

ACES Youth Chinese Program Parent Handbook

For parents and guardians of enrolled students

School year 2026-2027

Effective September 24, 2026

DG Zenith Academy Inc. dba ACES Learning Center dba Austin ESL School

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Document	ACES Youth Chinese Program Parent Handbook
Owner	DG Zenith Academy Inc. dba ACES Learning Center dba Austin ESL School
Applies to	Youth Chinese Program only
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Supersedes	All earlier Youth Chinese handbook editions and any conflicting website or enrollment language

This handbook gives parents the controlling description of the Youth Chinese Program. It explains the instructional scope, daily custody-transfer procedures, tuition, communications, safety notice, and parent responsibilities. If an older website page, flyer, form, or handbook conflicts with this edition, this edition controls and the older material should not be relied upon.

Program identity and legal status

The ACES Youth Chinese Program is not licensed or regulated by Texas Health and Human Services Commission Child Care Regulation. It is not a licensed child-care facility, day-care center, or licensed before-school or after-school program, and it does not offer child-care services.

Austin ESL School, formerly ACES Learning Center, holds institutional accreditation from the Commission on English Language Program Accreditation. The institutional accreditation record includes the Chinese Program as a Youth Program. CEA accreditation is educational accreditation; Texas HHSC independently determines exemption from child-care regulation.

The program's sole instructional subject is Mandarin Chinese language and literacy. It serves students ages 5 through 13 who attend public-school grades kindergarten through grade five. Current placement is by Mandarin proficiency and instructional need.

Calendar and operating period

- Days: Monday through Friday.
- Terms: August through December and January through May.
- Calendar: Round Rock Independent School District academic calendar.
- Children may be present during the regular 3:20-5:50 p.m. custody window; direct instruction is 3:40-5:30 p.m.
- No full-day program is offered during holidays, staff-development days, winter break, spring break, or summer.

Daily schedule

Time	Classification	What occurs
3:20-3:40 p.m.	Arrival and custody transfer	A parent or authorized independent provider hands the student directly to an assigned ACES teacher in the lobby. The teacher records attendance. Students sit quietly in the lobby or Room 115. No organized activity or unrelated service is offered.
3:40-3:45 p.m.	Direct Mandarin instruction	Mandarin attendance exchange, oral warm-up, and retrieval of prior language targets.
3:45-4:00 p.m.	Direct Mandarin instruction	Listening and pronunciation practice, including tones, Pinyin, sound discrimination, teacher modeling, and guided repetition.
4:00-4:20 p.m.	Direct Mandarin instruction	Textbook vocabulary, meaning in context, character recognition, and guided language production.
4:20-4:40 p.m.	Direct Mandarin instruction	Chinese reading, comprehension questions, oral fluency, and recitation.
4:40-5:00 p.m.	Direct Mandarin instruction	Character writing, stroke order, dictation, grammar, and sentence formation.
5:00-5:15 p.m.	Direct Mandarin instruction	Structured speaking through dialogue, descriptions, and lesson-based language role-play.
5:15-5:25 p.m.	Direct Mandarin assessment and instruction	Individualized proficiency practice and formative oral, reading, and written assessment with corrective teaching.
5:25-5:30 p.m.	Direct Mandarin assessment and instruction	Mandarin recap, exit assessment, and immediate corrective feedback.
5:30-5:50 p.m.	Dismissal and custody transfer	Students sit quietly in the lobby or Room 115 with the assigned teacher. The teacher verifies the parent or authorized pickup person, records departure, and releases the student directly. No organized activity or unrelated service is offered.

The entire 3:40-5:30 p.m. period is direct Mandarin instruction or Mandarin proficiency assessment. There is no scheduled instructional, snack, recreation, homework, or screen break. A student may request restroom access or water as needed while instruction continues for the class.

Arrival and custody transfer

1. Do not leave a student before 3:20 p.m. during regular operation. A parent or authorized independent provider must enter the lobby and hand the student directly to an ACES teacher.
2. The teacher records the student's arrival on the attendance roster. Custody does not transfer through curbside drop-off, an unattended lobby, a sibling, or an unconfirmed message.
3. From 3:20 to 3:40 p.m., the student sits quietly in the lobby or Room 115 under the assigned teacher's supervision. ACES offers no organized activity or unrelated service during this period.
4. Notify the teacher or program office when a student will be absent or late. Transportation-related notices must be directed to the independent provider, not ACES.

Dismissal and custody transfer

1. At 5:30 p.m., the assigned teacher escorts the class to the lobby or Room 115. Students remain seated quietly until release.
2. A student is released only to a parent or adult listed in the student's authorized-pickup record. Staff verify the person and record the departure time.
3. The regular pickup window is 5:30-5:50 p.m. No activity or service is provided during the pickup window.

4. After 5:50 p.m., the responsible staff member remains with the student and contacts the parent and emergency contacts. The late fee is \$10 for each 10-minute period after 5:50 p.m. Parents must ensure pickup before 6:00 p.m.
5. Send authorization changes in writing before dismissal. ACES will not release a student based only on an unverified telephone message.

Transportation

ACES does not operate vehicles or provide transportation as part of the Youth Chinese Program. ACES does not accept new transportation requests, schedule or change routes, dispatch drivers, collect new transportation payments, or handle transportation absences, delays, or cancellations. Any transportation is a separate arrangement between the family and an independent provider.

When an independent provider brings a student to ACES, the provider must hand the student directly to an ACES teacher. A provider may receive a student at dismissal only when the provider is listed as an authorized pickup person. ACES's responsibility is limited to accepting and releasing custody at the facility.

Instruction and academic progress

- Curriculum: level-specific Mandarin curriculum documented in the CEA accreditation records, using the Ma Liping sequence and approved supplemental Chinese-language materials.
- Instruction: listening, speaking, pronunciation and Pinyin, vocabulary, reading, character writing, grammar, sentence formation, oral expression, composition, and recitation.
- Placement: based on actual Mandarin proficiency; class content and textbook level may differ from a student's public-school grade.
- Home practice: teachers may occasionally assign Mandarin-only practice, primarily oral expression, reading, or character work. ACES does not provide school-homework assistance.
- Assessment: ongoing formative assessment and formal oral and written assessment at the end of each semester.
- Reporting: parents receive a formal progress report each semester and may request an academic conference.

Excluded services

The program does not provide school-homework help; math, English reading, science, CogAT, OLSAT, or other-subject tutoring; talent classes; chess; crafts; robotics; music; dance; sports; martial arts; recreation; free play; movies; cartoons; video games; screen entertainment; meals; snacks; food; beverages; camps; or full-day care.

No snack period is scheduled. Students may request water access. Cultural stories, poems, and recitation are used only as Mandarin language and literacy content, not as separate recreational or enrichment activities.

Tuition and fees

Fee	Amount and purpose
Registration	\$35
Books	\$70
Tuition	\$365 per month
Late pickup	\$10 for each 10-minute period after 5:50 p.m.
Transportation	Not a Youth Chinese Program fee. ACES accepts no new transportation payments.

Invoice due dates, withdrawal terms, refunds, and any payment-plan terms are governed by the signed enrollment agreement. No separate service is implied by payment of tuition.

Attendance and communication

- Teachers maintain a daily attendance and dismissal roster.
- Parents should promptly report absences and update telephone numbers, email addresses, emergency contacts, and authorized-pickup persons.
- Routine academic questions should be directed to the assigned teacher outside instructional and custody-transfer periods.
- Urgent custody or safety questions should be directed to Hui Quan at 512-284-1181.
- Parents receive progress information each semester and may request review of placement, assessment, or promotion decisions from the program director.

Health safety and physical-risk notice

Instruction occurs in ordinary classrooms. The program offers no sports, martial arts, playground, strenuous physical activity, or other physical-risk activity. As in any classroom and group setting, a student may nevertheless face ordinary risks, including slips, trips, falls, minor contact injuries while entering, leaving, or moving within the facility, and exposure to communicable illness.

- Do not send a student who has a fever, contagious illness, or symptoms that make classroom participation unsafe.
- Tell ACES about allergies, medical conditions, disabilities, or accommodations relevant to safe classroom participation and custody transfer.
- Do not send medication with a student unless the administration has approved a written plan. Staff do not provide routine medical care.
- In an emergency, staff may call 911, provide reasonable first response within their training, and contact the parent or emergency contact.
- Parents remain responsible for medical costs unless applicable law provides otherwise.

Student conduct and behavior support

Students must follow the Student Handbook. Teachers use redirection, instructional seating changes, private reminders, parent communication, and administrative support. ACES does not use corporal punishment, humiliation, food or water restriction, forced exercise, or unsafe isolation. Serious or repeated conduct may result in a conference, written plan, suspension, or dismissal.

Complaints appeals and nonretaliation

Parents should first raise an academic or classroom concern with the assigned teacher when appropriate. A parent may submit a placement, assessment, conduct, custody, safety, or policy concern directly to Hui Quan. ACES will document and review formal complaints, consider relevant records, communicate a decision, and prohibit retaliation for a good-faith concern.

Parent acknowledgments

- I understand that the Youth Chinese Program is a single-skill Mandarin instructional program and is not licensed or regulated by Texas HHSC Child Care Regulation.
- I understand the 3:20-3:40 arrival window, continuous 3:40-5:30 instructional period, and 5:30-5:50 pickup window.

- I understand that ACES provides no snack, unrelated academic service, recreation, screen entertainment, child care, or transportation service.
- I understand the ordinary physical risks described above and will provide accurate emergency, medical, and authorized-pickup information.
- I agree to follow the direct handoff and authorized-release procedures and the late-pickup policy.

Parent or guardian
name and
signature

Student name

Date