

Tri-City Chinese School - Liaison

Responsibility Summary

- Responsible for all communications between TCCS, Ardenwood Elementary, and FUSD.
- Apply *Facilities Use Permit* for classroom use
- Update school calendar
- Review monthly rental invoices
- Communicate with all school departments to ensure classrooms and facilities meet the needs of various instructions and activities
- Coordinate with Class Reps to ensure Room Parent Duty is carried out in each class
- Attend staff / board meetings
- Prepare annual budget
- Manage lost and found Items

Ardenwood and FUSD Contacts

Name	Title	FUSD Department	Phone	Email
Pamela Fallon	Secretary	Ardenwood Elementary	(510) 794-0392 x 51402	pfallon@fremont.k12.ca.us
LaShaunta Payne	Office Administrator	Ardenwood Elementary	(510) 794-0392 x 51411	lpayne@fremont.k12.ca.us
Howard & Roberto	Custodians	Ardenwood Elementary		
Kathy Moyer	Secretary	FUSD Community Services	(510) 668-1609 x 12229	kmoyer@fremont.k12.ca.us
Scarlett Chang	Account Technician	FUSD Accounting	(510) 657-2350	schang@fremont.k12.ca.us

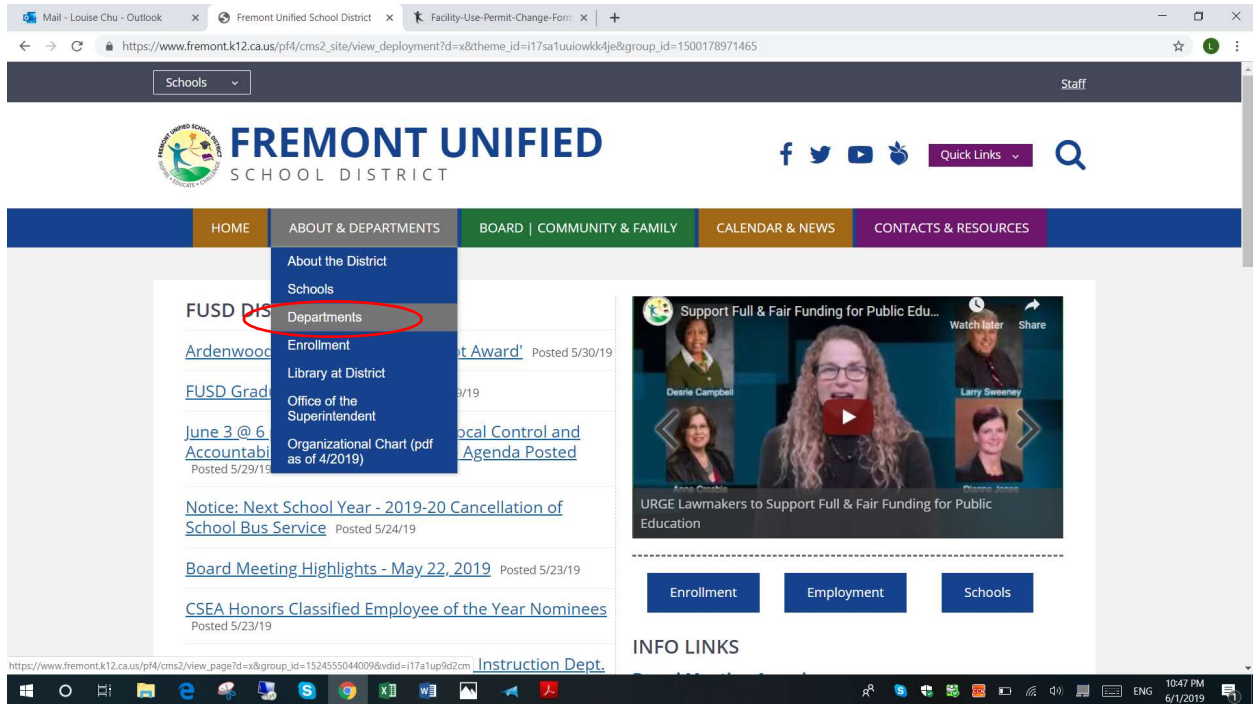
Monthly Task

Month	Task
July	<ul style="list-style-type: none"> ✓ Ensure all Permits submitted are approved. Any questions should be raised to FUSD Community Services.
August	<ul style="list-style-type: none"> ✓ Contact Ardenwood Elementary Secretary and Office Administrator remind them and their custodian of TCCS first day of school. Check the rental dates, number of classrooms, classroom number, time period for all classes, and MUR events listed on the approved permit versus the copy that the custodian has. Very Important!!! ✓ Review rental invoices and email to accounting for reconciliation. Once approved by accounting, request check payment from Accounts Payable. If denied by accounting, contact FUSD accounting technician to revise invoice. ✓ Update Classroom List Poster and Classroom Signs. Prepare a Communication Folder for each of the classrooms rented. ✓ Update Campus Map with classroom numbers and send it to Security Team. ✓ Email all class reps to remind them that they will assume the Room Parent Duties as listed on the school's website on the first day of school. A Room Parent Roster could be set so parents may assume the duty as scheduled accordingly throughout the school year. If no roster is set up, the Class Rep will assume the Room Parent Duty each week.
September	<ul style="list-style-type: none"> ✓ Please arrive at 8:15am or earlier on the first day of school. Put the Classroom List Poster and Classroom signage on the windows of each classroom. These Classroom listing are to be posted in the first two weeks of school. ✓ Check with Education Lead and Electives Team Lead to see if all the classrooms are okay with the teachers. If not, re-accommodate between teacher's assigned classrooms. ✓ If classes are added or cancelled. A <i>Permit Change Request Form</i> must be submitted to Ardenwood Office to add or cancel the rental as soon as decision is made. It usually takes up to 2 to 3 weeks before it is approved by FUSD Community Services and billing adjustments are then issued by the FUSD accounting department. ✓ Review rental invoices and email to accounting for reconciliation ✓ Important Events: <ul style="list-style-type: none"> <u>1st Parent Meeting – Welcome New Parents and Staff Speech</u> Email Ardenwood a week prior to the event to advise custodian to set up and have access to the following and update Activity Team Lead: <ul style="list-style-type: none"> ○ Tables / benches ○ Stage ○ Stage projector and/or projector screen ○ Sound system ○ Microphone
October	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation
November	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation
December	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation

January	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation
February	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation ✓ Important Events: <u>Chinese New Year</u> Email Ardenwood Office Administrator a week prior to the event to advise custodian to set up and have access to the following and update Activity Team Lead. <ul style="list-style-type: none"> ○ Tables / benches ○ Stage ○ Stage projector and/or projector screen ○ Sound system ○ Microphone
March	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation ✓ Purchase Gift Cards for the Ardenwood Staff (Teachers, 2 Office staff, and 2 Custodians.)
April	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation ✓ Finalize TCCS Calendar for the next school year ✓ Request Certificate of Insurance from the principal
May	<ul style="list-style-type: none"> ✓ Review rental invoices and email to accounting for reconciliation ✓ Prepare and Submit Facilities Use Permit for the next school Year. ✓ Important Events: <u>2nd Parent Meeting – Principal and Board Member Election</u> Email Ardenwood Office Administrator a week prior to the event to advise the custodian to set up and have access to the following and update Activity Team Lead: <ul style="list-style-type: none"> ○ Tables / Benches ○ Stage ○ Stage projector and/or projector screen ○ Sound system ○ Microphone
June	<ul style="list-style-type: none"> ✓ Check mail ✓ Review rental invoices and email to accounting for reconciliation ✓ Important Events: <u>Graduation Ceremony</u> Email Ardenwood Office Administrator a week prior to the event to advise custodian to set up and have access to the following items and update Activity Team Lead. <ul style="list-style-type: none"> ○ Tables / Benches ○ Stage ○ Stage projector and/or projector screen ○ Sound system ○ microphone ○ Piano (if needed)

Permit Application

- 1) Click “Departments” under the About & Departments Tab menu.



- 2) Click on the “Community Services” of the Departments Directory

Mail - Louise Chu - Outlook x Departments Directory x Facility-Use-Permit-Change-Form x +

https://www.fremont.k12.ca.us/pf4/cms2/view_page?d=x&group_id=1524555044009&vdid=i17a1up9d2cm

FREMONT UNIFIED
SCHOOL DISTRICT

HOME ABOUT & DEPARTMENTS BOARD | COMMUNITY & FAMILY CALENDAR & NEWS CONTACTS & RESOURCES

Departments /

Departments Directory

(Click on arrow to open up more info on a Department)

Show entries Filter/Search:

Department	email	www	Phone (510)	Room
Accounting Services	email	www	659-2577	230
Accounts Payable	email	www	659-2571	230
Adult Education [-]	email	www	793-6465	Office
Assessment and Accountability	email	www	659-2517	280
Board of Education	email	www	659-2542	290
Budget, Audit and Attendance	email	www	659-2509	210
Business Services	email	www	659-2572	210
Child Nutrition Services [-]	email	www	659-2587	140
Community Services	email	www	668-1609	230
Curriculum and Instruction	email	www	659-2570	260

3) Print out the “Facilities Use Permit Form” to complete (refer to sample)

Mail - Louise Chu - Outlook x Community Services Dept. x Facility-Use-Permit-Change-Form x +

https://fusd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1524555099277&vdid=vi17a1urviewwc

COMMUNITY SERVICES

- Accounting Services Dept.
- Accounting Statements
- Accounts Payable
- General Ledger
- Payroll
- Community Services Dept.

Community Services Dept.

INFORMATION

Phone: (510) 668-1609
Room: 230
Fax: (510) 659-2505

Robert Pascual
Director
rpascual@fremont.k12.ca.us

Kathy Moyer
Secretary
kmoyer@fremont.k12.ca.us

Fremont Unified School District's facilities are a community resource whose primary purpose is to be used for school programs and activities. Community groups may use school facilities for purposes provided under the Civic Center Act when such use does not interfere with school activities. Contact the school site(s) for availability.

Persons or groups requesting use of school facilities shall submit the following to the school site:

- Facility Use Permit Form
- Non-refundable \$15.00 application fee
- A current Certificate of Insurance for \$1 million naming Fremont Unified School District as additional insured
- Proof of non-profit status from IRS or California Secretary of State, if applicable.

[Facility Use Permit Form - \(pdf fillable\)](#) Rev. 6/13/18

Requests for use of the TAK Stadium should be submitted to Tom Ekman, Supervisor, Operations & Grounds located at 43772 S.Grimmer Blvd. The contact number is (510) 657-0693 x13-305.

4) Complete TCCS Instructional Calendar, List of Classroom Requests, and request check(s) from our accounts payable department for the Permit(s). Review it with principal.

5) When approved. Call to make an appointment with the Ardenwood Office Administrator to submit the paperwork and payment. Please include the following items prior to submitting it to the school:

- I. Permit Form(s)
- II. Permit Fee – 1 check per permit
- III. TCCS Instructional Calendar for FUSD
- IV. Classroom Request List
- V. Certificate of Insurance

FREMONT UNIFIED SCHOOL DISTRICT
COMMUNITY SERVICES OFFICE
4210 Technology Drive, Room 230
Fremont, CA 94538
Phone (510) 668-1809 Fax (510) 659-2505



Customer ID # _____
FACILITY USE PERMIT NUMBER _____
NOT VALID UNTIL APPROVED BY DISTRICT

FACILITY USE PERMIT FORM

*Please read all the attachments carefully and make sure that you follow all the rules and regulations
Emergency Beeper for custodial services - (510) 377-3389*

***REQUIRED FEES AND DOCUMENTS:**

- Non-refundable \$15.00 Application Fee
- A current Certificate of Insurance for \$1 million naming Fremont Unified School District as additional insured.
- Proof of non-profit status from IRS or California Secretary of State, if applicable.

Section I - This section is to be completed by the applicant, and delivered to the school with the required fees and documents.* (For cancellations/changes, a Facility Use Permit Change Form must be completed and submitted with a \$15 change fee, five (5) working days prior to the scheduled event. Changes made verbally or via email are not accepted.)

SCHOOL Ardenwood Elementary

FACILITIES REQUESTED: GYM # _____ MUR # X CAFETERIA # _____ LIBRARY # _____

CLASSROOM # X SPECIALTY CLASSROOM # _____ KITCHEN (no appliances) _____

BASEBALL/SOFTBALL FIELD _____ FOOTBALL FIELD _____ SOCCER FIELD _____ OTHER _____

DATES REQUESTED: From 09/07/19 To 06/06/20 TIME: From See attached To _____

DAY OF USE: MON _____ TUE _____ WED _____ THUR _____ FRI _____ SAT X SUN _____

(Please attach a complete schedule of all dates and hours for requests for use on multiple dates. There is a minimum 3-hour rental charge per use permit. Rental fees will be billed in one-hour increments.)

NUMBER ATTENDING 150 TYPE OF ACTIVITY (PURPOSE) Class Instructions / Events

(At least 1 custodian per 150 participants for evening and weekend activities, in accordance with SEIU Local 1021 Agreement, Section 7.9. Site administrator shall determine if additional custodian is necessary per Board Policy 1336. There is a minimum 2-hour charge for custodial. Custodial charges are doubled on holidays, 3-day holiday weekends, and over 12:00 midnight.)

TYPE OF GROUP: NON-PROFIT X COMMUNITY _____ COMMERCIAL _____ CHURCH _____ OTHER _____

(Non-profit organizations must attach proof of non-profit status from IRS or California Secretary of State.)

NAME OF ORGANIZATION (LEGAL NAME) Tri-City Chinese School

(Name must be the same on the Certificate of Insurance and proof of non-profit status, if applicable, to avoid any delay in processing.)

ADDRESS P.O. Box 714, Fremont CA 94537

DAY PHONE Liaison FAX _____ EMAIL Liaison

FREMONT UNIFIED SCHOOL DISTRICT HOLD HARMLESS AND INDEMNIFICATION AGREEMENT. The undersigned agrees to defend, indemnify and hold harmless the Fremont Unified School District, its Board of Trustees, Officers, Agents and Employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgements arising from personal or bodily injury, property damage and otherwise, brought or recovered against any of the above that may arise from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment. The undersigned further agrees to provide a Certificate of Insurance for general liability coverage in the amount of \$1,000,000.00 naming Fremont Unified School District as additional insured. The undersigned agrees to abide by and to enforce the policies, rules, and regulations of the Fremont Unified School District governing the use of school facilities, furniture and equipment. The undersigned agrees to uphold the State and Federal Constitutions and certifies to the best of his/her knowledge, that school property will not be used for the commission of any unlawful act.

Liaison

AUTHORIZED REPRESENTATIVE(PRINT)

SIGNATURE

DATE

NOTES:

- Approved Facility Use Permit must be on hand at all times during use of school facilities for inspection by district staff.
- After activity, group needs to sign the Labor Charges Form to confirm use of facility.

S A M P L E

FREMONT UNIFIED SCHOOL DISTRICT
COMMUNITY SERVICES

4210 Technology Drive, Room 230, Fremont, CA 94538
Phone (510) 668-1609 | Fax (510) 659-2505

FACILITY USE PERMIT CHANGE FORM

INSTRUCTIONS:

- A Facility Use Permit Change Form with \$15 change fee is required for cancellation/change of hours, days and facilities. *(Change fee is not applicable for cancellations/changes made by the school due to conflict with school event.)*
- Forms MUST be received in Community Services five (5) working days prior to the scheduled event.
- Changes made verbally or via email are not accepted.
- The Facility User/School is responsible for informing the other party of their intent to cancel hours, days, or facilities.
- To add additional hours, dates or facilities, a new Facility Use Permit Form is required.

To: COMMUNITY SERVICES Date: _____
From: Tri-City Chinese School Permit #: 1718-222
School
Organization
Name (Print): Liaison Signature: _____
Authorized Representative/School Site Staff
Phone # Liaison Fax # _____ Email Liaison

THE FOLLOWING CHANGES WILL EFFECT THE ABOVE USE PERMIT

SCHOOL SITE BEING USED: Ardenwood Elementary School
FACILITY BEING USED: Classroom
EFFECTIVE DATE: 02/02/2020
CHANGES: Cancel 1 hr (10:30am - 11:30am) for Classroom 30

FOR USE BY COMMUNITY SERVICES:

Signature: _____ Date: _____
Change(s) will be effective: _____
Remarks for billing: _____

Copy sent on: _____ To: ☐ Accounts Receivable/Billing
☐ Group _____
☐ School _____

Instructional Calendar for FUSD – For Permit

Tri-City Chinese School 2018-2019 Instructional Calendar			
	Date:	Comments:	
September	9/7/2019	First day of school	
	9/14/2019		4
	9/21/2019	Parent Meeting	
	9/28/2019		
October	10/5/2019		
	10/12/2019		4
	10/19/2019		
	10/26/2019		
November	11/2/2019		
	11/9/2019		
	11/16/2019		4
	11/23/2019		
	11/30/2019	No School (Thanksgiving Break)	
December	12/7/2019		
	12/14/2019		3
	12/21/2019		
	12/28/2019	No School (Winter Break)	
January	1/4/2020	No School (Winter Break)	
	1/11/2020		2
	1/18/2020	No School (MLK)	
	1/25/2020	2nd Semester Begins	
February	2/1/2020	Chinese New Year Celebration	
	2/8/2020		
	2/15/2020	No School (Presidents' Day)	4
	2/22/2020		
	2/29/2020		
March	3/7/2020		
	3/14/2020		
	3/21/2020		4
	3/28/2020		
	4/4/2020	No School (Spring Break)	
April	4/4/2020		
	4/11/2020	No School (Spring Break)	2
	4/18/2020	No School (Spring Break)	
	4/25/2020		
May	5/2/2020		
	5/9/2020	Parent Meeting	4
	5/16/2020		
	5/23/2020	No School (Memorial Day)	
	5/30/2020		
June	6/6/2020	Graduation Ceremony / Staff Appreciation Luncheon	1
		Last Day of School	

Classroom Request – For Permit

List of Classroom Requests:		
15 Classrooms:		
	14 Regular Class Instructions (Incl. 5 Elective Classes)	
	1 Office	
Multi-Purpose Room	Basketball Electives and School Events	
8:30am - 10:30am	Regular Class Description:	Classroom Requested:
CFL1	Chinese as Foreign Language 1 (Equivalent to Kindergarten)	Room 7
CFL2/3	Chinese as Foreign Language 2 /3(Equivalent to First/ Second Grade)	Room 3
CFL4	Chinese as Foreign Language 4 (Equivalent to Third Grade)	Room 4
CFL5	Chinese as Foreign Language 5 (Equivalent to Fourth Grade)	Room 36
CFL6	Chinese as Foreign Language 6 (Equivalent to Fifth Grade)	Room 35
Pre-K	Pre-Kindergarten	Room 1
K	Kindergarten	Room 2
1	First Grade	Room 5
2	Second Grade	Room 6
3	Third Grade	Room 34
4	Fourth Grade	Room 31
5	Fifth Grade	Room 28
6	Sixth Grade	Room 33
7	Seventh Grade	Room 27
Office	Administraion	Room 32
10:30am - 11:30am	Elective Class Description and Additional Office Use:	Classroom Requested:
Computer	Computer Programming	Room 33
Drawing	Drawing - Beginners	Room 36
Art & Music	Arts and crafts I & II , Music for Beginners	Room 35
Chess	Chess class I & II	Room 27
Go Game	Go Game I & II	Room 28
Basketball	Basketball - Beginners & Intermediate	MPR
Office *	Administration <Sept/ Apr/ May / Jun>	Room 32
8:30am - 10:30 pm	Event Description and Occupying Dates	Classroom Requested:
Parent Meetings**	09/22/18, 05/11/19	MPR
Graduation**	6/1/2019	MPR - Stage Required
08:30am - 2:30pm	Event Description and Occupying Dates	Classroom Requested:
Chinese New Year **	TBA	MPR - Stage Required
* 1 additional hour 10:30am - 11:30am on certain months		
** Tables and Chairs set up. Stage Required.		

Tri-City School Calendar – Sample



傳薪中文學校 2019 - 2020 學年度行事曆

老師 (Teacher) : _____

學生 (Student) : _____

班級 (Class) : _____

學號 (Student ID) : _____

週次	日期	事項	家長簽名 Parent signature
1	09/07/19	上學期開學 1st Semester Starts	
2	09/14/19		
3	09/21/19	家長大會 Parent Meeting TCCS Pioneer Carnival*	
4	09/28/19		
5	10/06/19		
6	10/12/19	學術比賽報名 Academic Contest Application*	
7	10/19/19		
8	10/26/19	萬聖節 Halloween Celebration 上學期期中 Mid-Term Exam	
9	11/02/19	學術比賽報名截止 Academic Contest Application Due Day	
10	11/09/19		
11	11/16/19		
12	11/23/19		
	11/30/19	停課 No School 感恩節 Thanksgiving (Fremont: 11/27 - 11/30)	
13	12/07/19		
14	12/14/19		
15	12/21/19	上學期期末 Final Exam	
	12/28/19	停課 No School Winter Break (Fremont: 12/23 - 1/4)	
	01/04/20	停課 No School Winter Break (Fremont: 12/23 - 1/4)	
16	01/11/20	學術比賽 Academic Contest 報告表 Report Card	
	01/18/20	停課 No School 馬丁路德金紀念日 Martin Luther King Day	

週次	日期	事項	家長簽名 Parent signature
17	01/25/20	下學期開學 2nd Semester Starts	
18	02/01/20	新春聯歡會 Chinese New Year Celebration No Electives	
19	02/08/20		
	02/15/20	停課 No School 總統日 Presidents Day	
20	02/22/20		
21	02/29/20	舊生註冊申請 Returning Students Registration Application Opens	
22	03/07/20		
23	03/14/20	學校開放日 Open House 新生、轉學生註冊 New/Transfer Students Registration Begins	
24	03/21/20	下學期期中 Mid-term Exam	
25	03/28/20		
26	04/04/20	舊生註冊 Returning Students Registration Application Fee Due	
	04/11/20	停課 No School Spring Break (Fremont: 4/11 - 4/19)	
	04/18/20	停課 No School Spring Break (Fremont: 4/11 - 4/19)	
27	04/25/20		
28	05/02/20		
29	05/09/20	家長大會 Parents Meeting	
30	05/16/20		
	05/23/20	停課 No School; 國殇日 Memorial Day	
31	05/30/20	下學期期末 Final Exam	
32	06/06/20	報告表 Report Card 年刊 Yearbook 畢業典禮 Graduation Ceremony 謝師宴 Appreciation Banquet* No Electives	

* Dates and Events subject to changes
Note: 32 weeks in a school calendar year