



## Frequently Asked Questions

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### Hua Hsing Chinese School and Staff:

#### 1. What is Hua Hsing Chinese School (HHCS)?

HHCS is a non-profit school established in the summer of 1989 with the endorsement of Madame Chiang Kai-Shek. From the School's inception, the goal was to exemplify Madame Chiang's high standards on better education opportunities and culture awareness. Maintaining a strong curriculum and high expectations of our teachers and students, HHCS has become one of the largest secondary accelerant schools in Texas. Students of all ethnicities and backgrounds are welcome. Currently, over 2,000 diverse students are taking advantage of HHCS various classes and programs.

#### 2. Who is the staff?

**Contacts: For faster assistance, please leave a voice-mail and/or email.**

董事長	President	牟呈華	Eric Mu		
校長	Principal	孟敏寬	Mily Meng	(469) 789-6858	<a href="mailto:mily@huahsing.com">mily@huahsing.com</a>
副校長	Vice-Principal	牟若屏	Agnes Yam	(972) 310-7661	<a href="mailto:agnes@huahsing.com">agnes@huahsing.com</a>
數學部	Math Director	牟立平	Austin Mu	(972) 827-8801	<a href="mailto:austin@huahsing.com">austin@huahsing.com</a>
中文部	Chinese Director	陳次蘊	Agatha Chen	(972) 403-8090	<a href="mailto:agatha@huahsing.com">agatha@huahsing.com</a>
會計	Accountant	牟珍屏	Audrey Fan	(972) 612-2823	<a href="mailto:audrey@huahsing.com">audrey@huahsing.com</a>
註冊部	Registration			(469) 237-4431	<a href="mailto:registration@huahsing.com">registration@huahsing.com</a>

#### 3. Where is HHCS located?

Our classes are every Sunday (except PISD designated school holidays) at Jasper High School. Located at 6800 Archgate, Plano, TX 75024.

#### 4. What are the hours of HHCS?

1:15 PM-5:30 PM is the start of the first class to the end of the last class. Classrooms are not open for students until 1 PM. Please do not drop off your children before 1:00, they will NOT be supervised.

## 5. Where can I park?

Jasper High School has two parking lots. The north parking lot is smaller and reserved for teachers and staff. By reserving the north parking lot for our teachers, this allows our teachers quick entry to your child's class. There are to be no drop-offs/pick-ups in the north parking lot.

Please park in the larger south parking lot. Please be mindful- drive slowly and carefully.

## 6. How are teachers hired?

Teachers are hired based on their experiences in teaching, affiliations in subjects, references, interviews with Staff, and the result of a thorough professional investigation of their background.

## 7. I am interested in teaching or volunteering how can I apply? Do I need teaching background?

HHCS welcomes anyone interested in teaching and has a passion in helping the community. Please ask a staff member for an application. Teachings positions may or may not be available, however your information will be kept. We will contact you for your initial interviews. Teaching background is not a necessity if your background demonstrates an affiliation to the particular subject, i.e.: job, PHD, previous volunteer work at schools.

## Registration:

### Fall 2018 Registration Process:

#### 1. How do I register?

New student online registration begins on May 6<sup>th</sup>-10 A.M. Returning student registration begins on April 15<sup>th</sup>-10 A.M.

To register: Please go to our website: [www.huahsing.com](http://www.huahsing.com)

- 1) Click on the red "REGISTER" button found on the right side of our website.
- 2) You will be taken to a secure portal. If you have already made an account, log on using your information. (Please note, if you do not have login information, please request a new one. HHCS does not request or store personal information.) If you do not have an account, create an account for your family.
- 3) Upon signing in, you will see your family home page. This list your family details on the right and in the center of the page, you will see each child (ren).
  - a. Returning Student: you will see your child's current classes and their next classes needing payment. (Classes needing payment appear only during the priority reservation.)
  - b. New Student: Click on "register" and begin selecting each child and class.
- 4) If you see a class that shows "WAITLIST" that means the class is currently full. Click on the wait list so you are on the list and will be notified of availability. Please see wait list information below for details.
- 5) When completed and you are ready for check out, do not forget to click the \$10 registration fee for the season. This is a one-time fee for all classes. For example, if you are registering for 3 classes, you are paying the \$10 one time. This is a required fee.

#### 2. What are the deadlines for registering?

*Returning Students:* May 5<sup>th</sup>-5 P.M. for registration and payment of classes to retain your reserved spot.

*New Students:* May 6<sup>th</sup> 10 A.M. is the start of registration until the fourth week of the new semester.

### **3. What documentation is needed for registration?**

- a. Parents who are enrolling for kindergarten math classes are required to submit proof of their kindergarten enrollment in their primary school. This can be either 1) child's birth certificate/ID/passport showing the date of birth and year OR 2) documentation of child's 2018-2019 enrollment for Kindergarten at primary school.
- b. Parents who have children in higher grade levels than their birthdays (per Texas State eligibility) will be required to submit proof of the higher-grade level. This can be either 1) scanned copy of prior year report card of grade level OR 2) documentation of your child's 2018-2019 enrollment in the higher grade at primary school.
- c. If there is a discrepancy in child's birthday in the enrollment process, HHCS may request further documentation to validate the child's birthday. This can be either birth certificate, passport or ID.

Documentation may be required due to HHCS honors-based advancement criteria. Students are at different stages in growth and development. We have a very diverse student population from more than 20 different school districts. Placing your child in their correct grade level is the first step in ensuring your child, our student, has a rewarding year.

### **4. What does returning student mean?**

Returning students are current enrolled students who would like to continue their current course curriculum. As returning students, they have first priority to reserve their current seat. For example, a current 3<sup>rd</sup> grade math student has priority to enroll and pay for 4<sup>th</sup> grade math for the next school year until May 5<sup>th</sup>-5 P.M.

### **5. Do I have to register online? Can I come in person?**

You must register online. All registration information can be found on our website: [www.huahsing.com](http://www.huahsing.com). HHCS does not accept any verbal in-person/email registration requests. All registration is done online. If you have a specific question about a specific class you can wait in line or email [registration@huahsing.com](mailto:registration@huahsing.com). Please be mindful of any possible payment deadlines. Due to the high registration demand, your email will be answered in 48 hours. *If you wait to come in person to ask a registration question, other students may have registered or enrolled to be on the wait list before you.*

### **6. I already see a class in "WAIT LIST", what do I do next?**

*Very Important:* If you see "wait list", the class is full. If you would like to be on the wait list for the class, click on the "wait list" button and complete the enrollment. With the completion of enrollment, the student's information will be time stamped. *Payment is not required until a seat is available.* There is a possibility that more classes may be added. You will be notified immediately via email once a seat is available with payment request. Payment is required in 48 hours to secure the seat.

### **7. How do I pay for classes?**

You can pay online via credit card or debit card.

### **8. My child is in a higher grade than what is showing up, how do I select the right grade?**

Registration is by birthday for the student's current grade level.

If your child has a birthdate that does not correspond with the Texas eligibility grade age, please email [registration@huahsing.com](mailto:registration@huahsing.com). If your child has skipped a grade in their regular school, please provide documentation (previous semester's report card or schedule that reflects their higher grade level) as an attachment and email [registration@huahsing.com](mailto:registration@huahsing.com).

### **9. I want my child to skip a grade and the system will not let me select the next grade level.**

Registration is by birthday for the student's current grade level. We recommend that you select your child's current grade level for a seat. We offer a \$10 placement test. Upon passing the placement test, the

registration team will then move your child to the next grade level. Please email [registration@huahsing.com](mailto:registration@huahsing.com) to set up placement test. Students have 1 hour to complete the placement test.

### **Returning Students:**

**1. Do I have priority to register for new classes?**

The priority is only for current registered classes. Any new classes is considered new enrollment. For example, student that is currently enrolled in math class. Priority is only given for math class. To enroll in a new class like writing class, registration begins on May 6<sup>th</sup>- 10 A.M.

**2. I forgot to pay, and now it's May 6<sup>th</sup>, what do I do?**

Regretfully, you have lost your reserved seat. Enroll as soon as possible and complete enrollment to be on the wait list. Staff is not able to retrieve your lost reserved seat. The system has deemed that previously reserved seat as available and has given the seat to a new student who completed and paid for the it.

### **Declining or Revising Reserved Seat:**

**1. I do not want to continue the class and would like to decline my reserved spot.**

Please email [registration@huahsing.com](mailto:registration@huahsing.com) to cancel your reserve seat. We wish you and your family well and continued academic success.

**2. I want my child to skip a grade and the system will not show me the next grade.**

Please note, our school year is two semesters: Fall and Spring. If you think your child should skip a year,

- As a new student: your child must pass the \$10 placement test. Please email [registration@huahsing.com](mailto:registration@huahsing.com) to schedule a test.
- As a returning student, your child must receive teacher recommendation and Math Director's approval. (Depending on grade level, a placement test may be required).

We recommend that you still register for your child's current grade level to secure your reserved seat. Please email [registration@huahsing.com](mailto:registration@huahsing.com) to set up placement test. Students have 1 hour to complete the placement test.

### **New Students:**

**1. I see a wait list already for class, how can I get in?**

*Very Important:* If you see "wait list", the class is full. If you would like to be on the wait list for the class, click on the "wait list" button and complete the enrollment. With the completion of enrollment, the student's information will be time stamped. *Payment is not required until a seat is available.* There are possibilities of available seats due to transfers, cancellations or new classes. You will be notified via email once a seat is available with payment request.

**2. Can we observe a class?**

For security, we do not allow trial classes. HHCS staff member can walk you through the course curriculum, expectations and schedule.

**3. Can we buy class materials if we can't get into class?**

Our materials are not for sale as only our teachers are trained to teach HHCS materials.

## **Class/Course Information:**

### **1. What kind of courses does HHCS offer?**

HHCS is very proud of our curriculum and our teaching staff. We want to accelerate our students' learning and further challenge them to their next level. We offer: Math, Writing, Simplified Chinese, Traditional Chinese, Conversation Chinese, Hindi, Chess, Tae Kwan Do, Art for Younger Children, Yoga for students and adults, SAT/ACT preparation classes and more. For a complete list of classes, please visit [www.huahsing.com](http://www.huahsing.com)

### **2. What is the teacher/student ratio?**

The teacher/student ratio will vary by grade level and subject. For our younger classes, we have a teacher and a teacher assistant with the typical class size of 15-22. For our older classes, the typical class size is about 20-25. Class sizes will vary by subject matter and grade levels.

### **3. What does my child need to bring to class?**

We suggest students use a school bag to maintain their belongings. For math, Chinese and writing classes, folders will be provided to the students. Students should always bring to class their folder, pencils and erasers. Any additional materials needed will be specified by the teacher. Students are allowed to bring a water bottle, filled only with water. Juice, soft drinks and other liquids are not allowed.

### **4. What if we need to miss a class?**

Please contact the teacher when a student needs to miss a class. Parents will need to make arrangements to pick up the materials from the teacher on that day. Materials are not available in advance. The administration will not have requested teaching materials. A maximum of 4 absences are allowed per semester. **Students who exceed four (4) absences without prior approval by school will be withdrawn without refund and receive a failing grade for the semester.**

### **5. What if we lose the class materials?**

Outline and homework are students' responsibilities once they are passed out by teachers. Fees will be assessed for additional copies of materials.

### **6. What if the weather is bad?**

Class cancellations will be posted on our website: [www.huahsing.com](http://www.huahsing.com). Notifications will be sent via email. If you selected to receive text messages, you will also be texted.

### **7. What is the math class like?**

Math classes begin with a quiz to review previous week's lesson. (No quiz on the first day of class). The students follow along with a class outline taught by the teacher. Midterms and finals are part of the class grade. Homework pages will vary by grade level. Students are expected to do at least 2-3 pages a day for the week.

### **8. What is the Chinese class like?**

We offer three types of Chinese classes: Simplified, Traditional and Conversation Chinese. All classes include textbook/materials. Simplified and Traditional classes are taught in 100% Chinese. Conversation Chinese is taught 80% in English and subsequently reduced to teach non-native speakers. Quizzes, midterms and finals are part of the class grade. Homework pages will vary by grade level. Students are expected to do at least 1-2 pages a day for the week.

**9. What is the writing class like?**

We offer 5 different types of writing class. Writing curriculum varies by grade and created with the standards of the Texas State Board of Education. Writing essays is a weekly homework with additional grammar homework and worksheets.

As a 1<sup>st</sup> grader in writing class, student must be able to read and write simple sentences to enroll.

**10. What are coupons and coupon trading?**

The student is given a coupon card at the beginning of the semester. Each week, they earn merit points by behaving well in class, completing their homework, and scoring well on their quizzes/tests. At the end of the semester, students are able to trade in their coupon points for toys.

**11. Can someone escort my child to his/her next class?**

For our 2<sup>nd</sup> grade and younger students, we can have our high school student volunteers escort them to their next class. Please send an email to [registration@huahsing.com](mailto:registration@huahsing.com) to sign up.

**12. Can my high school student volunteer at HHCS?**

HHCS welcomes our high school students to become volunteers. Dependability and maturity is required as volunteers will help teachers and staff. Please send an email to [agnes@huahsing.com](mailto:agnes@huahsing.com) to sign up.