

212.724.2421



WEST SIDE: 401 West End Ave (79th St)

WEST SIDE CLASS SCHEDULE – SCHOOL YEAR 2018-2019

Fall Semester: 9/5/2018 – 1/27/2019 Spring Semester: 1/28 to 6/23/2019

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/Explorer) 9:30-12:30	
							Han 1s 10:30-11:15			Han 2s 10:15-11:15	Weekend Combo IMS (3-5, 5-8, 9-12) 2:00-4:00	
	Preschool 1:00-3:30			Preschool 1:00-3:30	Han 1s 1:00-1:45	Preschool 1:00-3:30			Preschool 1:00-3:30		Sunday	
					Han 2s 2:45-3:45						Han 2s 9:15-10:15	Fluent FL-1, FL2T, FL2 (Core + Drama/Explorer) 9:30-12:30
Han Artists 3:30-4:00			Han Origami 3:30-4:00	Pinyin Basics 3:30-4:00	Han Science 3:45-4:15		Pinyin Basics 3:45-4:15		Han Chef 3:30-4:00		Pinyin Basics 3:30-4:00	
3-5 IMS	5-8 IMS	Fluent (Fall: Drama, Spring: Han Explorer)	Fluent FL-1, FL-2, FL2T, FL-3 (Core)		Fluent FL-1 (Core)	5-8 IMS	Fluent (Fall: Drama, Spring: Han Explorer)	3-5 IMS	5-8 IMS	Fluent (Fall: Han Explorer, Spring: Drama)	Sunday Special Events, Workshops, Birthday Parties (separate schedule and pricing) 2:00-4:00	
	4:00-5:30		4:00-5:30			4:15-5:45			4:00-5:30			

EAST SIDE CLASS SCHEDULE – SCHOOL YEAR 2018-2019

Fall Semester: 9/5/2018 – 1/27/2019 Spring Semester: 1/28 to 6/23/2019

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	Preschool 9:30-noon	Han 2s 9:15-10:15	Fluent FL-1, FL-2T, FL-2, FL-3 (Core+ Drama) 9: 30-12:30		
				Han 2s 10:15-11:15				Han 1s 10:30-11:15	Weekend Combo IMS (3-5, 5-8, 9-12) 1:30-3:30		
										Han 1s 3:45-4:30	Han 2s 3:45-4:45
	Preschool 1:00-3:30		Preschool 1:00-3:30		Preschool 1:00-3:30			Han 1s 1:00-1:45	Preschool 1:00-3:30		
							Han 2s 2:30-3:30				
Han Artists 3:30-4:00		Han Science 3:30-4:00	Pinyin Basics 3:30-4:00	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, FL2T, FL2 4:00-5:30		3-5IMS 4:00-5:30	5-8 IMS 4:00-5:30	9-12 IMS 4:00-5:30	Fluent (Han Explorer) 4:15-5:45	Fluent (Drama) 4:15-5:45	5-8IMS 4:15-5:45		

TUITION, DISCOUNTS, TELL A FRIEND PROGRAM: SCHOOL YEAR 2018-2019

Fall Semester: 9/5/2018 – 1/27/2019 Spring Semester: 1/28 to 6/23/2019

	Duration per session		18 weeks TUE,WED,THU	17 weeks SAT,SUN,MON
--	----------------------	--	-------------------------	-------------------------

Mommy-Me:

Amounts below represent **one semester only**

Han 1s (12-24m)	45 min	1x / wk	\$725	\$679
Han 2s (24-36m)	1 hr	1x / wk	\$815	\$765

Drop Off Class:

Preschool Prep (20-30m)	1.5hr	2x / wk	\$2,225	
		3x / wk	\$3,125	
		4x / wk	\$3,935	
Preschool Alternative (2-4 yr old)	2.5 hr	2x / wk	\$4,405	
		3x / wk	\$5,785	
		4x / wk	\$7,290	
Early Drop Off	9-9:30am	\$30 per morning; by appointment only with 48 hours advanced written notice.		
Afterschool Classes: > 3 yr	30 min	1x/wk	\$645	\$605
	1.5 hr		\$1,520	\$1,435
	2 hr		\$1,950	\$1,845
	3 hr		\$2,825	\$2,665

No Classes:

10/6 (Sat) to 10/8 (Mon): Columbus Day weekend
 11/21 (Wed) to 11/25 (Sun): Thanksgiving Break
 12/21 (Fri) to 1/3 (Thu): Winter Break
 2/2 (Sat) to 2/5 (Tue): Chinese New Year Break
 3/20 (Wed) to 4/5 (Fri): Spring Break
 5/25 (Sat) to 5/27 (Mon): Memorial Day Break

Referral Reward

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.

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, Early Drop Off, Sunday Special Events and Workshops, Other Service on Request)**

Other Service on Request:

Please contact us for schedule and pricing

On Site:

- Private Tutoring
- Chinese Homework Help
- Conversation Group
- AP Chinese Exam Prep.
- Birthday Parties
- Tea Time and Stories

Off Site:

- Classes over Skype
- Chat Time / Reading over phone

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.



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;">Discounts</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. (No Discount for Preschool Alternative, Early Drop Off, Sunday Special Events and Workshops, Other Service on Request)</p>
<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 _____ sign page 3 also x _____
Signature of Parent or Guardian (Required) 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)