

ACES Youth Chinese Program Student Handbook

For students and their parents or guardians

School year 2026-2027

Effective September 24, 2026

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

13581 Pond Springs Road, Suite 200, Austin, Texas 78729

Hui Quan, PhD | 512-284-1181 | hui.quan@gmail.com

Document	ACES Youth Chinese Program Student Handbook
Owner	DG Zenith Academy Inc. dba ACES Learning Center dba Austin ESL School
Applies to	Youth Chinese Program only
Effective date	September 24, 2026
Supersedes	All earlier Youth Chinese handbook editions and any conflicting website or enrollment language

This handbook explains what students do from arrival through dismissal, how students participate in Mandarin instruction, and the conduct and safety expectations that protect an orderly language-learning environment. Students and parents should read it together before attendance begins.

Program purpose and 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 serves students ages 5 through 13 who are enrolled in public-school grades kindergarten through grade five. Placement is based on Mandarin proficiency and instructional need, not age alone.

School year and class day

The program operates Monday through Friday during the August-December and January-May school terms and follows the Round Rock Independent School District academic calendar. It does not provide full-day programming during school holidays, staff-development days, winter break, spring break, or summer.

Time	Classification	What occurs
3:20-3:40 p.m.	Arrival and custody transfer	Direct handoff to ACES staff, attendance check, and quiet seated waiting. No organized activity or unrelated service.
3:40-5:30 p.m.	Direct Mandarin instruction	Continuous Mandarin Chinese language and literacy instruction and assessment. No scheduled instructional break.
5:30-5:50 p.m.	Dismissal and custody transfer	Quiet seated waiting with the assigned teacher until direct release to a parent or authorized person. No organized activity or unrelated service.

There is no scheduled restroom or water break. A student may request restroom access or water when needed, and the teacher will manage the request while instruction continues for the class.

Arrival and attendance

1. Students may arrive only during the regular 3:20-3:40 p.m. arrival window. A parent or authorized independent provider must bring the student inside and hand the student directly to an ACES teacher.
2. The teacher records the student's arrival on the attendance roster. A student is never considered present until an ACES teacher has accepted custody.
3. Students sit quietly in the lobby or Room 115 with the assigned teacher until instruction begins. There is no snack, homework period, game, recreation, free play, or screen entertainment during arrival.
4. Parents should notify the assigned teacher or program office of an absence or late arrival as soon as practicable.

Mandarin instruction

- Students participate in direct Mandarin Chinese language and literacy instruction from 3:40 through 5:30 p.m.
- Instruction includes listening, speaking, pronunciation and Pinyin, vocabulary, character recognition and writing, reading comprehension and fluency, grammar, sentence formation, oral expression, composition, recitation, and proficiency assessment.
- Chinese cultural material may be used only as language and literacy content. It is not a separate art, craft, dance, cooking, recreation, or activity class.
- Teachers may assign limited Mandarin-only practice at home, primarily oral-expression, reading, or character practice. ACES does not provide school-homework completion or assistance.
- Formal Mandarin assessments and progress reports are provided at the end of each semester. Teachers also use formative checks during class.

Services not offered

The Youth Chinese Program does not provide or offer the following during the program day:

- school-homework help or tutoring in mathematics, English reading, science, CogAT, OLSAT, or any other school subject;
- talent, chess, art, craft, robotics, music, dance, martial-arts, athletic, or enrichment classes;
- recreation, free play, movies, cartoons, video games, or other screen entertainment;
- meals, snacks, food, or beverages, and no snack period is scheduled; or
- child-care, day-care, camp, full-day, or general after-school supervision services.

Student conduct

1. Treat teachers, staff, classmates, and visitors respectfully. Follow reasonable instructional and safety directions.
2. Participate in Mandarin instruction, bring assigned materials, and complete classwork and Mandarin-only home practice to the best of your ability.
3. Do not bully, threaten, harass, fight, use abusive language, or touch another person without consent.
4. Do not run, chase, climb on furniture, throw objects, or carry sharp, dangerous, or weapon-like items.
5. Keep personal electronics, toys, games, and unrelated books put away unless a teacher specifically authorizes an item for direct Mandarin instruction.
6. Respect school and personal property. A parent may be responsible for damage caused deliberately or through serious misconduct.

7. Remain with the assigned teacher or class. Ask permission before leaving the instructional area, including for restroom or water access.

Behavior support and discipline

Teachers use clear expectations, 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 parent conference, written improvement plan, temporary suspension, or dismissal from enrollment.

Dismissal and authorized pickup

1. At 5:30 p.m., students move with the assigned teacher to the lobby or Room 115 and sit quietly.
2. The teacher releases a student only to a parent or adult listed as an authorized pickup person. The teacher verifies the person and records the departure time.
3. Pickup should occur during the 5:30-5:50 p.m. window. No organized activity or unrelated service occurs during this period.
4. A late pickup fee of \$10 applies for each 10-minute period after 5:50 p.m. Parents must ensure that no student remains after 6:00 p.m.
5. A student may never leave alone, return to a classroom without permission, or leave with an unauthorized person.

Safety concerns and complaints

A student who feels unsafe, experiences bullying, or has an academic or conduct concern should tell the teacher, program office, or director. Parents may contact Hui Quan using the contact information in this handbook. ACES will document and review formal complaints and will not retaliate against a student or parent for raising a good-faith concern.

Acknowledgment

We have read and understand the ACES Youth Chinese Program Student Handbook, including the instruction-only schedule, conduct requirements, and custody-transfer procedures.

Student name and
signature

Parent or guardian signature

Date