

**REGISTRATION POLICY  
PARENTS-ON-DUTY (POD)  
STUDENT CODE OF CONDUCT**

**2019-2020**



**Huaxia  
New York  
Central  
Chinese  
School**



### I. 2019-2020 Registration Policy

#### Contact Information

Email: [registration@hxnyc.org](mailto:registration@hxnyc.org)

Tel: 914-768-8686

#### Important Dates

|                  |   |
|------------------|---|
| <b>9/8</b>       | <b>First Day of School</b>              |
| <b>5/18- 7/7</b> | Early Bird Registration                 |
| <b>7/8 - 9/8</b> | Regular Registration                    |
| <b>9/22</b>      | Late Payment Fee Applies                |
| <b>10/6</b>      | Last Day of Free Culture Class Transfer |

#### 2019-2020 Tuition and Fees

| Class  | Tuition (per annum) | Family Account Management Fee (per family) | Registration & Facility Fee (per student) | Book & Material Fee (per student) | POD Deposit (per family) | Total        | With Early Bird Discount |
|--|---------------------|--|---|-----------------------------------|--------------------------|--------------|--------------------------|
| Pre-K & Kindergarten                                     | \$670               | \$50                                       | \$70                                      | NA                                | \$30                     | <b>\$820</b> | <b>\$770</b>             |
| MLP Grade 1-9  | \$670               | \$50                                       | \$70                                      | \$50                              | \$30                     | <b>\$870</b> | <b>\$820</b>             |
| MZHY Grade 1-9   | \$670               | \$50                                       | \$70                                      | \$25                              | \$30                     | <b>\$845</b> | <b>\$795</b>             |
| AP Chinese   | \$670               | \$50                                       | \$70                                      | \$25                              | \$30                     | <b>\$845</b> | <b>\$795</b>             |
| CSL  | \$700               | \$50                                       | \$70                                      | \$55                              | \$30                     | <b>\$905</b> | <b>\$855</b>             |
| Culture Class (if <u>not</u> enrolled in language class) | \$300               | \$50                                       | \$70                                      | Varies                            |                          | <b>\$420</b> | <b>N/A</b>               |
| Parent Class (1Hour class)                               | \$300               | \$50                                       | \$70                                      | Varies                            |                          | <b>\$420</b> | <b>N/A</b>               |
| Parent Class (2 Hour Class)                              | \$380               | \$50                                       | \$70                                      | Varies                            |                          | <b>\$500</b> | <b>N/A</b>               |

- All calculation in the table below is based on enrolling only one child/student.
- Except for Pre-K and Kindergarten classes, tuition covers 2 hours of Chinese language class and 1 hour of culture class. There is no tuition credit for those who elect not to take any culture class.
- A single non-refundable Family Account Management Fee of \$50 applies to every family with at least one registered student.
- A non-refundable Registration & Facility Fee of \$70 will be charged to each registered student.
- Book and material fees are based on the actual book cost to the school and material cost required by teachers which vary among classes.
- For students who enroll in culture class only, both Family Account Management Fee and Registration & Facility Fee still apply.
- POD (Parent-on-Duty) deposit of \$30 per family is added to ensure parents fulfil their responsibility to help maintain the safety of students during school hours. **The deposit will be forfeited if parents fail to report on their assigned dates of POD.** Once the deposit is forfeited, a new deposit will be charged in the following school year. Parents who have performed the POD duty will not be charged the deposit the following school year. The deposit will be returned to you upon the withdrawal from school or graduation of your child (ren) from the school.
- Bounced check/payment will be charged a penalty of \$35 per check.
- **Late payment fee of \$30 will apply if tuition payment is not received by 9/22/2019.**

### Discount and Credit

|                                     | Amount | Notes   |
|-------------------------------------|--------|---|
| Early Bird Discount                 | \$50   | Per student with at least one non-adult student enrolling in a regular language class and full payment is received <u>before the Early Bird Discount End Date</u> .   |
| Friend Referral Credit              | \$50   | When a current member family refers a NEW FAMILY who successfully enrolls for full school year, BOTH families will each receive a \$50 credit. <b>This credit can be given to the new family ONLY ONCE.</b> |
| Discount for Three or More Children | \$60   | If you have 3 or more children enrolled in Chinese classes, your 3 <sup>rd</sup> and subsequent children will each receive a \$60 discount.   |

### Payment Method

Payments can be made with personal checks, credit cards or PayPal. **We strongly recommend paying by check. This will save the school transaction fees.**

**Tuition payment checks must be postmarked within 2 week of the registration date. Registration will be considered incomplete if no payment is received within 2 weeks. The order of your child's enrollment in a class is determined by the postmark on your payment envelope. The school reserves the right to release the space to students whose payments arrive ahead of yours.**

Please make check payable to: Huaxia Chinese School New York (HXNY) and mail it to: Huaxia Chinese School New York, P.O. Box 1236, Scarsdale, NY 10583. Please print the payment printout from the online registration system and attach it to your check. Please make sure you write down students' names, ID numbers (or family ID numbers if available) on your check and on the registration printout.

If a check is returned for any reason (e.g. insufficient funds, stop payment, or closed account), a \$35 processing fee in addition to any penalty amount charged by the bank will be added to your account. If a student with a bounced check/payment decides to withdraw from the school, the \$35 returned check fee plus bank charges will not be refunded. No student will be permitted to sit in a class without FULL payment received by the school except for new students who may audit a class after obtaining written permission from the school administration.

### Refund Policy

| Dates            | Refund Amount                    |
|------------------|----------------------------------|
| Before 9/22/2019 | 100% of tuition will be refunded |
| Before 10/6/2019 | 75% of tuition will be refunded  |
| Before 1/26/2020 | 50% of tuition will be refunded  |
| After 1/26/2020  | No refund will be given          |

(Tuition only. Family Account and Registration Fee are Non-refundable)

### Age Guidelines

Grade placement at HXNYC is comparable to that at students' week-day schools in support of students' cognitive, social and emotional development. Copy of birth certificate is required for all Pre-K and Kindergarten students and for all new students under the age of 6. Students of Grade 1-Grade 9 will also be evaluated before being placed in classes appropriate to their ages and Chinese language abilities.

|                             |  |
|-----------------------------|--|
| <b>Pre-K 3 学前小班</b>         | Born on or before 12/31/2016   |
| <b>Pre-K 4 学前中班</b>         | Born on or before 12/31/2015   |
| <b>Kindergarten 学前大班</b>    | Born on or before 12/31/2014   |
| <b>CSL</b>                  | Recommended for students who are 6 or older and with little/no Chinese background.<br>Students who are 6 or younger should register for K or Pre-K classes |
| <b>1<sup>st</sup> Grade</b> | Recommended for students who are 6 or older  |

To ensure optimal learning experience, culture classes may be subject to specific age limits as described in course summaries. All language and culture classes are subject to maximum and minimum seating limits. Classes may be added or withdrawn at the discretion of the school administration.

### **Grade/Class Assignment & Transfer**

During the first 4 weeks of a new school year, existing students may elect to transfer to a different class. He or she needs to request and obtain a recommendation from the teacher of the originally enrolled class, a written permission from the teacher of the receiving class, and approval from the school administration. The final transfer will also be subject to the availability of the grade/class that he or she elects to transfer to. Once the transfer is approved, the school administration will issue a Certificate of Transfer and re-assign the student to the grade/class approved. Tuition difference plus any additional book and material fees will be charged or refunded to the student based on the difference between the two classes.

New students (other than students entering into Pre-K or Kindergarten classes) may select a grade that suits them. However, during the first 4 weeks of a new school year, the Dean may assess the new students and provide final approvals for the grade/class assignments based on the students' levels of language proficiency and maturity. The school administration will re-assign the new students to the appropriate grades/classes based on the Dean's recommendations.

### **Culture Class Transfer**

Except for Pre-K and Kindergarten students, all students who are taking a Chinese class can select one culture/activity class which is one-hour in length. Most of the culture classes are at no additional charges. Many culture classes admit very few students and it is on a "first-come-first-serve" basis. Some culture classes may charge a material fee to cover the cost of materials purchased by the teachers for class activities or projects.

Please do select a culture class while you register for a Chinese class which is two hours long. You can always request to transfer to a different culture class before the transfer deadline if the original choice is not suitable. There is no partial tuition credit for students who elect not to participate in any culture classes.

During the first 4 weeks of the new school year, if a student elects to change his or her current culture class selection, he or she can make a request to the school administration. However, the final transfer is subject to availability and teacher approval. **After the free class transfer deadline, a fee of \$25 will be charged for each transfer.**

If a student cannot find any culture/activity class that he or she is interested in, he or she may choose not to attend any culture/activity class. No student may attend a culture/activity class without prior registration and proper approvals. The school reserves the right to adjust and decide on student class assignments in order to balance the enrollment of classes.

Students can also register for culture classes only. Culture classes are on "first-come-first-serve" basis. However, students who have registered for a language class will have higher priority in securing a seat in culture classes. Please contact the Vice Principal of Registration in person or via email to [registration@hxnyc.org](mailto:registration@hxnyc.org) for additional information.

### **Teacher Assignment**

The school administration reviews and assigns teachers each year. Teacher assignment will be available on the school's website no later than one week before the start of a new school year.

### **Classroom Assignment**

The classroom (building/floor/room) assignment can be found on the school's website no later than one week before the start of a new school year.

### **Parent on Duty (POD)**

All parents MUST participate and take turns to fulfill responsibility of POD which is to ensure the safety and orderly conduct of students enrolled in the school. For details, please refer to POD Rules & Responsibility.

### **Photo Usage**

The school reserves the right to photograph students/families participating in the school's academic and/or social activities and post the photographs on the school's newsletter, website, WeChat or school related marketing materials.

### **Acknowledgement and Agreement of 2019-2020 Registration Rules**

I and my family hereby acknowledge and agree that we have received, read, understood, and agreed to the school rules and regulations for registration and operation and for attendance at the school. We agree that all members of the school are subject to such rules and regulations in their entirety.

By registering hereunder, each student and family assume the risks of participating in any activity at and/or organized by the school and hereby irrevocably release the school and all its personnel and affiliates including but not limited to agents, officers, directors, employees, successors and assignees from any and all liabilities of any type of nature arising out of his/her participation in activities at and/or organized by the school.

## II. Parents-on-Duty (POD)

Huaxia New York Central Chinese School (HXNYC) is a non-profit organization run entirely by volunteers. We rely on parents to share the responsibilities of keeping the school safe and orderly.

**Each year, all parents are required to perform mandatory Parents-on-Duty (POD) at least once.** POD parents are stationed near and around classrooms in AAB and CLA buildings to assist teachers and students and to maintain order.

### How POD Works:

- Per school year, each parent will be required to perform POD one time for each child who is enrolled in the school. (You need to perform POD one time if you have one child at school, two times if you have two children at school, etc.)
- POD dates are assigned by the Safety & Discipline Committee at the beginning of the school year.
- Your class parent will notify you via email/WeChat group of the possible POD dates you can choose from.
- A \$30 POD deposit per family is automatically charged to your account when you register for the school year. If you fail to perform POD, your deposit will be forfeited. If you fulfill your POD duties, the deposit will be credited to your account and rolled over to the following school year.
- If you are unable to perform your POD duty on the assigned date(s), you may swap the dates with other parents or ask someone to cover for you.

### Rules & Responsibilities of the POD Parents:

- Sign in promptly before 9:30am at the school office (AAB 111).
- Pick up the orange vest from the office and wear it during the entire school day.
- Go to the location you signed for and stay at the same location until 12:30 pm. You may not leave your post until school is over.
- **At your POD post, you need to:**
  - Be alert and try to keep the hallway quiet.
  - Assist teachers with safety issues upon request.
  - When classes are in recess, please try to patrol the hallways, classrooms, stairs and bathrooms to make sure no children are engaged in any dangerous or disruptive activities, such as chasing each other, climbing onto window ledges or onto staircase railings, breaking into vending machines, playing with multi-media equipment or making loud noises etc.
  - Contact school safety team or WCC security staff if any unexpected issue develops.
  - Return the vest and sign out at the school office when school is dismissed.

### Important Reminder:

The Safety & Discipline Committee will work with class parents to remind you of your upcoming POD assignments. However, it's your responsibility to check and fulfill the POD you signed up for. If for any reason, you cannot make it on the scheduled date, please get in touch with your class parent ASAP and try to find another parent to cover for you.

### III. Student Code of Conduct

Students are expected to conduct themselves in an appropriate and civil manner, with due regard for the rights and welfare of all others in the school community, as well as for school facilities and equipment and the property of others. The school reserves the right to take disciplinary actions against the offending party including suspension and expulsion.

#### Infractions

The following are examples of infractions. The list is not intended to be all inclusive.

1. Bullying whether verbal or physical
2. Intimidating, harassing or discriminating against any person
3. Racial or sexual harassment or assault of any form
4. Injuring any person or threatening to do so
5. Damaging, vandalizing or stealing school property or the property of others
6. Disrupting classes, programs or other school activities
7. Entering or remaining in any portion of the school premises without authorization
8. Possessing or using weapons, drugs, alcohol, cigarette or vaping on school property
9. Plagiarizing homework or exams, and/or inducing or coercing others to commit similar acts
10. Refusing to comply with any reasonable order of authorized school personnel

#### Consequences and Disciplinary Actions

##### Level I (Intervention)

Consequences include loss of privileges and in-school detention (removal from the classroom). Written notification will be sent to the parents of students disciplined.

##### Level II (Notification)

Students are issued written conduct referral forms with copies sent to the students' classroom teachers and parents. Parents will be asked to acknowledge receipt by signing and returning the forms to the school office the following school day in order for involved students to be admitted by respective classroom teachers.

##### Level III (Principal/Parent Meeting)

If a student accumulates three Conduct Referrals, his/her parents will be required to meet with the principal and the student's classroom teacher.

##### Beyond Level III

If the above intervention does not lead to satisfactory improvement, the student may be suspended or expelled from the school.