

Xilin Weekend Program

Important Security and Discipline Procedures

*******Read Carefully and Sign Below*******

Welcome to the Xilin Weekend Program. It is our hope that our students enjoy a positive and safe environment throughout their program. Please be familiar with the following information and procedures:

Enrollment Information

In order for students to attend Xilin Weekend Program, please provide detailed information regarding legal guardians, emergency contacts, and other information relating to the care of every student by the first day of class. Attendance is contingent upon the receipt and currency of this information.

Emergency Contacts: _____, _____

Emergency Phone Numbers: _____, _____

Other important information: _____

Note: It is your responsibility to update us should there be any changes during the school year.

Discipline

All students are expected to bring their best behavior to school. To avoid unnecessary mishaps, there are rules and regulations to which all students must follow:

- No running
- No yelling or loud voice in the school, keep a low talking voice
- Do not bring games or cards to school
- No students are allowed to go outside the building unsupervised

Safe Arrivals and Departures

- It is parents'/guardian's responsibility to bring their child/children into and pick them up from the center. Children should never be dropped off or leave the center unaccompanied.

Name of Parent/Guardian

Name of Child

Signature of Parent/Guardian

Date

Xilin Academy Registration Form

Student's English Name: _____

Student's Chinese Name: _____ Male ___ Female ___ SS# _____

Address: _____ Birth Date: _____

_____ Father's English Name: _____

Phone Number: _____ Father's Chinese Name: _____

E-Mail Address: _____ Mother's English Name: _____

Mother's Chinese Name: _____

Please Write the Class Code and Name You Want to Register:

Class Name/Code _____ \$ _____

Class Name/Code _____ \$ _____

Class Name/Code _____ \$ _____

Class Name/Code _____ \$ _____

Class Name/Code _____ \$ _____

One Time Registration Fee: \$ _____ Total: \$ _____

Notes: * For questions please call Xilin Office at 630-355-4322

* There is one time registration fee of \$20 for every new student. Students who dropped out of school and re-enroll again in future will be considered as new students.

* Send an e-mail to webinfo@xilin.org for general questions

* Online information is available at <http://www.xilin.org>

* Xilin offers NO observation of the class for new students

* New students need a note from the office to teacher in order to start the first class

* There is no refund or discount if a student misses any classes

* If a student registers on or before the 8th week, full price applies (Weekend Program only)

* If a student registers on or after the 9th week, half price applies (Weekend Program only)

* If a student drops a class on or after the 2nd week, no refund

* Mail registration form and check to Xilin Asian Community Center , 1163 E. Ogden Ave. Suite 301, Naperville, IL 60563

* Download the registration form from web page