



## **International Parent Handbook**

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*International Student Services • 1501 Harbor Bay Parkway, Alameda, CA 94502 • Tel: 510-814-7321*

The International Parent Handbook is meant as a complimentary Handbook to the CCS Parent/Student Handbook and will only address areas of interest/concern to parents of international students. For all general student needs and requirements please see the CCS Parent/Student Handbook.

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## **WELCOME**

This handbook has been put together by the International Student Services Office in order to answer the questions that you as parents and guardians may have about sending your child off to school in a different country. We hope this handbook answers many of your questions, but encourage you to contact us if you ever have any questions about our policies, procedures, and support services.

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## **Section 1: Expectations**

### **[CHINESE CHRISTIAN SCHOOLS]**

With 31 years of providing students with high quality education, Chinese Christian Schools (CCS) strives to develop students not just academically, but also personally and spiritually. Our staff is comprised of uniquely qualified individuals who feel led use their experience and background to work with students.

### **[INTERNATIONAL STUDENT SERVICES]**

International Student Services (ISS) will provide numerous support services to you and your child, including communication, housing, personal, and cultural support. For a complete list of services, please see the International Student Handbook.

### **[HOST PARENTS]**

Host Parents will be your child's second family. They have been extensively interviewed, passed background checks, and were selected for their genuine desire to invest themselves in the life of an international student. Not only will they provide your child with housing and food, but also more importantly, they will love and support your child as he or she grows and changes while studying abroad in America.

### **[YOU]**

You as parents are a vital part of you child's success in their international exchange. Although you will be far away in distance, your encouragement and pro-active involvement in their life in and outside of school will help your child know that they are still close to your heart and on your mind.

### **[YOUR CHILD]**

We expect all our students to be active learners in and out of school. They should come with a desire to learn and grow.

## Section 2: School Life

### [REACHING YOUR CHILD AT SCHOOL]

#### **How can I reach my child by telephone?**

If you need to reach your child during school hours, please call the CCS school office. (510-351-4957) Office staff not only speaks English, but also Cantonese and Mandarin.

#### **How can I reach my child by e-mail?**

Each student will have a school email address. He or she will be given this information at the beginning of school.

#### **How can I reach my child by mail?**

Mail and packages may be sent to your child's guardian's address once he or she has been matched. Please do not send your child packages at the school address unless your first receive permission through International Student Services.

### [ACADEMIC CONCERNS]

#### **How can I keep up to date on my child's academic life?**

One of the best ways that you, as overseas parents, can keep abreast to your child's academic life is to regularly check two important websites.

Powerschool: <https://ccs.powerschool.com/public/>

You and your child will be given a user name and password to access Powerschool. You can use this website not only to monitor his or her grades and classes, but also to find other helpful school information such as the number of times your child is late to class, if your child needs to add money to his or her lunch account, and when assignments are missing or late.

School website: <http://www.ccs-rams.org/>

On our school website, you will be able to find out about upcoming events, information about our staff, as well as other important school news.

#### **What guidance is available to a student with respect to his or her academic program?**

After acceptance into CCS, our College Advisor will assist your child in choosing classes that are most suitable towards his or her academic goals and needs.

Acceptance into the school does not guarantee graduation and a high school diploma. Generally speaking, if he or she has attended our school for only one year, they will not fulfill graduation requirements because often credit from the school at home will not readily transfer. However, if your child chooses to attend our school for consecutive years, it is more likely that he or she will be able to meet graduation requirements. If the student desires to graduate from our school, and it is possible to do so, he or she needs to find out this information as early as possible so that our college counselor can help facilitate the process.

Students are expected to familiarize themselves with their diploma requirements. This information is found in the Student Handbook. The school's College Advisor will work with each student to ensure that they are in classes that will fulfill graduation requirements if that is your child's end goal.

#### **Who should my child go to if he or she has academic concerns or questions?**

If the concern or question is particular to one course, your child should speak directly to the teacher to request clarification of a grade, extra help, or other assistance. The College Advisor and school administration are also available to help students with academic issues questions.

### **What happens to students in academic difficulty?**

Students who encounter academic difficulty will have access to a large support network readily available to them. Given the pace and vigor of our academics, students need to seek academic support as soon as they realize that they are experiencing difficulties in keeping up with the demands of a class (or classes).

*STEP 1:* If your child is having difficulty in a class, he or she should tell the teacher. Instructor(s) can assist the student in determining what may be at the root of the difficulty and help design specific steps to address the situation at hand. Many teachers regularly offer extra help to students who might need it and ISS students may use the after school homework help program at no additional cost.

*STEP 2:* ISS staff should also be notified if your child is struggling in a particular class. They can provide encouragement, counseling, and assistance. They will also work with your child's teacher to develop an action plan for overcoming the problem.

*STEP 3:* If extra help is needed beyond what the instructor(s) can provide, hiring of an individual tutor might be recommended. The College Advisor or ISS staff will be able to recommend tutors to your child upon request. These extra individual tutoring services do not fall within the tuition and fees and are an additional cost. Depending on the type of tutor, subject, and experience, tutoring fees generally range from \$30-\$45/hour.

### **What if my child is not accustomed to speaking up in class?**

Many students are not accustomed to the interactive teaching styles used by our teachers. We recognize that for some it will take more time to develop a comfort level sufficient for full participation in our class discussions.

We also recognize that some students are, by nature, quieter than others. However, we do expect that all students will find a way to actively participate in class discussions. If your child finds it difficult to speak up during class, encourage him or her to prepare well for class. It is much easier to jump in to the discussion if you are, at least, familiar with the topic. Also, suggest that he or she discuss this matter with the instructor. Teachers can often make some suggestions for becoming more actively involved in class discussions.

## **[ATTENDANCE]**

### **What if my child must miss a class due to illness?**

If a student is not feeling well enough to attend classes, he or she must inform his or her guardian. The guardian will determine whether or not the student should stay home to rest, go to class, or take another action. If the guardian determines that your child should stay home to rest, they will inform the school office of your child's absence.

### **What if there is a family emergency and my child needs to return home suddenly?**

We understand the need for students to be with their families and close friends when there is a family emergency, such as a death in the family. If such circumstances arise, please contact your child's guardian and the International Student Service Office. It is a good idea to let an adult on campus know prior to informing your child so that we can be there to provide support and comfort. We will help you to make arrangements for your child's return home.

During these times, the student often feels pressure and stresses due to his or her desire to attend his or her classes and the need to be at home with family. We will do our best to ease that tension by excusing absences, obtaining assignments to be done at home, or extending deadlines for work. However, it is important that your child not be away too long as it will only make returning to school more stressful if he or she misses too much school work.

## **[TRAVEL]**

### **Will there be somebody who will pick up my child from the airport?**

If your child is in our Host Family Program, a school staff or your child's host parents will provide transportation to and from local airports at the beginning and end of each term. This is worked out on an individual basis, depending on if the host parents are available to pick up your child. Students not enrolled in our Host Family Program should make arrangements with his or her guardians for airport pick-up.

### **What if my child's flight is delayed and he or she will be late arriving at school?**

In this circumstance, please notify the International Student Services Office and whoever is picking up your child as soon as possible at (510) 814-7321. If no one answers, please leave a detailed message, including:

- Your child's name
- Airline name
- Flight #
- New expected arrival time in the U.S.
- A phone number where we can reach you (including country code).

Before departure, students enrolled in our Host Family Program will receive an email from ISS, which contains details on who will be picking him or her up from the airport. Another emergency phone number will be provided in that email. Students should carry both the school's phone number (510) 814-7321 and the emergency phone number with them when they travel.

### **Which airport do you recommend?**

There are 3 major airports nearby:

- Oakland International Airport (OAK) [www.oaklandairport.com](http://www.oaklandairport.com)
- Mineta San Jose International (SJC) [www.sjc.org](http://www.sjc.org)
- San Francisco International Airport (SFO) [www.flysfo.com](http://www.flysfo.com)

### **If I can't find a conveniently scheduled flight, can my child arrive late when returning to school from vacation or depart school early for a vacation?**

In order to maintain the structure of all of our classes and to be fair to our teachers, we require that students arrive on time for the start of each semester and stay through the last class on the last day.

New students must arrive at least one week before the start of the semester. Returning students should arrive the weekend before school begins. The dates of return will be given out by ISS. Therefore, you should arrange your child's travel schedule so that he or she is able to attend all required classes and school functions during the school year using the dates given by ISS. Students who are absent may be held accountable through our disciplinary system.

### **How often can my child return home?**

During the school year, from late August to early June, students will have several longer holiday breaks as well as shorter one-day breaks. The major breaks are:

- 2 weeks in late December for Christmas vacation
- 1 week in late March or early April for Spring break

Please see the school calendar for exact days.

Because of the long distance and time requirements needed to travel home, we ask that our international students only consider going home during the two week Christmas vacation. If students choose to go home during these two weeks, they cannot leave before the last day of classes in December and must arrive back in the area before the start of the new school semester in January. Please also remember that students will have jet lag, therefore, having them arrive back in the area a few days before the start of school is ideal. You should consult with your child's guardian or host parents before making any travel arrangements.

If students plan to attend CCS for several consecutive years, they are required to return home every summer in between academic school years unless they are taking approved summer school courses. Students planning to travel outside of the U.S. must see the foreign student

advisor and obtain an endorsement from the DSO on page 3 of the SEVIS Form I-20. When returning to the U.S., students must present a valid I-20 Form with the DSO signature showing that the student is active and in good standing with the school's program.

### **[COLLEGE ISSUES]**

#### **At what point should we begin to think about the college application process?**

The college application and decision process is important, but not so important that it needs to begin in the ninth grade. It's usually not helpful to put too much pressure on a student about colleges early on; as a matter of fact doing so can be counterproductive. However, course planning begins early in a student's high school career. We encourage our students to choose a broad range of challenging classes while finding time to participate in extracurricular activities and interests. Colleges are also looking for students that are well rounded in all aspects of life, not just academics. Students can turn to our college counselor for more guidance on college preparation.

We are aware that some families are interested in thinking about the college application process earlier. However, we do caution you to be careful about this. Most students are not ready to do much thinking about college choices earlier than 10<sup>th</sup> or 11<sup>th</sup> grade. If you begin these conversations too early, it can put too much pressure on a student who is not ready to make such decisions yet.

#### **Where have CCS students gone to college in recent years?**

CCS is proud of its history of helping students choose colleges appropriate to their interests. Past graduates have been accepted at: UC Berkeley, Los Angeles, San Diego, Irvine, Davis, Merced, Riverside, Santa Barbara, Santa Cruz; CSU East Bay, Fullerton, San Jose, San Francisco, San Diego, Pomona, Sacramento, San Luis Obispo; Biola, Boston University, Carnegie Mellon, Chinese University of Hong Kong, Columbia, Cornell, Georgetown, Harvey Mudd, Johns Hopkins, Stanford, University of the Pacific, University of Southern California, University of Washington, Willamette, Pensacola Christian, Westmont, George Fox, Northland, University of Toronto

## Section 3: Host Family Program

### **What is the Host Family Program?**

While all international students are part of and will benefit from our International Student Services, those students who need housing are enrolled in our Host Family Program.

### **How are housing assignments and host family matches made?**

ISS looks at each student's and each family's application, reference forms, and individual circumstances to make the appropriate match between host families and students. Although we try to keep each student's preferences in mind while making a match, we ultimately match students with host families whom we believe will make the most positive impact on the student's study abroad experience.

### **My child is use to having his or her own room. Will my child have his or her own room?**

Every host family's home is different. In some host family's, the student will share a room with a host family child of the same sex and similar age. In other host families, the student will have his or her own room. We believe that many valuable life lessons are learned through sharing a room with another child or student. Lessons in flexibility, patience, giving, and sharing can be used in and out of the classroom as your child learns to work in cooperation with others.

### **What if my child doesn't get along with his or her host family?**

ISS staff is ready to assist students if they encounter conflict with their host family. If your child is having a problem, encourage him or her to talk to the host parents. Most situations can be worked through with a bit of help and encouragement, but host parents cannot help if they do not know about the problem. Also, it is important for students to speak up early, as relatively simple problems can become more complex and difficult if left unresolved. Students learn a lot about themselves and others as they work to solve these real-life issues. *ISS does not move students from host families unless all other possible solutions have been attempted.* We will work with the host family and your child to handle any issues that may arise.

### **What if I have a concern about my child's host family?**

ISS staff is here to support both you and your child. Any concerns that you may have with regards to your child's host family should be brought to the attention of ISS staff. We will promptly address concerns with great care and attention.

### **If my child is over 18, is he or she still required to live with a host family? Can we rent an apartment and have our child stay there on his or her own?**

In the States, anyone who is 18 is considered an adult and can make adult decisions. However, it is the policy of CCS that any student over the age of 18 still needs to live with a guardian. In the past, we have had students move out on their own, only to discover how difficult it is to live on their own without the support of a host family or guardian. Therefore, we do not allow students to live on their own.

### **What should we bring for the room? May we bring furniture such as a computer table or a sofa? What appliances are allowed or prohibited?**

Host families will provide a room furnished with a bed, mattress, desk, desk chair, desk lamp, and a bureau or closet space for your child's clothes and other possessions. Students who bring a computer and printer with them usually put these items on or next to their desks. Please note that the school does not insure student belongings.

### **May students have pets?**

Some host families have pets, so it is important for students to specify on their applications whether or not they are allergic to certain types of animals. If students wish to have a pet, they must discuss this with their host parents and natural parents and receive approval from both. All costs and care relating to the student's pet are the sole responsibility of the student.

**Can my child's belongings be stored over the summer if he or she plans on returning to school the following school year?**

Students must bring home all of their belongings over the summer unless housing arrangements have already been made for the following school year.

**[FINANCES]**

**What does the Host Family Program fee cover?**

The Host Family Program fee includes:

ISS Services: New and Returning student orientation, academic and cultural support, Host Family support, ISS quarterly activities, and a variety of other services.

Host Family: Room and Board, utilities, use of general household items, up to 3 meals per day on non-school days, reasonable transportation to and from school activities, and family activities.

The Host Family Program fee does NOT include your child's school fees, school uniforms, books, the school lunch program, personal toiletry items, clothes, personal entertainment or activities with friends.

The Host Family Program fee is a one-time fee that can be paid in full at the beginning of the year or in two installments at the beginning of each semester. Although this fee covers a full 10-month Host Family stay, it is not based on the number of days or weeks that a student is with the Host Family. Therefore, if a student chooses to return home for two weeks during the winter break or leave early at the end of school, there will be no adjustment of the fees and no refunds. The Host Family Program runs from August 15-June 15 of the next year.

**[LAUNDRY]**

**How will students do their laundry?**

Students will be able to use their host family's washer and dryer. Students are expected to wash and fold all their own laundry. Host families will show students how to use the machines when they arrive.

**[MEALS]**

**Where do students eat?**

For lunch on school days, students use their student IDs to buy lunch in the school cafeteria. The cost of the lunch is then automatically deducted from the student's pre-paid lunch account. The host parents will provide all other meals at home.

**What happens if my child does not like the food in the school cafeteria or the food provided by the host family?**

If students require a special diet (anything outside of what is normally provided), you should inform ISS *before* the student arrives in the States so that we can inform your child's host family. While some adjustments might be made to accommodate food preferences, *your child should be prepared to be flexible and willing to try new foods. Students are expected to adjust to his or her host family's diet.*

**[TRANSPORTATION]**

**How will my child get to and from school?**

Your child's host family will make arrangements for transportation to and from school and other activities; this may include taking the school bus, intercampus shuttle, or carpooling. Any costs relating to transportation to and from school will be the responsibility of the host family. This should be discussed and agreed upon before the start of school if possible.

**Can my child use public transportation?**

While we leave this decision up to you and your child's host parents, for safety reasons, we strongly recommend that first year students not be allowed to take transportation without adult supervision.

**Can my child get a California Driver's License?**

Please ask ISS for our ISS Student Driver's License Policy if your child is interested in obtaining his or her driver's license.

**[HOLIDAYS]****What happens during holidays, especially long holidays such as the two-week Christmas break?**

We are well aware that it may be difficult and expensive for your child to return home during school vacations. If his or her host family is going on vacation or is unable to host your child during the holidays, arrangements will be made with another host family or with school staff who are willing to welcome international students into their homes for the holidays.

If your child would like to stay over the summer months to take approved summer school classes, please inform ISS as soon as possible. Although not guaranteed, we will make every effort to place them with a host family over the summer months. Students who are not in an approved summer course should plan to return home within a week of the end of school.

**What happens if my child's host family wants to go on vacation?**

If your child has been invited to go along with his or her host family on vacation, all costs related to the trip should be clearly defined beforehand. Costs related to vacations are the responsibility of you and your child unless otherwise stated by the host family. Host parents are not required to pay for your child to participate.

If your child chooses not to join the family vacation and/or your child's host parents need to go out of town for a few nights, temporary housing arrangements will be made with another approved host family. You will be informed of the temporary housing arrangement beforehand.

**Can my child travel by him/herself? What about with friends or relatives?**

While your child will not be permitted to travel by him/herself unless going home or to a relative's home, your child may travel with friends or relatives. You must provide us with written permission with the relevant information (including contact information of the adult in charge).

## Section 4: Adjustments

### **What is the best way to reach ISS staff?**

You can reach International Student Services by phone or e-mail. You are always welcome to schedule an appointment when you are on campus, as well.

Telephone: (510) 814-7321

E-mail: [studentservices@casalameda.org](mailto:studentservices@casalameda.org)

Skype: intlstudentservices

### **What should I do if my child is homesick?**

Many new students (and some returning students) experience some level of homesickness.

The following are some ways that a parent or guardian can help a student over this hurdle:

- Assure him or her that this is a natural, common experience over which he or she has a good deal of control.
- Your child should plan to pack little reminders of home: a favorite poster from his or her bedroom, a special stuffed animal, and pictures of special places and people are all great ways to ease the transition.
- Please speak to Student Services to let them know what you observe. Oftentimes, especially when new to the school, students do not feel comfortable sharing their feelings with faculty. Instead, they put on a happy face and tell us that everything is "fine." Please let us know if everything is not "fine."
- Encourage your child to get involved in activities (sports, clubs, volunteering, etc.). There are many exciting opportunities at the school, such as sports, drama, and clubs. Keeping busy is a great treatment for homesickness.
- Help your child to focus on the things that he or she likes here at school.
- Encourage regular, scheduled e-mails, letters, or calls. Knowing that he or she will be speaking with a parent or loved one at a specific time can free a student's energies for other things. Parents often ask how frequently they should call. Ultimately, this is a personal decision, but be sure that you follow your child's cues about the frequency of contact, even if you are (and you probably are!) missing your child a great deal and would like to communicate with him or her more frequently.
- Encourage your child to get adequate sleep, nutrition, and exercise, all of which affect overall mood and health. For this reason, we discourage late-night phone calls with family and friends.
- Encourage your child to talk to someone about his or her feelings: teachers, faculty members, host parents, or ISS staff are all available to help your child with transition.
- If the homesickness does not seem to ease and you remain concerned about the impact of your child's mood, please contact ISS staff.

### **What if my child is a bit more quiet or introverted by nature?**

Many of our students find it difficult to reach out to others when in new situations. With the help of our faculty and student leaders, we do our best to help new students to get to know the other students and to involve them in school life. Usually students will become more comfortable with time. If you anticipate that your child may have some difficulty in this area, please talk to ISS staff.

### **Who helps my child manage his or her time?**

Each student is expected to manage his or her own time. If your child needs additional help managing his or her time, please encourage them to talk to ISS or their host parents/guardians to consider additional strategies.

## **Section 5: Guardianship Concerns**

### **Who is the legal guardian of my child?**

If your child is staying with relatives or family friends, they will be your child's legal guardian.

If your child will be staying with a host family, the host family can be named as your child's guardian.

After you decide who is going to be your child's primary guardian, you should fill out the Guardian Authorization Form naming the guardian. It is also important to complete the Off-campus Permission Form. This form is very important in order for ISS, the school, and your child's host family/guardian to know what is allowed of your child.

### **We have relatives living in the United States. Can they be my child's legal guardians?**

In order to provide a safe, nurturing environment for your child, we request that your child's guardian live in the San Francisco Bay Area, preferably within a 30 minute drive of the school. Guardians should be nearby in case of emergencies; therefore if your relatives do not live in the area, we ask that you name your child's host family as his or her guardian. In case of emergency, contacting a relative or guardian who is *not* in the area will cause unnecessary delays and complications.

### **What happens when emergency medical issues arise?**

When a medical emergency arises, it is up to the discretion of your child's guardian as to what necessary action should be taken. In all cases, they or ISS staff will, of course, make every effort to contact you immediately. If however, you cannot be reached before a decision needs to be made regarding treatment, by signing the authorization form, you give your child's guardians the authority to make medical decisions for your child.

Your child will be required to purchase emergency medical insurance during his or her stay in the United States. This insurance will hopefully cover most, if not all, of the costs for any medical emergency.

### **How will I know what is going on with my child?**

International Student Services will meet regularly with your child to ensure that they are doing well in all areas of their life – academic and beyond. New students will be met with more frequently than returning students. The best way to know what is going on with your child is to have open and honest communication with your child and his or her guardians.

We send out ISS International Parent Newsletters every other month. These newsletters will keep you connected with events at school and important dates and reminders. We will also communicate with you by email or phone if any concerns with your child happen to arise.

## **Section 6: Medical Concerns**

### **What should my child do if he or she gets sick?**

Your child should inform his or her host parent or guardian if not feeling well. Depending on how the student is feeling, a sick student may contact teachers for assignments or wait until he or she is feeling better to do the work. When a student needs to miss several days of school due to illness or injury, teachers are usually quite accommodating, but they still need to hold students responsible for the course requirements and material.

### **How can my child find a physician specialist, dentist, orthodontist, or therapist in the local area?**

Although all normal or regular medical needs should be previously addressed in the home country, the school nurse is more than happy to refer students to local practitioners if an urgent matter arises. If there is an urgent need for your child to see a physician, dentist, or therapist, our staff will do what they can to help your child make an appointment.

We do ask that non-emergency appointments be scheduled during a student's free time. We understand that this is not always possible, but ask that every effort be made to avoid absences from class.

All costs relating to non-emergency medical appointments are the sole responsibility of you and your child. Before your child is treated, you should make sure he or she has adequate funds to pay for care. We do not allow our host parents to make payment for their international students. Routine medical, dental, and eye exams are NOT covered by the emergency insurance provided by the school.

### **What is the ISS health policy on alcohol and other drugs?**

ISS, in conjunction with the school rules, believes that alcohol and other drug use interferes with educational learning and healthy development. We work with students to prevent drug misuse and abuse through education, early identification, and intervention.

If a student is discovered using, misusing, possessing, distributing, purchasing, or selling alcohol or other drugs, this infraction will be treated as a major disciplinary offense and may cause expulsion from the school. It will in most cases also require that we notify local law enforcement for further investigation. However, the student's health and wellbeing will always be our primary focus. He or she will be evaluated by our school nurse or other health professional and offered the appropriate support and care.

### **What is the school policy on prescription drugs?**

State law prohibits children from possessing prescription drugs on campus. Students needing to take medication during the school day must give it to the school nurse, along with a written note of instructions from a parent or doctor. The nurse will call in the student to take the medicine at the designated time. The medication should be in its original container.

## **Section 7: Emergency Concerns**

### **[CAMPUS SAFETY]**

#### **How does the school provide for students' safety?**

The school strives to provide a safe learning and working environment for students at all times. While we hope these will never have to be put into use, we routinely conduct fire, earthquake, and lock-down drills. In addition, all our staff have current certifications in first aid and cardiopulmonary resuscitation (CPR). We encourage students to let us know if they have any safety or security issues.

#### **Is the campus and surrounding area safe?**

Members of the school community feel very secure walking around campus. However, students, faculty, and staff should use some common sense in day-to-day living. For example, we ask students to stay on well-lit paths and to travel in groups after dark.

#### **Is the San Francisco Bay Area a safe area?**

We are very thankful that nothing very threatening has ever happened to our students. However, we always advise students to be wise about whom they go with and where they go. While many international students are used to taking public transportation by themselves in their home countries, we strongly discourage students from taking public transportation. Not only are they unfamiliar with the area, they could potentially end up going to an area which is not safe. We advise students to use common sense and extra caution when going out with friends. Students should not walk alone if at all possible and always let their guardian know where they are going, whom they will be with, and how they can be reached. Common sense should always be used.

### **[IN CASE OF EMERGENCY]**

#### **Whom should I call in an emergency?**

For emergencies, such as an illness or death in the family or a concern about your child, you should start by contacting International Student Services. If you do not reach an ISS representative in a timely fashion, please contact the school office (510-351-4957). The office is usually open Monday through Friday during business hours. After hours or during weekends, you can contact ISS at the provided emergency number. ISS staff will return your call as soon as possible.

#### **Whom should my child call in an emergency?**

Again, depending on the type of emergency, your child can turn to many different people. If a student needs emergency medical attention and needs to get to the hospital immediately, he or she should tell his or her guardians. If your child is on campus when an emergency occurs, he or she should contact CCS staff or the school office immediately.

Anywhere in the United States, a person with a life or death medical or police emergency can dial 9-1-1 from any telephone. The student should be prepared to give their name, location, and state the nature of the emergency.

If a student is ill, injured, or in distress, but doesn't need emergency care, he or she can contact a Student Services staff, faculty member or the school office. If a student has another urgent matter that comes up, such as a death in the family or a personal concern, contact should be made with Student Services to discuss what he or she can and should do.

#### **What should I do if I have bad news to convey to my child?**

We strongly recommend that you alert your child's host family/guardian or International Student Services prior to, or soon after, contacting your child. This way, there will be someone here who can check on how your child is doing and offer support. If you cannot reach either of these individuals, please contact the school office.

## **Section 8: Financial Concerns**

### **When is tuition due? When will I receive my tuition bills?**

International students are billed in advance for one semester. Bills will be sent in June and January. All tuition questions can be addressed to the school registrar.

### **What additional expenses can we expect during the school year?**

You can anticipate that your child will need to purchase textbooks, school supplies, and the school uniform. Other school expenses might include: fees for playing sports, school field trips and outings, and special banquets or activities. With the exception of school uniforms and new textbooks, your child may deduct all other school related expenses from the required \$2000 deposit in his or her school account. Any money remaining in the account at the end of the school year will be credited to your child or carried over for the following school year.

Your child may also want or need money for some miscellaneous items such as: snacks, or a meal at a local restaurant; outings to the mall, movies, the theater; athletic equipment; clothing; computer software or games; health and beauty aids; over-the-counter or prescription medications, etc. Please take time to sit down with your child before he or she departs to discuss a financial budget.

### **How much spending money should my child bring for a year?**

Personal expenses vary a great deal. You and your child should discuss what you can afford and what you think is an adequate amount for spending money. Students should have some source of emergency funds whether that is access to an ATM card, a credit card, or a checking account for which the student has signatory rights. The most convenient way for students to obtain cash is with an ATM card. While we understand you want to provide your child with spending money, we also strongly advise you NOT to deposit large sums of money (greater than \$500) into their accounts at one time. For many students, this is their first time having to handle their own money. Some find this very difficult. It is very important for you to sit down with your child before they leave and discuss a reasonable budget for their spending money (ex. \$150-200 per month).

### **Are there low- or no-cost activities available on campus?**

Yes. Students can attend club meetings and events or athletic events free of charge. They can also play sports, borrow books from the Library, and participate in many free community activities in addition to many other school activities. Our ISS staff works to plan a variety of events on and off campus, which may or may not cost additional funds. If a student would like to participate in such events but does not have sufficient funds to do so, he or she should discuss this with ISS staff, as there is often financial aid available. We do not want financial need to prevent a student from participating in some special events.

### **Can students save money on textbooks?**

We realize that purchasing new textbooks at the beginning of each school year can add up to be quite an expense. Used books may be sold or purchased at the end of each school year during the annual textbook resale for a discounted price. New students can purchase any remaining used textbooks at the beginning of the school year during Orientation. Families are also encouraged to shop online to find potential bargains on new and used textbooks.

### **What is my child's responsibility if he or she wants to join a school team?**

Students who are interested in joining a school team should read the CCS Sports Manual (available on the CCS website) for more information about requirements and fees. If a student anticipates difficulty meeting such expenses, he or she should discuss this matter with the Athletic Director. We do not want to see financial needs stand between a student and participation in the athletic program.

### **Can my child get a job on or off campus?**

Although students can do occasional work such as babysitting or yard work, the visa does not allow them to have a regular paying job.

## Section 9: Parent Involvement

### [PARENT VOLUNTEER OPPORTUNITIES]

#### **Will I be asked to contribute financially to the school?**

Although not required, we do invite parents to contribute to the school. Each year, donated funds are used to support some of the school's most critical programs, particularly faculty salaries and student scholarships. All donations are completely voluntary.

#### **Are there other ways for me to contribute to the life of the school?**

If you will be in town for any length of time, please be sure to attend some school events. Whether it is a student theatrical performance, an athletic event, or parent meeting, we encourage parental participation. Attending such events will give you another window into the life of the school and an opportunity to become a direct participant in school events and your child's life. You can keep up to date on current events by consulting the school website.

### [COME VISIT US!]

#### **When is a good time to visit my child at school?**

We recommend that parents come with their students to drop them off at the beginning of the school year and/or wait until the last quarter to come and visit. Since your child may be homesick for the first few months, we ask that you *not* visit them during this time as it makes transitions much harder and disrupts their education focus. *For this reason, parents will not be allowed to visit for the first semester.*

#### **What hotels in the area would you recommend?**

*Hampton Inn & Suites*

[www.oaklandairport.com](http://www.oaklandairport.com)

Address: 1700 Harbor Bay Parkway, Alameda, CA 94502 • Reservations: 1-510-521-4510

Located just down the street from CCS's Alameda campus (about a 3 minute walk).

Mention CAS to receive a discounted price.

*Hilton Oakland Airport*

[www.hilton.com](http://www.hilton.com)

Address: One Hegenberger Road, Oakland, CA 94621 • Phone: 1-510-635-5000

Located near CCS's Alameda campus.

We also encourage you to find a hotel that is closer to where your child is living. Our child's host family or guardians may be able to give you suggestions and recommendations as to good places to stay in their city.

#### **If we come visit our child, can we be picked up at the airport?**

The school cannot provide transportation for visitors. However, many hotels in the area provide pick-up and drop-off to local airports.

#### **What if we want to come with our child to drop him or her off at the beginning of the school year?**

We encourage all parents to come and visit our school at the beginning of the school year. Not only does it help your child transition to living in the United States, but it is also a good way to see where, and with whom, your child will be living and going to school.

#### **Can we stay with our child's host family?**

If your child is living with one of our host families, usually there is not room for extra guests. As a courtesy to your child's host family, we ask that you make reservations at a nearby hotel.

LAST REVISED: 3.2.2011