Dear Wyngate Families,

Welcome to Huayuan Chinese Academy (HYCA)!  We received the classroom rental permit.  The after-school program will be held 5 days per week at Wyngate ES. The program starts on the first date of school- Tuesday 9/5/2017.

Due to school activities, we do not have classroom rental on 9/12/2017.  **The after-school program is closed on 9/12/2017.**

Please keep in mind the following important information:

**1**. **Tuition**: Please find the attached 2017 fall semester tuition rate and policy. Please include a $30 registration fee with your first check if you registered your child after 7/15/2017.  The monthly tuition should be sent by the 5th of each month to (a late fee of $50 will be charged if your envelope is not postmarked by the 5th).

Please write down your child’s name on the check memo line.  Please address your check to "Huayuan Chinese Academy"  and send it to:

**Huayuan Chinese Academy**

**PO Box #1212, Rockville, MD 20849**

**2. Classroom:** Our classroom is Clrm 12 G4.

**3. Teacher:** The teacher at Wyngate ES  is Ms. Hong LI

Phone#: 240-477-3040

Email: lihong850207@gmail.com

If your children (especially kindergarteners) need to be picked up, please contact the teacher directly.

**4. School calendar**: HYCA follows MCPS schedules. For detailed school calendar, please refer to [http://www.hychinese.org/school/canlendar.html](http://www.hychinese.org/school/canlendar.html%22%20%5Ct%20%22_blank). No classes will be offered on early release days and professional days.

**5. Textbooks:** HYCA adopts the textbook series of “Zhong Wen.” The teacher(s) will conduct an informal assessment with your child(ren) the first week of school and will let you know which levels of Chinese textbooks you need to buy. Please include the textbook fee in your tuition check or send it to our mailing address once you receive the textbooks. The textbook set (one textbook and two exercise books) costs $15.

**6.** **School policy:** Also attached is HYCA's school policy. Please review the doc carefully, especially for new parents. Our class time is from when the school is dismissed till 6:20 PM. Fees ($1 per minute) will be charged if you pick up your kids late.

**7. Emergency Procedures:** Please find attached emergency procedures at HYCA.

**8. HYCA's administration and staff team include the following:**

President: Haiying (Helen) Qin, haiyingq2001@yahoo.com, 240-205-5306

Principal: Xiaowen (Wendy) Wang, sww6868@gmail.com, 240-388-6339

Teaching Director: Yan Wang, yanwang234946@gmail.com, 301-367-7074

Administrative Associate: Li Zhang, li.zhangw12@gmail.com, 414-617-8689, in charge of handling incoming tuition, generating receipts, etc.

Please let us know if you have any questions.

Best regards,

The HYCA Admin Team