

Chinese For Families A Fun Place to Learn Chinese!

info@ChineseForFamilies.com Phone 610-716-1854

Adult Student Registration Form
Summer Session 2010 All Classes on Saturday Evenings
119 Lincoln Terrace Jeffersonville, PA

Student's Name: _____

Student's Name: _____

Mailing Address: _____

Telephone & Email: _____

Child/Children for Babysitting: _____

Check the class(es) you wish to enroll in.

- Beginning Adult Class 4:00-5:00
- Intermediate Adult Class 5:15-6:15

Makeup Class policy: We are unable to schedule individual makeup classes. Classes cancelled due to extreme weather or teacher illness will be rescheduled.

Language Class Tuition (per semester)

- \$120 1st adult
- \$100 2nd adult
- A La Carte \$20/person/class
- \$5 babysitting per child per class

Materials:

- Beginning Class: Active Chinese Online (tbd)
Pinyin/Bopomofo \$35
Basic CD \$15
- Intermediate Class: Key/Keytip Software \$100

Indicate Class Dates you will attend:

- June 12 Week 1 Adult Classes
- June 26 Week 2 Adult Class
- July 10 Week 3 Adult Classes
- July 31 Week 4 Adult classes
- August 14 Week 5 Language Classes
- August 28 Week 6 Language Classes

Babysitting Requested:

- June 12 Babysitting
- June 26 Babysitting
- July 10 Babysitting
- July 31 Babysitting
- August 14 Babysitting
- August 28 Babysitting

Events:

- June 13 Race Dialogues - program for parents & children
June 26 OCA Lunch
July 23-25 KAAN Conference (Korean Adult Adoptee Network) in Harrisburg

Tuition 1st Student: _____

Materials: _____

Tuition 2nd Student: _____

6% tax: _____

Babysitting total: _____

Materials Total: _____

Tuition total: _____

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For New Students Only

Student Language History Questionnaire: Please complete so that the lesson plans can be tailored to fit your child's needs & interests. Your child's teacher will get a copy of this questionnaire.

1. Have you or your children been exposed to Mandarin Chinese previously? If yes, when, where, and for how long?
2. Please list the Mandarin language materials you have at home so we may reinforce those when possible.
3. What languages are spoken at home?
4. Father's Mandarin Chinese language background. Please fill in: **None, Some, Proficient.**
Listening comprehension _____ Speaking ability _____ Reading ability _____ Writing ability _____
5. Mother's Mandarin Chinese language background. Please fill in: **None, Some, Proficient.**
Listening comprehension _____ Speaking ability _____ Reading ability _____ Writing ability _____
6. Is there anyone else at home who could assist you or your child with his/her Chinese homework: yes or no (circle)
7. What are your expectations for enrolling yourself or your child in our school? Please be specific.
8. If your child is age 12 or older, please kindly ask your child to fill in his/her expectations for enrolling at Chinese for Families.
9. Successful language acquisition requires a commitment from both parents and students. As a parent, I agree to help my child to set aside time for him/her to review Chinese class work regularly and complete homework. Check here_____. (Parents are not required to have any knowledge of Chinese.)
10. Please tell us any other information you think is relevant to enhancing your or your child's learning experience.

Mail this completed form to Chinese for Families LLC 119 Lincoln Terrace Jeffersonville, PA 19403.

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NEW Chinese for Families School Policies For All New & Continuing Students

Registration & Information Privacy

- Registration & tuition payments are due prior to or on the first day a student attends class.
- Chinese for Families LLC does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and other school administered programs.
- Each class has required & optional materials. Required & optional materials are billed in addition to tuition. Some optional materials are available from 3rd parties - supply lists & links are available on the Chinese for Families website.
- Payment may be made via personal check. A \$30 fee will be assessed for returned checks.
- All registration information is considered confidential & used only for the purpose of class billing, organization & record keeping. Registration information is not shared with 3rd parties beyond those required by law. If materials are ordered & shipped, name & address information will be shared with the order fulfillment & shipping company for the purpose of fulfilling the order. Chinese for Families does not rent or sell its student list.
- Withdrawals & Refunds
 - Students withdrawing by the end of the first week will receive an 80% refund on tuition only less \$20 administrative fee.
 - Students withdrawing by the end of the second week will receive a 60% refund on tuition only less \$20 administrative fee.
 - Withdrawals after the second week are not subject to refund but may be credited in part to future class sessions at the discretion of the school director.
 - Materials may be returned for a refund within the first week of class and must be in their original packaging. Shipping charges are not refundable. Damaged materials are not subject to refund.
- Makeup Classes - We are unable to schedule individual makeup classes. Refunds for missed classes will be made only in the event a makeup class cannot be scheduled due to cancellation based on weather. Class cancellations due to will be posted on the school website homepage, on the school telephone 610-716-1854 answering machine, & parents will be notified via email.

Student Drop off, Pick Up & Safety

- Students must be dropped off & picked up by a parent or authorized adult over the age of 18.
- Students will not be released to any other individual without written permission of the parent or guardian. Please provide a written note if your child will be dropped off or picked up by an adult other than the authorized parent or guardian listed on the registration form.
- Due to insurance requirements, students may not be transported to any location by any staff member of Chinese For Families.
- Due to insurance requirements, staff members of Chinese for Families will not change diapers. They may escort students to use the bathrooms. Parents are requested to remain on-site to assist with children who are in the process of toilet training.
- Parents are requested to wait for their children in the facility during the class period when possible.
- Chinese for Families does not maintain additional staff to babysit or watch children outside of class time. Children who remain past class time will be included in the subsequent class if one is scheduled. Parents who are late in picking up their children will be charged additional fees of \$25 per each $\frac{1}{2}$ hour.

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Immersion Policy (Do your best to avoid English during Class Time Please)

- Chinese for Families is an **Immersion Language** school. As parents we ask for your cooperation in making the immersion experience possible & beneficial for all students. Our goal is to enable families to learn as a team together.
- Children under the age of 6 will not be held to the immersion policy. Teachers will always respond in Mandarin to the children and we ask parents to also interact with your child in Mandarin as much as possible. The teachers will help you to do this during class time.
- Children over the age of 6 will be encouraged to avoid using English by participating in a "Chinese only during class time" game.
- If you do not wish to participate with your child in class, we ask that you wait outside the classroom. Parents are the model for language learning & their involvement or non-involvement is a crucial example for the children.
- Please turn off cell phones during class time.
- If your child is disruptive, we ask that you take your child outside of class to speak with them if you feel it is necessary.
- Please do not bring younger or older siblings who are not enrolled in the class to class. We offer classes for children of all ages and an age-appropriate class will be made available for all children who want to attend. Our Multimedia/Computer Lab is available for children who are not enrolled - please note that enrolled students will use the lab during their scheduled time for additional learning - they will be given preference in lab equipment use.

I, the undersigned adult student or parent/ legal guardian of the above child(ren) do give my permission and approval for his/her participation in Chinese For Families program(s) and therefore, assume all risks and hazards incidental to such participation. On behalf of myself, my child(ren) and family, I freely and voluntarily agree to release, indemnify and hold harmless, Chinese for Families, its directors, officers, administrators, teachers, and volunteers from any liabilities arising from any incident to my or my child(ren)'s involvement and participation in the school's program(s). I also have read and agree that I and my child will abide the code of conduct below, and if I or my child displays inappropriate behaviors, he/she (or I) may be dismissed from the program and no refunds will be given.

Parent's (guardian's) signature

Printed name

Date

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Emergency Contact Information

In case of emergency, please list two responsible adults who could be notified by the school.

1. _____ relationship: _____ city: _____ phone: _____

2. _____ relationship: _____ city: _____ phone: _____

Doctor's name: _____ city: _____ phone: _____

Allergies or other medical conditions the school should know:

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