

**WEST SIDE CLASS SCHEDULE – SPRING 2018**

**January 23 to June 17, 2018**

Monday		Tuesday		Wednesday			Thursday			Saturday	
Preschool Prep 9:30-11:00	Preschool 9:30-noon	Preschool Prep 9:30-11:00	Preschool 9:30-noon	Preschool Prep 9:30-11:00	Preschool 9:30-noon	Han 2s 9:15-10:15	Preschool Prep 9:30-11:00	Preschool 9:30-noon	Han 1s 9:15-10:00	Fluent FL-1, FL-2, FL2T, FL-3 (Core + Drama) 9:30-12:30	
	Lunch w/Teacher noon-12:30/ 12:30-1:00		Lunch w/Teacher noon-12:30/ 12:30-1:00		Lunch w/Teacher noon-12:30/ 12:30-1:00	Han 1s 10:30-11:15		Lunch w/Teacher noon-12:30/ 12:30-1:00	Han 2s 10:15-11:15	Weekend Combo IMS (3-5, 5-8, 9-12) 1:30-3:30	
	Preschool 1:00-3:30	Han 2s 1:00-2:00	Preschool 1:00-3:30	Han 1s 1:00-1:45	Preschool 1:00-3:30			Preschool 1:00-3:30		Weekend Combo BEG (3-5, 5-8, 9-12) 3:00-5:00	
	Tea Time 3:30-4:00		Tea Time 3:30-4:00	Han 2s 3:00-4:00	Tea Time 3:30-4:00			Tea Time 3:30-4:00			
<b>Han Artists</b> 3:30-4:00		<b>Han Origami</b> 3:30-4:00	<b>Pinyin Basics</b> 3:30-4:00	<b>Han Science</b> 3:45-4:15	<b>Pinyin Basics</b> 3:45-4:15		<b>Han Chef</b> 3:30-4:00		<b>Pinyin Basics</b> 3:45-4:15	Han 1s 10:30-11:15	Sunday <b>Fluent FL-1, FL2T</b> (Core + Drama) 9:30-12:30
3-5 IMS 4:00-5:30	5-8 IMS 4:00-5:30	Fluent FL-1 (Core) 4:00-5:30	Fluent FL-2, FL-2T (Core) 4:00-5:30	Fluent FL-1 (Core) 4:15-5:45	9-12 IMS 4:15-5:45	Fluent (Speech and Drama) 4:15-5:45	3-5 IMS 4:00-5:30	5-8 IMS 4:00-5:30	Fluent (Han Explorer) 4:00-5:30	Sunday Special Events, Workshops (see separate schedule for themes) 2:00-4:00	

**EAST SIDE CLASS SCHEDULE – SPRING 2018**  
**January 23 to June 17, 2018**

Monday		Tuesday		Wednesday			Thursday			Saturday	
Preschool Prep 9:30-11:00	Preschool 9:30-noon	Preschool Prep 9:30-11:00	Preschool 9:30-noon	Han 1s 9:15-10:00	Preschool 9:30-noon	Preschool Prep 9:30-11:00	Han 2s 9:15-10:15	Preschool 9:30-noon	Fluent FL-1 (FULL), FL-2T, FL-2, FL-3 (Core+ Drama) 9:30-12:30		
	Lunch w/Teacher noon-12:30/ 12:30-1:00		Lunch w/Teacher noon-12:30/ 12:30-1:00	Han 2s 10:15-11:15	Lunch w/Teacher noon-12:30/ 12:30-1:00		Han 1s 10:30-11:15	Lunch w/Teacher noon-12:30/ 12:30-1:00	Weekend Combo (3-5, 5-8, 9-12) 1:30-3:30		
	Preschool 1:00-3:30		Preschool 1:00-3:30	Han 1s 1:00-1:45	Preschool 1:00-3:30	3-5 BEG 2:30-3:30	Han 2s 1:00-2:00	Preschool 1:00-3:30	Han 1s 3:45-4:30	Han 2s 3:45-4:45	
	Tea Time 3:30-4:00		Tea Time 3:30-4:00		Tea Time 3:30-4:00			Tea Time 3:30-4:00			
Han Artists 3:30-4:00		Han Science 3:30-4:00	Pinyin Basics 3:30-4:00	Han 2s 2:45-3:45	Han Chefs 3:30-4:00	Pinyin Basics 3:30-4:00	Han Origami 3:45-4:15	Pinyin Basics 3:45-4:15			
3-5 BEG 4:00-5:30	5-8 BEG 4:00-5:30	Fluent FL-1 (Core) 4:00-5:30	Fluent FL-2T (Core) 4:00-5:30	3-5 IMS 4:00-5:30	5-8 IMS 4:00-5:30		Fluent (Speech and Drama)	5-8 IMS 4:15-5:45	9-12 IMS		

**TUITION, DISCOUNTS, TELL A FRIEND PROGRAM: January 23 to June 17, 2018**

	Duration per session		19 weeks TUE,WED,THU,FRI	17 weeks SAT, SUN, MON
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**Mommy-Me**

Han 1s (12-24m)	45 min	1x / wk	\$825	\$740
Han 2s (24-36m)	1 hr	1x / wk	\$955	\$855
Preschool Prep (20-30m)	1.5hr	2x / wk	\$2,405	n/a
		3x / wk	\$3,230	
		4x / wk	\$4,070	

**Drop Off Class**

Preschool Alternative (2-4 yr old)	2.5 hr	2x / wk	\$4,455	n/a
		3x / wk	\$5,990	
		4x / wk	\$7,545	
		5x / wk	n/a	
Early Drop Off	9-9:30am	\$20 per morning; by appointment only with 48 hours advanced written notice.		n/a
Lunch with Teacher ( <u>preschool</u> students bring their own nut-free lunch)	30 min	2x / wk	\$760	
		3x / wk	\$1,140	
		4x / wk	\$1,520	
		5x / wk	\$1,900	
Tea Time	30 min	Decaffeinated tea, snack + story. This class <b>cannot</b> be taken stand alone. \$20 per half an hour session; by appointment only with one week advanced notice.		
Afterschool Drop Off classes: > 3 yr	30 min	1x/wk	\$665	\$595
	1.5 hr		\$1,570	\$1,405
	2 hr		\$2,015	\$1,805
	3 hr		\$2,920	\$2,615

**No Classes:**  
2/16 (Fri) to 2/19 (Mon): Chinese New Year Break  
3/20 (Tue) to 4/1 (Sun): Spring Break  
5/26 (Sat) to 5/28 (Mon): Memorial Day Break

**Sunday Special Events, Workshops**  
Pay \$70 and bring a friend to a drop off special event or workshop; see separate schedule for themes.

**Discounts**  
(1) First child: first class: 100%, second class and thereafter: 5% off.  
(2) Younger sibling: in the same semester: first class: 5% off Base Tuition. Second class and thereafter: 5% off.  
**(no discount for Preschool Alternative, Lunch and Tea Time with Teachers, Sunday Special Events and Workshops)**

**Tell A Friend Referral Program**  
Receive an once off 10 percent refund for each friend you bring in to our group classes. (i) Refund checks will be issued towards the end of the semester; after your friend remains with Planet Han for the entire semester. (ii) **both** you and your friend must take classes in the same semester. (iii) only 10% of what you paid for the **current** semester tuition excluding Registration fee will be refunded.

**Make Up Policy**  
**Unlimited make ups** while space is available and must be used within the same semester. All make up must be scheduled and confirmed by email at least 48 hours notice. NO make up for Sunday Special Events and Workshops.



**REGISTRATION FORM – PAGE 1**

Semester: \_\_\_\_\_ Returning Student? Yes \_\_\_\_\_ No \_\_\_\_\_.

West Side Location? \_\_\_\_\_ East Side Location? \_\_\_\_\_

Student's Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_ (Chinese Name?) \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

Parent#1 Name: \_\_\_\_\_ Parent#2 Name: \_\_\_\_\_

Referral? Please list the name of the parent AND the name of the student who is **currently** taking class with us: \_\_\_\_\_

**Class Selection:**

Class Name/ Day and Time	Tuition (w/applicable discount)	<p style="text-align: right;"><b>Discounts</b></p> <p>(1) First child: first class: 100%, second class and thereafter: 5% off.            (2) Younger sibling: first class: 5% off Base Tuition. second class and thereafter: 5% off.  <b>No Discount for Preschool Alternative, Lunch and Tea Time with Teachers, Sunday Special Events and Workshops)</b></p>
(1)		
(2)		
<p style="text-align: right;">Subtotal:</p> <p>+ registration fee <u>per</u> student (both returning and new):</p> <p style="text-align: right;">total payment:</p>	<p>_____</p> <p>+ _____ \$20</p> <p>\$ _____</p>	

Payments: **Check only:** Please make payable to **Planet Han, Inc.** and mail it, together with this completed registration form 401 West End Avenue New York NY 10024.

x \_\_\_\_\_  
Signature of Parent or Guardian (Required)

\_\_\_\_\_  
Date Signed (Required)



REGISTRATION FORM – PAGE 2

EMERGENCY CONTACT - PICK UP AUTHORIZATION - MEDICAL INFORMATION AND PERMISSION

Student's Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent#1 Name: \_\_\_\_\_ Parent#2 Name: \_\_\_\_\_

Parent#1 Cell Phone: \_\_\_\_\_ Parent#2 Cell Phone: \_\_\_\_\_

Parent#1 Email: \_\_\_\_\_ Parent#2 Email: \_\_\_\_\_

Caregiver Name: \_\_\_\_\_ Caregiver Cell Phone: \_\_\_\_\_

**Pick Up Authorization:** In addition to the Parents and Caregiver listed above, I authorize the following individual to pick up my child:

Name: \_\_\_\_\_ Tel: (Cell) \_\_\_\_\_

**Emergency Contact:** Name Other than the ones listed above: \_\_\_\_\_ Tel: (Cell) \_\_\_\_\_

**Medical Information:**

Does your child have allergies? \_\_\_\_ Yes \_\_\_\_ No. If yes, please explain: \_\_\_\_\_

Are your child on any Medications? \_\_\_\_ Yes \_\_\_\_ No. If yes, please list: \_\_\_\_\_

Dietary Preference or request. i.e. Kosher/Vegetarian? \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

You are responsible for notifying Planet Han Inc. if your child has allergies that may require an EPIPEN. You are responsible to provide Planet Han Inc and its staff on its use.

Planet Han Inc is nut free. Snacks we provide do not contain nuts and we ask that you not send your child to class with food that contains nuts.

Medical Permission: Planet Han is hereby granted permission to secure any medial and/or surgical treatment and hospital service for my child in the event of an emergency, where neither of parent and the emergency contact listed on Page 1 and this page can be reached. I understand that all medical expenses shall be paid by the parent, including ambulance transportation if necessary.

x \_\_\_\_\_  
Signature of Parent or Guardian (Required)

x \_\_\_\_\_  
Date Signed (Required)



### REGISTRATION FORM – PAGE 3

## TERMS AND CONDITIONS OF ENROLLMENT (TO BE CARRIED FORWARD TO FUTURE SEMESTERS)

#### ACCEPTANCE OF SIGNATURE REQUIRED BELOW

Student's Name: \_\_\_\_\_

**Limitation of Liability:** I understand that Planet Han does not guarantee that my child will reach any specific level of performance or fluency. I agree that should there arise any liability on the part of Planet Han, its owner, directors, instructors and other employees with regard to the services provided under this agreement or as a result of participation in all Planet Han activities, Planet Han's liability shall be limited to any tuition fees paid.

**Assumption of Risk:** My signature indicates that I give my specific consent to my child's participation in all activities sponsored by Planet Han. I understand that part of the Planet Han program experience involves activities and group interactions that may be new to my child, and that they come with certain risks and uncertainties beyond what my child may be used to dealing with at home. I am aware of these risks, and I am assuming them on behalf of my child. I realize that no environment is risk-free, and so I have instructed my child on the importance of abiding by Planet Han's rules, and my child and I both agree that he or she is familiar with these rules and will obey them.

**Medical Permission:** Planet Han is hereby granted permission to secure any medial and/or surgical treatment and hospital service for my child in the event of an emergency, where neither of parent and the emergency contact listed on Page 2 can be reached. I understand that all medical expenses shall be paid by the parent, including ambulance transportation if necessary.

**Refunds:** Planet Han reserves the right to remove a student at any time from any and all classes, activities, and/or the entire program, if deemed necessary in Planet Han's sole discretion. Refunds will be issued according to the following schedule: 100% tuition: before the first class/session starts, 75% remaining unused tuition: 24 hours prior to the third class/session, 50% remaining unused tuition: 24 hours prior to the fifth class/session, No refund: from the fifth class/session onwards. For Sunday Special Events and Workshops, 100% refund before event and no refund/makeup after that. A cancellation penalty of \$50 will be applied to all refund and withdrawal requests. Registration fees and/or learning materials are non-refundable. A 3% fee will be deducted from the refund if the original registration was processed via Paypal (a credit card).

**Payment Plan:** Payment is due in full in advance of all services. A service charge of \$15.00 will be applied to returned checks, declined credit cards, or pre-authorized payment charge backs. Prices are subject to change.

**Consent:** I hereby consent to authorize Planet Han the rights to publish, reproduce and use for advertising or any other purposes, any photograph, video image, audio recording or other likeness of my child. I hereby consent that any work produced by my child while at Planet Han may be displayed or reproduced by Planet Han in print media or electronic media such as a website for advertising or promotional purposes. Student retains copyright of his or her work.

**Recording Prohibited:** Recording by any means of any and all Planet Han materials, classes, activities, and/or the entire program without prior written consent of Planet Han is strictly prohibited. Distribution and/or publication of any such recordings are/is also strictly prohibited. Any violations of these prohibitions may subject you to any and all legal remedies available to Planet Han, in addition to removal from any and all Planet Han classes, activities, and/or the entire program without refund.

**Jurisdictional Clause:** It is agreed that any dispute or cause of action arising between the parties, whether out of this agreement or otherwise, can only be brought in a court of competent jurisdiction located in New York City, NY, and shall be construed in accordance with the laws of New York.

**Other Policies:** Un-enrolled siblings of current students are not allowed when class is in session. Planet Han will not be responsible for any type of lost or damaged clothing or personal possessions. Planet Han is not responsible for any student's personal valuables. As the parent or guardian, I understand and agree that I will be charged at \$35 per half an hour for overtime supervision and care if I do not pick up my child at the scheduled time. We understand that Planet Han has the right to take my child out of the classroom if he or she becomes disruptive, and re-enter when my child is calm.

#### ACCEPTED ACCORDING TO THE ABOVE TERMS AND CONDITIONS

x \_\_\_\_\_

Signature of Parent or Guardian (Required)

x \_\_\_\_\_

Date Signed (Required)

*Please sign and return to our head quarter: Planet Han Inc., 401 West End Avenue New York NY 10024*



REGISTRATION FORM – PAGE 4

**ADDITIONAL TERMS AND CONDITIONS OF ENROLLMENT FOR MOMMY ME CLASSES (TO BE CARRIED FORWARD TO FUTURE SEMESTERS)**

**Han 1s, Han 2s**

ACCEPTANCE OF SIGNATURE REQUIRED BELOW

Student's Name: \_\_\_\_\_

1. In Mommy and Me classes (means Han 1s and Han 2s) with six (west side) / four (east side) or more students, only one adult per student is permitted inside the classroom. For Mommy and Me classes with fewer than six students(west side) / four (east side), up to two adults per student are permitted inside the classroom.
2. **No cell phone usage and videotaping** in the classroom.
3. Solid food is not permitted in classrooms under any circumstances. Only water is permitted in classrooms. For bottle or breast feeding, we ask you to do so outside the classroom.
4. We have the right to ask your child to leave the class if we see disruptive behavior after two warnings.

x \_\_\_\_\_  
Signature of Parent or Guardian (Required)

\_\_\_\_\_  
Date Signed (Required)