



Tzu Chi Academy, Northern New Jersey

新澤西州北部慈濟人文學校

150 Commerce Road, Cedar Grove, NJ 07009

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2023-2024 Registration Guide

註冊簡章

1. First Day of School: The first day of the 2023-2024 school year is Sunday, September 10, 2023. Parents will receive an email from the Academy with class details for their registered child(ren). 開學日：2023-2024 學年度之開學日期為 9/10/2023, 開學前本校將會以電郵方式寄開學通知給家長。

2. School Hours: Sunday 09:30 am ~ 11:55 am (Language Class), 12:10 pm ~ 1:00 pm (Enrichment Class) 上課時間：週日 09:30 am ~ 11:55 am (語文課), 12:10 pm ~ 1:00 pm (文化課)。

3. Registration Period: Please visit the Academy website and follow instructions to register. Pre-K-10 begins on 4/30/2023, and ends on 10/1/2023. 註冊日期：自 4/30/2023 起至 10/1/2023 截止, 註冊幼兒 ~ 10 年級, 請至本校網站依照說明註冊。

4. Completing and Submitting Your Registration: You must complete the registration through Google Form. 填妥線上註冊表：您必須至學校的網站填妥 Google Form 註冊表。

5. Tuition and fees: Tuition is \$520. Registration fee is \$20. Materials fee is \$30. Registration and materials fee are non-refundable. Early bird discount is \$20 if payment is received on and before 8/1/2023. There is also a \$30 discount for the 3rd child. 學費為 \$520。註冊費 \$20 和教材費 \$30 不退還。8/1/2023 前繳費會有 \$20 早鳥優惠。第三位小孩亦可減免 \$30。

6. Payment Methods:

A. By Check: Make the check payable to **Tzu Chi**, noting on the check **“NNJ Tuition”** followed by the **student’s name and registered level**, and mail it to: Tzu Chi Academy NNJ Registration, 150 Commerce Road, Cedar Grove, NJ 07009. An additional fee of \$30 will be charged for a returned check.

B. Via Online Bill Pay: Account Name: **Buddhist Tzu Chi Foundation**. Note **“NNJ Tuition”**, the **student’s name and registered level**. Address: 150 Commerce Road, Cedar Grove, NJ 07009.

繳費方式：

A. 郵寄支票：抬頭請寫 **Tzu Chi**, 郵寄至 Tzu Chi Academy NNJ Registration, 150 Commerce Road, Cedar Grove, NJ 07009. 備註一定要註明 **“NNJ Tuition”** 及學生姓名與註冊等級。如有退票則需加收銀行罰款 \$30。

B. 線上轉帳：帳戶名稱為 **Buddhist Tzu Chi Foundation**, 備註一定要註明 **“NNJ Tuition”** 及學生姓名與註冊等級。地址為 150 Commerce Road, Cedar Grove, NJ 07009。

7. Refund Policy: The registration fee and materials fee are non-refundable. If a tuition refund is requested before school starts, 100% will be refunded. If requested before the start of the fourth class, 75% will be refunded. If requested by the 7th class, 50% will be refunded. No tuition will be refunded on and after the 7th class. 退費辦法：註冊費/教材費不退還。在上學期開學日前申請退費之學生, 學費全額退還。自上學期開學日到第四週上課日前申請者, 得退還學費的百分之七十五。自第四週上課日到第七週上課日前申請者, 退還學費的百分之五十。自第七週上課日開始, 恕不退費。

8. Other Fees: There may be additional fees for supplemental teaching materials for Enrichment classes. 其他費用：補助教材及文化課材料費另收。

9. Age Requirements: New students registering for the Pre-K class must be born on or before December 31, 2019. Please bring a copy of your child’s birth certificate to school on the first day of school. 學生年齡：幼兒班學生的生日必須在 2019 年 12 月 31 日 (含) 或之前。請於開學當日攜帶出生證明副本至學校。

10. Language Curriculums: Chinese Language Class (Pre-K to 10) The traditional Curriculum teaches the zhuyin (bopomofo) phonetic system and introduces the pinyin phonetic system later in the third grade. This curriculum is suitable for children who live in an environment where Mandarin Chinese is the dominant language. The CSL (Chinese as a Second Language) (or Immersion) Curriculum teaches the pinyin phonetic system. This curriculum is suitable for children who live in an environment where Mandarin Chinese is NOT the dominant language. A minimum class size of four students is required to open a language class. 語言學程: 中文班(幼兒至10年級)教授注音, 至三年級加入漢語拼音, 適合家中常使用華語的孩子。CSL 班(亦稱情境班)教授漢語拼音, 適合家中不常或完全不使用華語的孩子。班級人數至少四人才開班。

11. Enrichment Class: In order for students to learn Chinese culture and to encourage interdisciplinary learning to broaden their knowledge and nurture their temperament, we will be revamping our enrichment classes and formats. As before, enrichment classes are a mandatory component of our school curriculum. The final syllabus will be announced later. 文化課: 為了讓每位學生都能學習中國文化及跨領域學科, 以增廣見識, 進而陶冶性情, 特開設文化課。課程內容由學校按低中年級設計不同的文化課。文化課是必修課, 課表於開學後公佈。

12. Class Adjustments: The Academy reserves the right to merge/split classes (potentially across adjacent proficiency levels) in order to adjust class size. 併班拆班: 校方可依情況併班或拆班以調整班級之學生人數。

13. Placement Tests: New and transfer students may be required to take oral and/or written placement tests to determine their language proficiency level. 等級鑑定考試: 校方可要求新生及插班生經過筆試或口試, 按其程度及年齡編班。

14. Uniform: All students must wear the proper uniform with dark blue pants. Student uniforms are purchased separately at the school on school opening day. 校服: 學生在上課時間須穿著校服及深藍色長褲。學生制服費用另計, 請在開學日至學校購買。

15. Academy Rules: Parents and students must abide by all Academy rules. The Handbook can be found on the Academy website [here](#). 校規: 家長及學生須遵守本校各項規定。家長及學生手冊: 請至本校網站[連結](#)查詢。

16. Class-Moms/Class-Dads: In order to assist teachers and improve the classroom experience, we need all parents' participation and cooperation in Class-Mom/Class-Dad duties. Each parent is requested to contribute their time. Class-Mom/Class-Dad duties are waived for parents who are Academy teachers or administrators. 愛心爸爸媽媽: 孩子們不但需要家長的陪伴來學習成長, 老師們更需要您的協助與支持。參與愛心爸爸媽媽輪值是每位家長的義務, 請您務必撥空配合。擔任學校教師及行政人員之家長不需輪值。