



# AYC Education and Enrichment Services Parent Handbook: Acknowledgement Form

I have read, understand, and agree with all the policies and procedures as stated in this document. I have discussed the expectations of behavior with my child(ren).

I understand that AYC reserves the right to revoke my child(ren)'s participation in AYC's programs for behavior which is not in keeping with AYC's mission or not following AYC's policies and procedures.

Please note: AYC's Education Enrichment Services reserves the right to amend policies and procedures when necessary. Any changes made to the Handbook will be distributed to families.

Name(s) of Child(ren): \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**AYC (Asian Youth Center)  
Education Enrichment  
Services (EES)  
Parent Handbook**

教育輔導服務

家長手冊



Welcome to the Asian Youth Center's (AYC) Education Enrichment Services! Since 1989, AYC has been dedicated to supporting youth through quality education that promotes academic success, self-confidence, and responsible citizenship.

Our year-round program serves children ages 4 years 9 months to 13 years, offering a safe, culturally enriched environment. Our bilingual staff speaks English, Spanish, Vietnamese, Mandarin, and/or Cantonese. Services include homework help, English Language Arts and Math (based on California State Standards), healthy snacks, life skills and youth development activities.

Your child's safety and success are our top priorities. Please review the Parent Handbook for important program information. If you have any questions or feedback, feel free to contact us. Thank you for choosing AYC. We look forward to working with you to support your child's academic growth and overall development.

Warm regards,  
Christine Najung Lee, MSW, Deputy Director  
[christine.lee@aycla.org](mailto:christine.lee@aycla.org) Phone: (626) 509-8528

親愛的家長 / 監護人您好：

歡迎加入亞裔青少年中心 (AYC) 教育輔導服務！自 1989 年成立以來，AYC 一直致力於透過優質教育支持青少年，促進學業成功、建立自信心，並培養良好的公民意識。

我們全年提供課後課程，服務對象為 4 歲 9 個月至 13 歲的兒童，並提供一個安全且具有文化多元性的學習環境。我們的雙語工作人員能以英語、西班牙語、越南語、普通話及 / 或粵語溝通。服務內容包括：家庭作業輔導、符合加州州立標準的英語語文與數學課程、健康點心、生活技能及青少年發展活動。

孩子的安全與成長始終是我們最重要的目標。請您閱讀家長手冊，以了解課程的相關資訊。如有任何問題或建議，歡迎隨時與我們聯繫。感謝您選擇 AYC，我們期待與您攜手合作，共同支持孩子的學業成長與全人發展。

誠摯問候，

Christine Najung Lee, MSW, AYC 副主任  
[christine.lee@aycla.org](mailto:christine.lee@aycla.org) Phone: (626) 509-8528



## **AYC HISTORY**

AYC was established in 1989 as a project of the United Way, following the findings of its Asian Task Force, which identified a significant gap in services for Asian youth. Over the years, AYC has continued to grow and evolve, developing new programs to meet the changing needs of the diverse communities we serve. Today, the organization serves as a vital resource for both Asian and non-Asian youth and families alike.

### **亞裔青少年中心成立歷史**

AYC 於 1989 年由聯合勸募會 (United Way) 發起成立，源於其亞裔工作小組發現當時社會在服務亞裔青少年方面存在重大不足。多年來，AYC 持續成長與發展，積極推動各項新計劃，以回應我們所服務多元社區不斷變化的需求。如今，AYC 已成為亞裔及非亞裔青少年與家庭的重要資源。

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

AYC staff provide both academic instruction and enrichment activities to support student learning and development. All staff members are college-educated and have experience working with students across various academic subjects. They work collaboratively to create a safe, supportive, and engaging environment that fosters your child's intellectual growth.

To ensure the safety and well-being of all students, participants are expected to follow AYC's rules and procedures in order to remain in the program.

### **我們提供廣東話、普通話、西班牙文及英語服務**

亞裔青少年中心教師不僅提供課業輔導，AYC 教職員提供學術教學及多元增益活動，以支持學生的學習與成長。所有教職員皆具有大學學歷，並擁有教授各類學科學生的相關經驗。他們通力合作，致力於營造一個安全、關懷且充滿樂趣的學習環境，促進孩子的智力發展。

為了維護全體學生的安全與福祉，所有參與學生須遵守 AYC 的規則與相關規定，方可持續參加本計劃。



## **ADMISSION/ATTENDANCE POLICY**

Parents are required to complete the annual enrollment process and update their child's information for the AYC Education Enrichment School (EES) Program.

**Attendance:** Daily attendance is recorded to ensure the safety and well-being of all students.

Parents are kindly asked to notify program staff and/or the Program Manager of EES in a timely manner if their child will be absent or arriving late on any given day.

### **入學/出勤政策**

家長需每年完成註冊程序並更新子女的資料才能參加 AYC 教育亞裔青少年中心教育輔導課程。

**出席:** 學校將每天進行學生點名，為了學生的安全，

家長需要及時通知教師及/或教育輔導服務主任如果學生某天會缺席或遲到

## **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 EES Program Manager or Director 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 EES Program Manager or Director will regularly inform you about program activities.

### **項目目標**

#### **項目及教師目標:**

- 您的子女處在一個有監督的，安全、積極團結的環境中。
- 您的子女有同等的權利使用專案器具、材料及設備。
- 您及您的子女受到尊重。
- 您的子女會受到適度地訓練。
- 您的子女會參加高品質的有趣的互動活動。
- 您可以與教育改進服務部長或專案協調人見面，表達您對子女或該專案的擔憂。



- 您將會被告知子女在學校的正面及負面表現。 如果問題得不到解決，您的子女將可能被要求暫停或退出本專案。
- 教育改進服務部長或項目協調人將定期通知您該專案的動態。

#### 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.

#### 家長/監護人目標:

- 確保您的子女每日出勤。
- 說明子女每天進出簽名。
- 遵守手冊中的政策。
- 參與家長應參與的活動。
- 關注與亞裔青少年中心的溝通（如，備忘錄、時間表、同意書、發票等）。
- 支付所有過期付款罰款及無效支票退票費。
- 根據項目時間，按時接子女放學。

#### 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.

#### 學生目標:

- 對自己的行為負責。
- 合理使用專案材料及設備。
- 尊重教師及同學。
- 遵守亞裔青少年中心政策及規定。
- 口中不出褻瀆的話。

#### 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.

亞裔青少年中心教師致力於：

- 提供與學生年齡相應的教學及改進活動。
- 鼓勵學生成為模範公民，擁有積極的態度及負責的行為。
- 為增進學生社會、文化、情感、智力及體力成長創造機會。
- 促進營養健康及安全鍛煉。

### **DISCIPLINE POLICY**

Students are expected to adhere to all AYC rules and policies. They must show respect toward staff, fellow students, and all property within the facility. Leaving the supervised area without permission from a staff member or volunteer is not allowed. Violations of these expectations may result in the student being removed from the group and temporarily separated from activities. Additional disciplinary actions may be taken based on the severity of the situation.

#### **Classroom Rules:**

- Follow all staff instructions promptly.
- Raise your hand before speaking.
- Show respect to staff, peers, and their belongings at all times.
- Do not leave the classroom without permission.
- Use appropriate language in a respectful tone; avoid argumentative behavior.
- Running and physical altercations are strictly prohibited.
- Maintain a clean and organized classroom environment.
- Do not disrupt classmates during instructional time.
- Electronic devices and personal toys (e.g., game systems, cell phones, music players) are not permitted. AYC is not responsible for lost or misplaced items.

#### **Outdoor Rules:**

- Stay within the designated supervised area while outside.
- Walk on sidewalks and follow staff/volunteer guidance.
- Respect the outdoor environment and community spaces.
- Fighting is strictly prohibited.
- Follow all staff instructions at all times.



### **Code of Conduct:**

AYC has a zero-tolerance policy for bullying, fighting, or any form of physical, verbal, or emotional abuse. Engaging in such behavior will result in disciplinary action and may lead to immediate dismissal from the program. If a child is dismissed due to a violation of the code of conduct or other AYC policies, no refund will be issued.

### **紀律方針**

學生應遵守所有 AYC 規則和政策。他們必須尊重工作人員、同學和設施內的所有財產。未經工作人員或志願者許可，不得離開受監管區域。違反這些期望可能會導致學生被從小組中除名並暫時與活動分開。根據情況的嚴重性，可能會採取額外的紀律處分。

### **課堂規則:**

- 及時遵循所有工作人員的指示。
- 發言前請舉手。
- 始終尊重員工、同學和他們的財物。
- 未經允許，請勿離開教室。
- 以尊重的語氣使用適當的語言;避免爭論行為。嚴禁奔跑和肢體衝突。保持乾淨有序的課堂環境。在教學時間不要打擾同學。不允許攜帶電子設備和個人玩具（例如遊戲機、手機、音樂播放機）。AYC 不對丟失或放錯地方的物品負責。

### **室外規則:**

- 在外面時，請留在指定的受監督區域內。
- 走在人行道上，聽從工作人員/志願者的指導。
- 尊重戶外環境和社區空間。嚴禁打架。始終遵循所有工作人員的指示。

### **行為準則:**

AYC 對欺凌、打架或任何形式的身體、語言或情感虐待採取零容忍政策。參與此類行為將導致紀律處分，並可能導致立即被開除。如果兒童因違反行為準則或其他 AYC 政策而被開除，則不會退款。

### **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

### 紀律程式

1. 有一些行為將有嚴重的後果，例如（但不僅限於這幾類）：
  - a. 未經允許，擅自離開教室
  - b. 口出褻瀆的話
  - c. 不尊重教師或同學
2. 嚴禁的，可能導致立刻被退學的行為：
  - a. 攜帶或服用毒品
  - b. 攜帶或使用武器
  - c. 打架或威脅

以下是不當行為的後果：

- 口頭警告
- 一段時間內遠離小組
- 寫信通知家長
- 沒收玩具、電子設備等
- 暫時停止參加特別活動
- 暫時停止參加課程
- 開除

### HOURS OF OPERATION

#### **After-School Program at SGUSD:**

- Monday, Tuesday, Thursday, and Friday: 1:30 PM – 6:00 PM (Middle School starts at 2:30 PM)
- Wednesday: 1:00 PM – 6:00 PM (Middle School starts at 1:30 PM)



### **Summer Program:**

- Monday – Friday: 8:00 AM – 5:00 PM

### 時間

課後輔導課程聖蓋博學區:

- 週一、週二、週四和週五：下午 1：30 – 下午 6：00（初中從下午 2：30 開始）
- 星期三：13：00 – 18：00（初中部 13：30 開始）

暑期課程:

- 週一至週五：上午 8：00 – 下午 5：00

### **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 EES Program Manager or Director 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**

- 入學申請表會標明學生接送時間，家長也可在本手冊中的時間中找到。
- 家長/監護人或被授權人需要在規定地點接送學生。
- 如果您的子女因參加課外活動或其他原因需要在某天或一段時間內更改接送時間，請您儘早（最好提前一天）通知負責人。

### **FEES 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 EES Program Manager or Director.



### **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.

AYC 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:**

如果學生被開除、未簽到、缺席或請病假，則不能獲得退款。

取消通知必須以書面形式遞交。如果你在開課前四個星期前通知取消，你可以收到除註冊費的全額退款。

如果在開課前兩個星期通知取消，你可以收到除註冊費的 50% 退款。



亞裔青少年中心有權因學生不足而取消課程。在此種情況下，亞裔青少年中心將給予全額退款。

**棄權者：** 費用每年都有調整。  
可採用信用卡（Visa/Master Card）、支票或現金形式付款。  
如使用支票，請寫明付給：**AYC**  
如果支票被退回，則會收取\$45.00 的退票費  
請家長自行付款，盡量不要讓學生遞交款項。  
如果家長沒有按時付款，亞裔青少年中心有權取消學生上課資格。

### **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 program. 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.

**Device Security:** 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).

**Phone 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.



亞裔青少年中心瞭解，當今社會，電子設備已經成為一種交流及信息獲取的普遍方式。但是，這些設備有可能擾亂正常的教育改進學校專案的正常秩序。所以，亞裔青少年中心頒布此政策，管理在專案及本中心活動期間，電子設備的攜帶及使用。

**定義：** 任何已有及將有的行動通訊系統及智慧技術，例如，但不限於，手機、智慧型手機、無線電話、傳呼機、個人數位助理、電子遊戲、光碟機、MP3、iPod 等被定義為電子設備。

**政策：** 除非教師允許，禁止使用電子設備。詳見電話使用。

**沒收：** 如果違反此政策，電子設備將被沒收。教師沒收電子設備后，會貼上標籤並妥善保管，並交給學生家長或監護人。  
可能的紀律懲罰包括暫時停課或退學。

**設備安全：** 您的子女需要自行對帶到亞裔青少年中心的設備負責。本中心不對設備的偷竊、丟失、損壞或不當使用負責。如果設備被借給其他人，則設備所有人需要對設備的不當使用及政策違反負責。

**電話使用：** 緊急情況下，學生可在規定時間內使用其手機與家長聯絡調整接學生放學的時間。但是，在項目期間，禁止使用電話撥打、接收電話或發簡訊，並要妥善保存。如果教師認為發生了緊急情況，學生可以或需要打電話給家長或監護人，教師會允許學生使用亞裔青少年中心的電話。

### **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 instructions are not adequate or cannot realistically be followed at the time of the emergency, the staff will do what is in the best interest 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 illnesses.



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.

### 健康與安全

您子女的健康與利益對亞裔青少年中心是至關重要的。本中心設定以下說明保證您子女的安全。

**緊急資訊:**

每個學生都需要填寫緊急情況表。請家長每年或更改資訊後更新表內資訊。

**處方藥:**

安全起見，亞裔青少年中心不會給您的子女使用任何藥物。

**急救:**

如果學生受到小創傷，例如划傷或擦傷，教師會給學生進行急救然後學生可以返回教室。如果情況比較嚴重，教師會遵照緊急情況表上的指導。如果在緊急情況下，發現指導不準確或無法執行，教師會根據情況選擇對學生最有利的方法。

**疾病:**

如果學生有嚴重的扭傷、骨折及頭部創傷，本中心會通知家長。只有學生的家長/監護人及緊急情況表上填寫的人才能接管學生。

如果學生有疾病的癥狀或者傳染病的跡象，學生會被隔離，本中心會通知家長，請家長於1小時內將學生接走。學生患傳染病后，需要提供醫生證明才能重新入學。教師會根據州內規定指導學生洗手以降低傳染幾率。

### TRANSPORTATION CONSENT

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

#### 交通同意書

为了本中心及您子女的安全，亞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.

### 照片發佈

您將需要簽署一個照片發佈同意書，對於同意書上的條款，您可以選擇同意或不同意。

請理解，本專案主要由政府及私人機構贊助。照片將被使用於媒體發佈、市場推廣及報告記錄等用途。