



Educational Enrichment Services

Parent Handbook

教育辅导服务

家长手册



Dear Parents/Guardians:

Welcome to the Asian Youth Center (AYC) Educational Enrichment Services!
Since our inception, in 1989, AYC has strongly believed in quality education that focuses on promoting academic excellence, building self-worth, and encouraging exemplary citizenship.

The Educational Enrichment Services operate throughout the year providing a safe and culturally enriched environment for youth between the ages 4 years 9 months to 14 years. Our staff is bilingual in English, Spanish, Vietnamese, Mandarin, and/or Cantonese. We offer homework assistance, English Language Arts and Math grade level curriculums based on California State Standards, nutritious snacks, and many other youth development opportunities.

Your child's safety and success are our top priority. For your convenience, the Educational Enrichment Services Parent Handbook will provide valuable information important to your child's safety and to the basic operation of the program. Please take a moment to read and review this book with your child. Should you have any questions, concerns, or suggestions please feel free to contact us!
Thank you for choosing AYC. We look forward to partnering with you on the continued success and educational advancement of your child.

Kind Regards,
Alex Banh
Director of Educational Enrichment Services
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100 W. Clary Ave, San Gabriel CA 91776
Phone: (310)920-2408

亲爱的家长/监护人：
欢迎大家参与亚裔青少年中心教育辅导项目！
自 1989 年亚裔青少年中心建立以来，我中心一直坚信，注重促进优异学业、建立自信并树立模范公民的高质量教育的力量。
教育辅导服务全年运作，为 5 至 14 岁的青少年提供安全且文化丰富的环境。我们的员工会说英语、西班牙语、越南语、普通话和/或广东话。我们提供家庭作业帮助、基于加州标准的英语语言艺术和数学年级课程、营养点心和许多其他青年发展机会。
您子女的安全与成功是最重要的。本项目将为您提供一本关于儿童安全及项目基本操作的信息手册。请您与子女共同浏览这本手册。如果您有任何问题或建议，请联络我们。
感谢您选择亚裔青少年中心。我们愿意陪伴您及您的子女走向成功之路。
此致 敬礼

Alex Banh
教育辅导服务主任
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AYC History

AYC began in 1989 as a project of the United Way after its Asian Task Force found a critical lack of services for Asian youth. Twenty-seven years later, AYC continues to develop new programs to meet the needs of the changing demographics within the communities we serve. The organization has become a valuable resource to both Asian and non-Asian youth and families.

亚裔青少年中心成立历史

AYC 于 1989 年从 United Way 的一个项目开始，当时其亚洲特别工作组发现亚洲青年严重缺乏服务。27 年后，AYC 继续开发新计划，以满足我们所服务社区内不断变化的人口结构的需求。该组织已成为亚裔和非亚裔青年和家庭的宝贵资源。。

Services are offered in Cantonese, Mandarin, Spanish, and English

AYC Staff provides academic instruction as well as enrichment activities.

AYC Staff is college-educated with a minimum of 1-year experience working with students in all academic subjects. The staff works together as a team to provide a safe, nurturing, and fun environment conducive to the intellectual growth of your child.

In order to maintain the safety and well-being of all students, students are required to follow the rules and procedures of AYC in order to continue in the program.

我们提供广东话、普通话、西班牙语及英语服务

亚裔青少年中心教师不仅提供课业辅导，还提供课外活动。

亚裔青少年中心教师都受到过大学教育并拥有一年以上各学科学生教育经验。所有教师组成一个团队，为您的子女提供一个安全、温暖、充满乐趣的环境，帮助其成长。

为了保证所有学生的安全及健康，学生需要遵守亚裔青少年中心的要求及程序。

Admission/Attendance Policy:

Parents are required to enroll their children annually in the [AYC](#) Educational Enrichment -School Program.

Attendance:

Attendance will be taken daily and for the safety of your child, parents are asked to:

- Notify program staff and/or the Director of Education Enrichment Services in a timely manner if your child will be absent or tardy on a particular day.

入学/出勤政策:

家长需要每年帮助其子女办理亚裔青少年中心教育辅导课程注册手续。

出席:

学校将每天进行学生考勤，为了学生的安全，家长需要:



- 如果学生某天会缺席或迟到，家长需要及时通知教师及/或教育辅导服务主任

Program Expectations

Program and Staff Expectations:

- Your child is supervised in a safe, supportive and nurturing environment.
- Your child will have access to program equipment, materials, and facilities on an equal basis.
- You and your child will receive respectful treatment.
- Your child will be disciplined in a fair manner.
- Your child will receive quality activities that are interactive and engaging.
- You may visit with the Director of Educational Enrichment Services or Program Coordinator about concerns related to your child or the program.
- You will be informed of both positive and negative behaviors of your child. If a situation cannot be resolved, your child may be suspended or terminated from the program.
- The Director of Educational Enrichment Services or Program Coordinator will regularly inform you about program activities.

项目目标

项目及教师目标:

- 您的子女处在一个有监督的，安全、积极团结的环境中。
- 您的子女有同等的权利使用项目器具、材料及设备。
- 您及您的子女受到尊重。
- 您的子女会受到适度地训练。
- 您的子女会参加高质量的有趣的互动活动。
- 您可以与教育改进服务部长或项目协调人见面，表达您对子女或该项目的担忧。
- 您将会被告知子女在学校的正面及负面表现。如果问题得不到解决，您的子女将可能被要求暂停或退出本项目。
- 教育改进服务部长或项目协调人将定期通知您该项目的动态。

Parent/Guardian Expectations:

- Ensure your child attends daily.
- Sign your child in and out daily.
- Comply with policies outlined in this handbook.
- Participate in parental engagement opportunities including parent nights and family field trips.
- Pay attention to any communication from AYC (i.e., memos, calendars, consent forms, invoices, etc).



- Honor all late or returned check fees assessed.
- Pick up your child at the appropriate program hours.

家长/监护人目标:

- 确保您的子女每日出勤。
- 帮助孩子每天进出签名。
- 遵守手册中的政策。
- 参与家长应参与的活动。
- 关注与亚裔青少年中心的沟通（如，备忘录、日程表、同意书、发票等）。
- 支付所有过期付款罚款及无效支票退票费。
- 根据项目时间，按时接子女放学。

Student Expectations:

- Be responsible for their actions.
- Respect the facility and take care of the materials/equipment properly.
- Treat others (peers and staff) with respect.
- Follow the program rules and AYC policies.
- Avoid the use of profanity.

学生目标:

- 对自己的行为负责。
- 合理使用项目材料及设备。
- 尊重教师及同学。
- 遵守亚裔青少年中心政策及规定。
- 口中不出亵渎的话。

AYC staff strive to:

- Provide age-appropriate academic and enrichment activities.
- Encourage good citizenship, positive attitudes, and responsible behavior.
- Create opportunities that will enhance social, cultural, emotional, intellectual, and physical growth.
- Promote good nutrition, fitness, and safety practices.

亚裔青少年中心教师致力于:

- 提供与学生年龄相应的教学及改进活动。
- 鼓励学生成为模范公民，拥有积极的态度及负责的行为。
- 为增进学生社会、文化、情感、智力及体力成长创造机会。



- 促进营养健康及安全锻炼。

Discipline Policy

Students are expected to follow all AYC rules and policies. All students are to be considerate of all staff members in the building, respect staff and other students, and all their properties. Students are not to leave the supervised area without a proper staff member's/volunteer permission. If a student violates these standards, student may be removed from the group and seated separately from activities for an appropriate period of time. Other disciplinary actions may occur according to the severity of the situation.

Classroom Rules:

1. Listen to the staff's instructions.
2. Raise your hand before speaking.
3. Always respect all staff and others as well as their belongings.
4. Do not leave the classroom without permission.
5. Always use proper language in a moderate tone and do not talk in an argumentative manner.
6. No fighting or running at any time.
7. Classroom must be clean at all times.
8. Do not disrupt other classmates during the class time period.
9. Electronic devices and other toys are not allowed in the classroom. (i.e. game systems, cell phones, music devices). If your child brings these devices to AYC, AYC will not be responsible for the loss

Outdoor Rules:

1. When walking outside, always walk within the supervised area of the group/staff/volunteer.
2. Always stay on the sidewalk and follow the staff/volunteers.
3. Always respect your surroundings.
4. While riding on the AYC vans/school bus, you will need to stay seated with a seat belt and keep all body parts inside the vehicle at all times.
5. Fighting is not permitted at any time.
6. There is no eating or drinking in AYC vans and school buses.
7. Follow all staff's instructions.

Code of Conduct:

AYC has zero-tolerance for bullying, fighting, or any form of physical, verbal or emotional abuse. If your child engaged in such activity, it will lead to disciplinary actions and/or immediate dismissal from the program. If a child is



dismissed from the program for violating the code of conduct or any of the AYC policies, a refund will not be issued.

纪律政策

学生需要遵守亚裔青少年中心所有规定及政策。所有学生需要尊重教师、同学及共同财产。未经相应教师/志愿者允许，学生不得擅自离开监管区域。如果学生违反规定，在一段时间内，学生将会与小组隔离，不能参加活动。根据情况的严重程度，学生将受到其他相应的纪律惩罚。

教室规定：

1. 听从教师的指导。
2. 讲话之前要举手。
3. 尊重所有教师及同学，并爱护他人的物品。
4. 未经允许，不得离开教室。
5. 使用文明用语，语调温和，不得挑起争端。
6. 任何时间不得打架或奔跑。
7. 随时保持教室干净整洁。
8. 在上课期间，不得与其他同学争论。
9. 教师内不得使用电子设备。（如电子游戏、电话、音乐设备）。如果学生将此类设备带入亚裔青少年中心，我中心不负责设备的丢失及损坏。

室外规定：

1. 要在户外监管区域内行走。
2. 在人行道行走，跟随教师/志愿者。
3. 尊重周围的人和物。
4. 在亚裔青少年中心的校车内，你需要一直系住安全带，并保证身体的所有部位都在车内。
5. 任何时间不得打架。
6. 在校车内不得吃喝。
7. 听从所有教师的指导。

行为规范：

亚裔青少年中心禁止一切威胁、殴打或任何形式的身体、口头或精神虐待。如果您的子女表现出此类行为，我中心将采取相应措施，甚至有可能将其开除。如果学生因违反行为规范或任何亚裔青少年中心政策而被退学，家长将不能收到退款。



Disciplinary Process

1. Some behavior that may lead to consequences, include but are not limited to:
 - a. Leaving the classroom without permission
 - b. Using profanity
 - c. Being disrespectful to staff or other students
2. Zero tolerance behavior that will lead to immediate dismissal:
 - a. Possession/use of drugs
 - b. Possession/use of weapons
 - c. Fighting/Bullying

The following are consequences for misbehavior:

- Verbal warning
- Time away from the group
- Written letter to parents
- Confiscation of toys, electronic devices, etc.
- Suspension from special events or activities
- Suspension from the program
- Dismissal from the program

纪律程序

- 1.有一些行为将有严重的后果，例如（但不仅限于这几类）：
 - a.未经允许，擅自离开教室
 - b.口出亵渎的话
 - c.不尊重教师或同学
2. 严禁的，可能导致立刻被退学的行为：
 - a. 携带或服用毒品
 - b.携带或使用武器
 - c.打架或威胁

以下是不当行为的后果：

- 口头警告
- 一段时间内远离小组
- 写信通知家长
- 没收玩具、电子设备等



- 暂时停止参加特别活动
- 暂时停止参加课程
- 开除

Hours of Operation

After School Program at AUSD: Monday-Friday 1:30pm-6:00pm

After School Program at SGUSD: Monday-Friday 2:00pm-6:00pm

Summer Program: Monday-Friday 8:00 am -5:00 pm

时间

课后辅导课程阿罕布拉学区：星期一至五 1:30pm-6:00pm

课后辅导课程圣盖博学区：星期一至五 2:00pm-6:00pm

暑期课程：星期一至五 8:00 am- 5:00pm

Daily Policy

For the safety of your child, the parent/student must sign in and out daily.

Student Drop Off/Pick Up: Students are to arrive and leave the program according to the schedule indicated for parents on the enrollment form and can be found on the Hours of Operation page in this handbook. Students should be escorted by the parent/guardian or authorized pick-up person to and from the program designated areas. If your child attends extracurricular activities or must for any reason change their arrival or departure time, either on a given day or for the duration of the program please notify the Director of Education Enrichment Services or Program Coordinator in a timely manner (preferably 1 day in advance).

每日政策

为了您子女的安全，家长或学生每天必须签到。

学生接/送：

入学申请表会标明学生接送时间，家长也可在本手册中的时间中找到。

家长/监护人或被授权人需要在规定地点接送学生。

如果您的子女因参加课外活动或其他原因需要在某天或一段时间内更改接送时间，请您尽早（最好提前一天）通知负责人。



Fee and Payment Information

AYC strives to provide the best possible service while remaining aware of the financial obligations and needs of our families. Families can qualify for a reduced rate based on their annual household income. Fees are paid upon registration.

*Qualifications for reduced tuition see registration form or contact The Director of Educational Enrichment Services or Program Manager.

Late Pick-up fee:

Parents will be charged a \$1 fee for every increment of 1 minute past 6:00 pm they are late picking up their child. Late pick-up fees must be paid no later than two days after the late pick-up. If left unpaid the child will not be allowed in class. The summer program will end early.

费用及付款信息

亚裔青少年中心致力于在了解经济责任及家庭需要的情况下尽可能地提供最高质量的服务。家庭可根据其年收入获得适当的费用减免。报名时缴费。

*关于减免费用的条件，请查看注册表或联系教育辅导服务负责人。

未及时接学生费：

6:00pm 之后，如果家长未来接学生，每迟到 1 分钟，要交\$1 迟到费。迟到的两天内，家长需要交齐迟到费，如果两天后还没有交，学生将不允许参加课程。暑假课程时间会提早结束。

Refund Information

Refund: Refunds are not issued for dismissal/removal from the program, attendance failure, absences, or sick days.

Cancellations must be made in writing. If you cancel four weeks prior to the beginning of the session, you will receive a full refund minus the registration fee. If less than two weeks' notice is given, you will receive a 50% refund, minus the registration fee.

AYC reserves the right to cancel a session due to low enrollment. In this event, a full refund will be made.

Disclaimers: Fees are subject to change.

Payments can be made by Credit Card (Visa/Master Card), Check, or Cash.

Please make checks payable to **AYC**

A \$35.00 fee will be charged for any bounced checks.

Please submit payments yourself and do not have your child submit payments.

Asian Youth Center also retains the right to withdraw a student from the program if payment is not made according to schedule.

退款信息

退款: 如果学生被开除、未签到、缺席或请病假，则不能获得退款。



取消通知必须以书面形式递交。如果你在开课四个星期前通知取消，你可以收到除注册费的全额退款。

如果在开课两个星期通知取消，你可以收到除注册费的 50% 退款。

亚裔青少年中心有权因学生不足而取消课程。在此种情况下，亚裔青少年中心将给予全额退款。

弃权者:

费用每年都有调整。

可采用信用卡（Visa/Master Card）、支票或现金形式付款。

如使用支票，请写明付给：**AYC**

如果支票被退回，则会收取\$45.00 的退票费

请家长自行付款，尽量不要让学生递交款项。

如果家长没有按时付款，亚裔青少年中心有权取消学生上课资格。

Electronic Devices Policy

AYC realizes that electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the Educational Enrichment Services. Therefore, AYC has created this policy to govern the possession and use of electronic devices on the premises, during program hours and at AYC sponsored activities.

Definition: Any existing and emerging mobile communication systems and smart technologies such as, but not limited to, cell phone, Smartphone, walkie-talkies, pagers, PDAs, video games, CD players, MP3, iPods, etc. are defined as electronic devices.

Policy: The use of electronic devices is prohibited unless specified by staff. See Phone usage.

Confiscation: Violation of this policy will result in the device being confiscated. When an employee confiscates an electronic device under this policy, they shall take reasonable measures to label and secure the device. The electronic device will be released/ returned to the student's parent or guardian.

Potential disciplinary actions can include suspension or expulsion.

Security of Devices: Your child shall be personally and solely responsible for the security of electronic devices brought to AYC. The agency will not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are responsible for the misuse or policy violation(s).

Phones Usage: Students may use their cell phone on a limited basis to contact parents/guardians to arrange pick up or for emergencies. However all other usage of cell phones to make or receive phone calls or text messages are prohibited during program sessions and the device must be kept out of sight. Permission will be given to a child to use the AYC telephone when the staff or office staff feels it is necessary and appropriate to call a parent/guardian in an emergency.



电子设备政策

亚裔青少年中心了解，当今社会，电子设备已经成为一种交流及信息获取的普遍方式。但是，这些设备有可能扰乱正常的教育改进学校项目的正常秩序。所以，亚裔青少年中心颁布此政策，管理在项目及本中心活动期间，电子设备的携带及使用。

- 定义:** 任何已有及将有的移动通讯系统及智能技术，例如，但不限于，手机、智能手机、无线电话、传呼机、个人数字助理、电子游戏、光碟机、MP3、iPod 等被定义为电子设备。
- 政策:** 除非教师允许，禁止使用电子设备。详见电话使用。
- 没收:** 如果违反此政策，电子设备将被没收。教师没收电子设备后，会贴上标签并妥善保管，并交给学生家长或监护人。
可能的纪律惩罚包括暂时停课或退学。
- 设备安全:** 您的子女需要自行对带到亚裔青少年中心的设备负责。本中心不对设备的偷窃、丢失、损坏或不当使用负责。如果设备被借给其他人，则设备所有人需要对设备的不当使用及政策违反负责。
- 电话使用:** 紧急情况下，学生可在规定时间内使用其手机与家长联络调整接学生放学的时间。但是，在项目期间，禁止使用电话拨打、接收电话或发短信，并要妥善保管。如果教师认为发生了紧急情况，学生可以或需要打电话给家长或监护人，教师会允许学生使用亚裔青少年中心的电话。

Health and Safety

The health and welfare of your child is paramount for AYC. The agency has set up specific guidelines to ensure the safety of your child.

- Emergency Information:** An Emergency Form for every child is required. Please be sure to update the information annually or as the information changes.
- Prescription Medication:** For safety precautions, AYC staff will not administer medication to your child.
- First Aid:** If a child sustains a minor injury such as a small cut or scrape, the staff will administer first aid and the child is returned to the classroom. In cases which appear more serious, the staff will follow the instructions on the emergency form. If the instructions are not adequate or cannot realistically be followed at the time of the emergency, the staff will do what is in the best interests of the child.

Parents will be notified in case of serious injuries (severe sprains, fractured bones, and head injuries). Children will be released only to the parents/guardians or to the person whose names appear on the emergency form.
- Illness:** If a child has symptoms of an illness or signs of communicable disease, they will be isolated from the other children while the parents are contacted and



asked to pick up the child within an hour of notification. Any contagious illness may require a doctor's note for re-admission. The staff instructs children on State Regulations for washing hands in an effort to reduce contagious illness.

If your child is sick, please be considerate of the health and well being of the other children and AYC staff by keeping your child at home.

健康与安全

您子女的健康与利益对亚裔青少年中心是至关重要的。本中心设定以下说明保证您子女的安全。

- 紧急信息:** 每个学生都需要填写紧急情况表。请家长每年或更改信息后更新表内信息。
- 处方药:** 安全起见，亚裔青少年中心不会给您的子女使用任何药物。
- 急救:** 如果学生受到小创伤，例如划伤或擦伤，教师会给学生进行急救然后学生可以返回教室。如果情况比较严重，教师会遵照紧急情况表上的指导。如果在紧急情况下，发现指导不准确或无法执行，教师会根据情况选择对学生最有利的办法。
- 如果学生有严重的扭伤、骨折及头部创伤，本中心会通知家长。只有学生的家长/监护人及紧急情况表上填写的人才能接管学生。
- 疾病:** 如果学生有疾病的症状或者传染病的迹象，学生会被隔离，本中心会通知家长，请家长于1小时内将学生接走。学生患传染病后，需要提供医生证明才能重新入学。教师会根据州内规定指导学生洗手以降低传染几率。

Transportation Consent

For the safety of your child, AYC will require you (parent/guardian) to sign a transportation consent form.

交通同意书

为了本中心及您子女的安全，亚裔青少年中心需要您（家长或监护人）签署一个交通同意书。

Photo Release

You will be asked to sign a photo release form, in which, you will have the option to agree or disagree with the terms outlined in the release form.

Please understand that our program is primarily funded by governmental and private agencies. Pictures will be used for media releases, marketing and reporting purposes.

照片发布

您将需要签署一个照片发布同意书，对于同意书上的条款，您可以选择同意或不同意。

请理解，本项目主要由政府及私人机构赞助。照片将被使用于媒体发布、市场推广及报告记录等用途。