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# After-School Enrollment Packet (2017 – 2018)

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A completed enrollment package is required prior to your child attending our program.

New forms must be filled out by new student OR students who need update their information.  
The only person who may alter the forms is the parent/guardian who originally signed them.

The enrollment packet consists of:

- **Registration Form** 2
- **Fee Schedule and Policies (2017 – 2018)** 4
- **Program Agreement** 5
- **Registration & Tuition Policies** 6
- **Pick-Up Release Form** 9
- **Food/Snack Policy** 10
- **Behavior Management Program** 11
- **Rules & Regulations** 12
- **Hanwen School Calendar (2017-2018)** 13

## REGISTRATION SUBMISSION CHECKLIST

- Registration Form
- Program Agreement
- Registration & Tuition Policies
- Pick-Up Release Form
- Food/Snack Policy
- Behavior Management Program
- Registration Fees  
(refer “**Fees Required at Registration**” on Fee Schedule & Policies page)

Please complete registration and provide payment made payable to “**Hanwen School**” to guarantee your child’s spot in our program.

Mail your check to Hanwen School, 2111 San Pablo Ave. #2265, Berkeley, CA 94702.  
Or, come to our location at 1548 University Ave. with cash or check payment within 5 business days after submitting this registration form. If the registration fee is not received within 5 business days of registration, your application will not be processed until payment is received.

## Registration Form

### CHILD'S INFORMATION

**CHILD 1:** FULL NAME \_\_\_\_\_ GENDER: MALE  FEMALE   
 中文名字 \_\_\_\_\_  
 CHINESE NAME \_\_\_\_\_ BIRTHDAY \_\_\_\_\_ AGE \_\_\_\_\_  
 SCHOOL NAME \_\_\_\_\_ SCHOOL PHONE \_\_\_\_\_ GRADE IN FALL 2017 \_\_\_\_\_  
 SCHOOL DISMISSAL TIME: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_

**CHILD 2:** FULL NAME \_\_\_\_\_ GENDER: MALE  FEMALE   
 中文名字 \_\_\_\_\_  
 CHINESE NAME \_\_\_\_\_ BIRTHDAY \_\_\_\_\_ AGE \_\_\_\_\_  
 SCHOOL NAME \_\_\_\_\_ SCHOOL PHONE \_\_\_\_\_ GRADE IN FALL 2017 \_\_\_\_\_  
 SCHOOL DISMISSAL TIME: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_

### ADDRESS INFORMATION

HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### FAMILY INFORMATION

**MOTHER/PARENT/GUARDIAN** NAME \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK / MOBILE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

**FATHER/PARENT/GUARDIAN** NAME \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK / MOBILE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

### EMERGENCY CONTACT (in event parent/guardian can not be contacted)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

## HEALTH INFORMATION AND RECORDS

MEDICAL INSURANCE \_\_\_\_\_ PLAN AND ID NUMBER \_\_\_\_\_

FAMILY PHYSICIAN \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LIST ALL SPECIAL MEDICAL CONDITIONS, ALLERGIES OR RESTRICTIONS ON PHYSICAL ACTIVITY (SPECIFY CHILD):

DOES YOUR CHILD REQUIRE ANY SPECIAL MEDICAL ATTENTION (EXAMPLE: ASTHMA, SEVERE ALLERGY, EPI-PEN, ETC)? YES  NO

IF YES, PLEASE EXPLAIN (SPECIFY CHILD) \_\_\_\_\_

GIVE NAMES AND PURPOSE OF MEDICATION TAKEN (SPECIFY CHILD)

**NOTE:** ALL MEDICATION USED AT HANWENSCHOOL MUST BE GIVEN TO THE DIRECTOR AND LABELED CLEARLY WITH DOCTOR'S INSTRUCTIONS.

### For School Use Only:

Start School on: \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

#### Chinese Assessment Level

Child 1 \_\_\_\_\_

Child 1 \_\_\_\_\_

Other notes : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Fee Schedule and Policies (2017 – 2018)

<b>After-School Program</b>	<b>Aug 28, 2017 – Jun 9, 2017</b> Total 40 weeks (does not include 2 week Winter Break)
<b>Fees Required at Registration</b>	
Registration ( <b>non-refundable</b> ) (waived if current student)	\$100 per child
Deposit (waived if paid full year tuition)	\$200 per child
Material Fees (annual fee)	\$150 (\$15 per month) per child
First Month Tuition Payment	See Regular Period Payment below
<b>Regular period payment (every 4-weeks) - 10 payments</b>	
After School Tuition Fee * (2:30PM to 6:00PM)	\$650 (5-day program) \$480 (3-day program)
Kindergarten Early Arrival * Language Class (1:30PM to 3:30PM)	\$150 (5-day program) \$100 (3-day program)
Pick-Up Transportation: (please contact us for details)	\$200 (5-day program) \$150 (3-day program)
<b>Other</b>	
Full day program (i.e. care during staff development days & school breaks)	To be determined.
Sibling Discount	5% of monthly tuition for additional child. (discount given on lower tuition)
<b>Full Program Payment</b>	
Pay for the full year now to receive a 5% discount and waive your registration, deposit, & material fees.	
After School Tuition Fee *	\$6175 (5-day program) \$4560 (3-day program)
Kindergarten Early Arrival * Language Class	\$1425 (5-day program) \$950 (3-day program)

**\*NOTE: Monthly tuition does not include pick-up fee.**

*If your child needs to be picked up from school, please call for details. We can also help coordinate carpooling.*

## Program Agreement

This agreement is made by and between \_\_\_\_\_  
(hereinafter referred to as "Parent(s)")

and **Hanwen School** (hereinafter referred to as Hanwen School)

Parent(s) hereby enroll the following children in Hanwen School After School Program below:

	Child 1: _____	Child 2: _____
<b>After-School Program (2:30-6:00PM)</b>	<input type="checkbox"/> 5-day (MTWThF) <input type="checkbox"/> 3-day (MWF)	<input type="checkbox"/> 5-day (MTWThF) <input type="checkbox"/> 3-day (MWF)
<b>Kindergarten Early Arrival Language Class (1:30-3:30PM)</b>	<input type="checkbox"/> 5-day (MTWThF) <input type="checkbox"/> 3-day (MWF)	<input type="checkbox"/> 5-day (MTWThF) <input type="checkbox"/> 3-day (MWF)
<b>Payment Method</b>	<input type="checkbox"/> Pay Monthly <input type="checkbox"/> Full Payment	<input type="checkbox"/> Pay Monthly <input type="checkbox"/> Full Payment
<b>School Pick-Up Needed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Starting Date: \_\_\_\_\_ Materials Fee: \$ \_\_\_\_\_ Tuition Fee: \$ \_\_\_\_\_

Registration Fee: \$100 (Non Refundable) \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Please complete registration and provide payment made payable to "Hanwen School" to guarantee your child's spot in our program.

Mail your check to Hanwen School, 2111 San Pablo Ave. #2265, Berkeley, CA 94702.

Or, come to our location at 1548 University Ave. with cash or check payment within 5 business days after submitting this registration form. If the registration fee is not received within 5 business days of registration, your application will be considered void.

### AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY FOR PAYMENT AND TO ABIDE BY HANWEN SCHOOL POLICIES:

I understand and agree to accept financial responsibility for the payment of invoices submitted by Hanwen School. I understand and agree it is my responsibility to keep my account paid up to date, and that failure to keep my account current may result in my child(ren) being denied access to the Hanwen School program and my account being sent to collection. I understand this Registration Form must be on file with Hanwen School prior to my child attending Hanwen School.

I understand and agree that it is my responsibility to read and comply with the Hanwen School policies included in this registration packet. In addition, I have read the Hanwen School policies, and agree to accept all terms and conditions as outlined in these items. I further understand and agree that my failure to comply with the policies and procedures will result in loss of privileges for my child(ren) to attend Hanwen School.

ACCEPTED BY:

(Parent/Guardian): PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Registration & Tuition Policies

Parent(s) agree and promise to follow all of the registration and tuition policies, terms and conditions of Hanwen School.

INITIAL	POLICIES
	<p><b>REGISTRATION FEE AND DEPOSIT</b> A \$100 registration fee and \$200 deposit are non-refundable. The deposit will be applied towards paying in advance of last tuition payment of 2017-2018 school year.</p>
	<p><b>SIBLING DISCOUNT</b> Siblings receive a 5% discount for each additional child (of the lowest tuition fee)</p>
	<p><b>MONTHLY TUITION FEE AND LATE FEES</b> Monthly tuition fee is <b>due every four weeks</b>. Parent(s) agree to pay tuition every four weeks regardless of the child's attendance during the school year. No vacation, sick day, or no-show tuition credits will be offered for absences. <b>LATE CHARGE:</b> After 5-day grace period, a \$25 late fee will be charged. <b>RETURN CHECK FEE</b> of \$25 will be assessed for each returned check.</p>
	<p><b>TUTORING / ELECTIVE CLASSES</b> No credits or make up lessons will be offered for any absence of tutoring/elective class. Refunds to tutoring/elective classes will be offered if Hanwen School cancelled the class for any reason.</p>
	<p><b>TERMINATION AND COLLECTION COSTS</b> If unpaid balance is one month beyond its due date, the student will be considered terminated from Hanwen School programs. If collection or legal action is instituted on this contract, Parent(s) agree to pay all costs and disbursements including all attorney and legal fees incurred to collect and enforce this indebtedness. Any litigation or civil action concerning this agreement shall be venue in a court of competent jurisdiction in Alameda County.</p>
	<p><b>MATERIAL FEE</b> Parent(s) agree to pay a <b>non-refundable</b> material fee of \$15 per student each month (this applies for all full-time and part-time students)</p>
	<p><b>LATE PICK-UP FEES</b> (Pick-up is between 5:30PM to 6:00PM.) Parent(s) agree to pay a late fee of \$10 starting after 6:15PM for every 10 minutes that they are late picking up their child. Grace period: 6:00pm-6:15pm. Hanwen School appreciates parents calling our office when they anticipate late pick-ups. However, late fees will not be waived because parents call in.</p>

INITIAL	POLICIES
	<p><b>PUBLIC SCHOOL HOLIDAYS/BREAKS</b> (see calendar) Hanwen School will be closed <b>Christmas and New Year (12/18/2017 – 01/01/2018)</b>. There is no tuition fee for this two-week period. No other vacation tuition credit/refund will be given during the school year. Hanwen School offers school break programs when public schools are closed due to public school holidays/breaks (such as Spring Break, Staff Development Day and other days when Hanwen School is not closed due to national holidays). On these school breaks, additional “full-day camp” will be provided at an incremental cost to parents (since your tuition already covers the afternoon time).</p>
	<p><b>WITHDRAWAL</b> Parent(s) must provide Hanwen School with a written notice at least thirty (30) calendar days prior to the last day the child will be attending our program. If the notice is less than thirty (30) calendar days, parent(s) are obligated to pay the full thirty (30) calendar days tuition.</p>
	<p><b>TRANSPORTATION</b> Transportation service is optional and at additional cost. Please confirm with our school office.</p>
	<p><b>SICK POLICY</b> Fever, diarrhea, and vomiting are all signals that your child is ill and potentially contagious. If your child experiences any of these symptoms while at Hanwen School, we will call the parent phone numbers provided at registration. Parents must pick up their child within two hours of our phone call. If you are not able to pick up your child, please call your emergency contact and request that they pick up your child. Our policy is that your child must be free of fever and have no vomiting or diarrhea episodes for <b>at least 24 hours</b> before returning to Hanwen School.</p>
	<p><b>MODIFICATION CONDITION</b> Hanwen School reserves the right to change tuition at any time. A written notice of any rate change will be made available thirty (30) calendar days prior to the effective date of the change <i>unless parents have paid the full school year in advance</i>.</p>
	<p><b>GROUNDS FOR DISMISSAL</b> Hanwen School retains the right to dismiss any student for unsatisfactory conduct on campus or off campus. The delinquency of tuition or any other school fees shall also be grounds for dismissal. Hanwen School retains the right to terminate enrollment if the student, parent(s), or guardian(s) do not comply with policies, rules or regulations of Hanwen School. Hanwen School may also terminate enrollment if the student, parent(s), or guardian(s) fail to cooperate with faculty and administration. Hanwen School reserves the right to dismiss a student if his or her physical or mental disabilities preclude the school from providing for the necessary needs of the student as determined by the administration.</p>

INITIAL	POLICIES
	<p><b>RELEASE LIABILITY</b></p> <p>Parent(s) give permission for my/our child to engage in the program classes and activities. Parent(s), in consideration of participation in the programs offered by Hanwen School, agree to indemnify and hold Hanwen School, its contractors, employees and volunteers harmless and release Hanwen School, its contractors, employees and volunteers from any and all liability for any injury which may be suffered by the individual(s) registered at Hanwen School, arising out of, or in any way connected with participation in the classes or activities offered by Hanwen School</p> <p>Parent(s) release any liability against Hanwen School and any driver associated with all transportation activities. Parent(s) acknowledge that my/our child is being enrolled in a program that consists of cultural heritage, entertaining, and recreational components. Hanwen School is registered as a heritage school and is exempt from childcare licensing and attendance does not satisfy California's compulsory education requirements.</p> <p>Parent(s) give Hanwen School permission to publish and/or copyright photographs taken of my child as part of Hanwen School program. These photographs may be used for the following purposes: website and other marketing materials. Photos may be used without compensation to me or my child, and I hereby waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith, or the use to which it may be applied.</p> <p>Parent(s) authorize Hanwen School to obtain emergency medical care for my/our child in case of an emergency/accident. Parent(s) agree to assume full responsibility for any expenses incurred in obtaining such medical care.</p>
	<p><b>ENTIRE AGREEMENT</b></p> <p>No waiver or modification of this agreement shall be binding upon the parties unless it is in writing and signed by all parties to this agreement. There are no other oral agreements or representations that are not contained in this agreement and any oral evidence of the same shall not be admissible in any civil action or proceeding. This agreement shall be binding and insure to the benefit of the respective parties, their heirs, legal representatives, successors, and assigns.</p>

ACCEPTED BY:

(Parent/Guardian): PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## Pick-Up Release Form

To better ensure the safety of your child, we are asking that all parent/guardians fill out this **Pick-Up Release Form**. We understand that there may be times when someone other than yourself may have to pick up your child at school and you were unable to notify us.

Please complete the form on this page and return it with your registration packet.

If we do not know the person coming in to pick up your child **we will ask for identification.**

***If the person is not on the list, we will not release your child to that person unless*** we have received in writing a notice that you have given permission to release the child to the designated person for the day.

**We strongly request you call or email Hanwen School if someone other than yourself will be picking up your child.**

**Child's Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please list all people, **including yourself**, who are allowed to pick up your child.

The people listed below have my authorization to pick up my child from the program. I will inform Hanwen School in writing each time a special pickup is necessary for someone NOT on the list below.

Person Name	Relation to Child	Phone Number

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Food/Snack Policy

Dear Parents/Guardians:

We are asking for your help in providing a safe learning environment to all students. One or more students may have a severe food allergy to peanuts, peanut oil, tree nuts, tree nut oils, (walnuts, cashews, etc.). We ask that **your child not share food items** with other children. **Please do not bring food to share in the classroom without first contacting the classroom teacher.**

For children with allergies, please make sure the child knows what he/she can and cannot eat. In addition, please send your child medication in a Ziploc bag and clear instructions stating dosage and frequency to be given. We **will not** administer any medication without these instructions.

Thank you for your cooperation. We look forward to a successful school year!

Please contact the Hanwen School office if you have any questions and concerns.

Sincerely,  
Hanwen School

**Please sign below that you have read and agree to this policy.**  
(After signing, please return this form to the office.)

CHILD'S NAME \_\_\_\_\_

SIGNATURE (Parent/Guardian): \_\_\_\_\_ DATE: \_\_\_\_\_

## Behavior Management Program

Our goal is to provide a healthy, safe and secure environment for all participants. Children are responsible for their own behavior. However, if there is an incident or situation that needs to be addressed, the following is a Behavior Management Program, which is designed to assist the children in making positive choices.

**BEHAVIORS REQUIRING GUIDANCE:** (but not limited to)

- Behavior that is disruptive to classroom management
- Aggressiveness (Physical and/or Mental)
- Property Damage or Theft
- Extortion
- Willful Defiance of Staff
- Possession of Controlled or Toxic Substance
- Leaving the School Site/Classroom Premises without Permission
- Vulgar or Obscene Behavior/Language
- Possession of Weapons
- Bullying

**PROGRESSIVE DISCIPLINE GUIDELINES:**

1. Verbal Guidance
2. Time to Think
3. Develop Behavior Management Plan with Parents (Conference)
4. Suspension of School Program and Probation Period Established
5. Termination of Services

The Director may suspend the child from the program for up to five days.

On situations that are considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program, one or more steps in the Progressive Discipline Guidelines may be skipped at the discretion of the Director.

**Please sign below that you have read and agree to this policy.**

(After signing, please return this form to the office.)

CHILD'S NAME \_\_\_\_\_

SIGNATURE (Parent/Guardian): \_\_\_\_\_ DATE: \_\_\_\_\_

## Rules & Regulations

The Guidelines We Follow at School and Camp

### GENERAL (CLASSROOM or GYM SPACE)

1. Shoes **MUST** be worn at all times, unless given permission to take them off.
2. Furniture, games, equipment, and supplies are treated with care. Whenever we use something, we return it the same way we found it.
3. We always share the toys with everyone who wants to play.
4. Everyone helps at clean-up time.
5. All personal belongings are kept in cubbies so they won't get lost.  
Please label your belongings so they can be returned if they get lost.
6. Personal valuables, skate boards, radios, etc. are kept at home so that they will not be lost or broken at school.
7. **NO TOY FROM HOME AT SCHOOL** – If you bring toys from home they must stay in your backpack.
8. We always inform a teacher when we need to use the bathroom.
9. Food or drink outside or at designated tables inside. No gum chewing allowed. Never run with food in your mouth or sticks in your hand.
10. The phone is used for **EMERGENCIES ONLY**, with the permission of a teacher.

### INSIDE CLASSROOM:

1. Running and yelling belong outside the classroom.
2. We study and play quietly when we are in the classroom.

### GYM SPACE:

1. We always use equipment safely in the manner it was designed.
2. On climbing structures – **HOLD ON AT ALL TIMES, ONE HAND** on the bar at all times.

### MOST IMPORTANT:

1. We always listen to what any teacher tells us.
2. We always treat staff and other children with respect even when we are upset.
3. When we have a problem that we can't solve with words, we notify a teacher to help.
4. No hitting, kicking, biting, shoving, fighting, wrestling, karate sparring, etc. at School.
5. No swearing and name-calling allowed because it can hurt someone else's feelings.
6. School will not tolerate bullying.

Boundaries and other rules will be explained by the School Principal or Camp Director.

## Hanwen School Calendar (2017-2018)

WEEK	MONDAY	FRIDAY	TUITION SCHEDULE	NOTES
1	08-28-17	09-01-17	Month 1 Tuition Due	First Week of After School Program
2	09-04-17	09-08-17		<b>09/04 Labor Day</b>
3	09-11-17	09-15-17		
4	09-18-17	09-22-17		
5	09-25-17	09-29-17	Month 2 Tuition Due	
6	10-02-17	10-06-17		
7	10-09-17	10-13-17		
8	10-16-17	10-20-17		
9	10-23-17	10-27-17	Month 3 Tuition Due	
10	10-30-17	11-03-17		
11	11-06-17	11-10-17		
12	11-13-17	11-17-17		
13	11-20-17	11-24-17	Month 4 Tuition Due	<b>11/23-11/24 Thanksgiving Break</b>
14	11-27-17	12-01-17		
15	12-04-17	12-08-17		
16	12-11-17	12-15-17		
17	12-18-17	12-22-17		<b>Winter Break 1 - No After School</b>
18	12-25-17	12-29-17		<b>Winter Break 2 - No After School</b>
19	01-01-18	01-05-18	Month 5 Tuition Due	
20	01-08-18	01-12-18		
21	01-15-18	01-19-18		<b>01/15 Martin Luther King Jr. Day</b>
22	01-22-18	01-26-18		
23	01-29-18	02-02-18	Month 6 Tuition Due	
24	02-05-18	02-09-18		
25	02-12-18	02-16-18		
26	02-19-18	02-23-18		<b>02/19 President's Birthday</b>
27	02-26-18	03-02-18	Month 7 Tuition Due	
28	03-05-18	03-09-18		
29	03-12-18	03-16-18		
30	03-19-18	03-23-18		
31	03-26-18	03-30-18	Month 8 Tuition Due	
32	04-02-18	04-06-18		Spring Break Camp 1
33	04-09-18	04-13-18		Spring Break Camp 2
34	04-16-18	04-20-18		
35	04-23-18	04-27-18	Month 9 Tuition Due	
36	04-30-18	05-04-18		
37	05-07-18	05-11-18		
38	05-14-18	05-18-18		
39	05-21-18	05-25-18	Month 10 Tuition Due	
40	05-28-18	06-01-18		<b>05/28 Memorial Day</b>
41	06-04-18	06-08-18		
42	06-11-18	06-15-18		Last Week of After School