 - Call 911 if it is a medical or fire emergency, and inform the SCCS administration team.
 - Everyday incidents may be reported to Southern Connecticut University police by dialing 888 from any in-house telephone or calling extension 25375. Direct phone call line is: 203-392-5375.
4. During a fire emergency, all students should be evacuated out of the building by the classroom teacher. Parents and kids not in class should leave the building as soon as possible from the nearest exit.

Note:

- Any violation of the above safety practice will be subjected to monetary fine, and the lowest fine payment is \$20.
- The above safety practice will take effects starting from the fall semester of 2018 and will be reviewed in the spring semester of 2019. It will be reviewed annually after that.

Thanks,
SCCS Board



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Parent Permission

Complete and return to the teacher, one child per form for each course

The Southern Connecticut Chinese School has passed a rule that all children under 12 cannot stay in SCSU without supervision by at least an adult or a child above 12 years old. This includes, but not limited to, dismissal from class, transition between different classrooms, using bathroom. The details of the rules are published on school website (see the link below) and also communicated through e-mail.

(http://www.ynhchineseschool.org/prod_v08/SchooProfile/ParentsTreatySupplement.php)

STUDENT NAME _____ AGE _____

Class: _____ Teacher Name: _____

I, the undersigned parent, have read and understand the school's safety rules and regulations, including the rule just passed by the school, and have discussed with my child. My signature below indicates that I have read all of the above and given permission for my child (Please choose one): ___s/he is 12 years old or more and does not need adult supervision ___s/he is not 12 years old yet and I will be responsible for picking her/him up on time.

Parent Signature _____ Date _____

Phone # (H) _____ (W) _____

In case of an emergency and I cannot be contacted, please call: (this also grant the person below can sign off my child(ren) on behalf of me.

Name _____ Phone # _____

I, the undersigned student, agree to follow existing school rules, regulations, and/or policies and to cooperate fully with teachers, student volunteers, and others who may be supervising the classroom. I will follow good safety practices and will conduct myself so as not to endanger the welfare of myself and others. I understand that I am (choose one) ___12 years old or above and I can find my parents or guardian by myself ___not 12 years old yet and cannot be released without my parent's signature.

Student Signature _____ Date _____



SCCS



- East Campus:**
- 1 Facilities Operations (FO)
 - 2 Renshaw Classroom Building (RB)
 - 3 Davis Hall (DA)
 - 4 Fitch Street Garage (FSG)
 - 5 Faculty Staff, Commuter Students, Graduate Students, Visitors
 - 6 Polo Gymnasium (PG)
 - 7 Academic Science and Laboratory Building (ASL)
 - 8 Jennings Hall (JH)
 - 9 Merrill Hall (MH)
 - 10 Classroom Building # (CB)
 - 11 School of Business (SB)
 - 12 Engleman Hall (EH)
 - 13 Bury Library (BL)
 - 14 Lyman Center (LC)
 - 15 Earl Hall (EA)
 - 16 Adams Student Center (ASC)
- West Campus:**
- 17 Connecticut Hall (CC) - Food Service
 - 18 Schwartz Hall (SH) - Residence Hall and Housing Office
 - 19 Ethnic Heritage Center (EH)
 - 20 Alumni House (AH)
 - 21 Living House (LH)
 - 22 Department of Social Work
 - 23 Orlando House (OH)
 - 24 Department of Public Health
 - 25 Brownell Hall (BH) - Residence Hall
 - 26 Farnham Hall (FH) - Residence Hall
 - 27 Wilkinson Hall (WH) - Residence Hall
 - 28 Chase Hall (CH) - Residence Hall
 - 29 West Campus Garage (WCG) - Commuter, Residence Hall and Graduate Students
 - 30 Hickerson Hall (HH) - Residence Hall
 - 31 Hart Hall (HT) - Residence Hall
 - 32 West Campus Residential Complex (WC)
 - 33 University Police and Grant Student Health Center (GHC)
 - 34 Office Building 1 (OB1)
 - 35 Temporary Building # (TB#)
- North Campus:**
- 36 Energy Center (EC)
 - 37 Moore Field House (MFH)
 - 38 Waringham Building (WB)
 - 39 New Drive Point (NDP)
 - 40 North Campus Residence Complex (NC)
 - 41 Waringham Avenue Garage (WAG)
 - 42 Faculty Staff, Resident in Hall and Commuter Students, Graduate Students, Visitor
- Parking Information:**
- Get specific parking on campus visit dps.sc.edu
 SCCS parking passes, obtained on the campus main website, allow access to the campus main roads to parking, specific instructions are contained in the campus parking and traffic regulations.
-  Faculty and Staff Parking
 -  Commuter Student Parking
 -  Residence Hall Student Parking
 -  Graduate Student Parking
 -  Shuttle Bus Stop
 -  Municipal Bus Stop
 -  Emergency Phone