



Wah Mei School
Bilingual Education Since 1974

Family Handbook

2014-2015



Welcome

Welcome to the Wah Mei School family! We are honored to have your child and family join us. Our mission is to provide a safe and nurturing, high-quality Chinese-English bilingual/bicultural environment that promotes children's development while also building a supportive community for their families.

This handbook is designed to help your family understand our program policies and procedures. To ensure that your child and family have a rewarding and safe experience, our program is compliant with California Community Care Licensing, California Department of Education, and First 5 San Francisco, Preschool for All regulations.

We believe family partnerships are vital in creating a successful learning environment for children. We welcome any comments, suggestions, questions or concerns about the program. Please review and follow the policies and procedures outlined. You will be notified of any policy changes during the year.

Thank you for choosing Wah Mei School. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Olivia Leung
Executive Director
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ABOUT US

Mission and Vision

Our mission is to provide a safe and nurturing, high-quality Chinese-English bilingual/bicultural environment that promotes children's development while also building a supportive community for their families.

Our vision is to be an outstanding preschool with a professional, caring staff within a well-equipped facility which provides a positive and happy early childhood experience.

Core Values

1. Chinese Culture and School Readiness are Intertwined

Our teaching style and curriculum emphasizes our rich Chinese heritage, culture, and traditions, bolstered daily with our core Trilingual and Bilingual programs. We prepare our children to be school-ready global citizens, in a fun and developmentally appropriate environment.

2. We Support, Nurture, and Value the Uniqueness of Our Children

We are child centered: The children always come first. We are supportive, nurturing, and health conscious in our planning and preparing for the activities and the food offered. We provide a safe, open environment for every child.

We value, appreciate, and foster the unique attributes and experiences of each child and his/her family. Caring for each child and providing guidance and activities to help realize each child's potential is important to us. We actively attend to his/her physical, social, emotional, and intellectual needs.

3. Play Based Activities Enhance Learning

We believe that children learn through structured and unstructured play. We encourage them to creatively explore through our play based curriculum activities, including music, songs, art, movement, and more.

4. Diversity Matters to Us

We believe in maintaining a diversity of cultures and socio economic situations at our school and encourage any family to apply. We are proud of our inclusive programs, including those that support subsidy families and special-needs children. We welcome all families into our inclusive programs.

5. Our Relationships in the Community are Deep and Collaborative

We commit to maintaining trusting and collaborative relationships within the school as well as with the larger Wah Mei community. We have a strong network of partners and supporters who believe in the value we bring to our community.

Licensing

State of California Department of Social Services
License to operate and maintain a "Day Care Center"
Facility Number: 380504314
Ages 2.6 – 5 years old
Maximum Licensed Capacity: 65

Hours of Operation

Child care services are provided from 7:30am to 6:00pm Monday through Friday*

*Hours of service are determined by program option. See *Program Options* for details.

Holidays

Wah Mei School is closed on the following days:

	Date	Closure Reason
Friday	July 4 th , 2014	Independence Day
Friday	August 29 th , 2014	Staff In-Service Day
Monday	September 1 st , 2014	Labor Day
Monday	October 13 th , 2014	Indigenous People's Day
Tuesday	November 11 th , 2014	Veteran's Day
Thursday	November 27 th , 2014	Thanksgiving
Friday	November 28 th , 2014	Thanksgiving
Thursday	December 25 th , 2014	Christmas
Thursday	January 1 st , 2015	New Year's Day
Monday	January 19 th , 2015	Martin Luther King Jr's Birthday
Monday	February 16 th , 2015	Presidents' Day
Thursday	February 19 th , 2015	Lunar New Year
Friday	March 13 th , 2015	Staff In-Service Day
Monday	May 25 th , 2015	Memorial Day

EDUCATION AND CURRICULUM

Education Philosophy

We believe that bilingual and multicultural experiences are part of the development of the "whole" child and that both Chinese and English should be given equal weight in the educational program. Wah Mei School is committed to considering the needs of children in all areas of development including: thinking and reasoning skills, communication skills, positive social interactions, fine and gross motor skills, emotional well-being, culture (i.e. art, music, and drama), science, and nutrition. We believe that each child's strengths and needs should be recognized, valued, and incorporated into the program. Further, children need a well-planned environment with many developmentally appropriate choices and experiences which encourage them to explore and learn. Wah Mei School is also committed to addressing the needs of the whole family and to recognizing family dynamics. Parental input and participation are vital in building a successful preschool program.

In keeping with our philosophy, Wah Mei School has established the following goals:

1. To provide an early childhood program which includes realistic, non-stereotyped (e.g. ethnic or sexual) and sensitive portrayals of the varied cultural backgrounds of the children, their families, and the community.
2. To provide good language role models in both Chinese and English, giving equal value to each language.
3. To provide a structured, yet flexible program that recognizes the strengths, interests, and needs of each child.
4. To provide a curriculum which includes a wide range of age-appropriate activities and experiences which encourage development in all areas: cognitive, receptive and expressive language in both Chinese and English, gross and fine motor skills, social and emotional needs, creativity (art, music, dramatic play), science, and nutrition.
5. To provide a healthy, nurturing, supportive, and organized environment which offers many choices using concrete materials relevant to young children, thereby increasing their curiosity and positive feelings about learning.
6. To provide children with a nutritious, balanced, and multi-ethnic food program.
7. To foster active parent and community participation.
8. To provide assistance, when necessary, to children and families in obtaining social service referrals and parent education.
9. To incorporate strengths of a diverse staff and to enhance teaching abilities through meaningful and appropriate staff development.
10. To provide efficient administration and evaluation of services

In order to achieve our goals we believe that:

1. Curriculum should be process as well as product oriented.
2. Curriculum should be suited to each child's maturity and state of development (i.e. developmentally appropriate).
3. Curriculum should be developed and implemented in a sequential manner, incorporating all areas of development, including social, cognitive, linguistic, emotional, and physical skills.
4. Curriculum should emphasize cross-culturalism and not contain ethnic stereotyping or gender bias.
5. Curriculum should be implemented in small groups as well as on an individual or large group basis.
6. Curriculum activities should incorporate the strengths of various staff members, parents, and community people.
7. Curriculum should utilize the child's home environment to create learning activities at the school.
8. Curriculum should be interdisciplinary.

In conclusion, we believe that children should be given varied opportunities to have hands-on experiences, and to interact through learning activities provided both by teachers and families. With a school environment such as this, children will not only be given a solid academic and social foundation, but they will also leave our school with a desire to learn further.

Curriculum

Wah Mei school implements an environment based *Project Approach* curriculum. The classroom environment is set up to support children's development through learning areas: Library, Dramatic Play, Blocks, Art, Sensory, Manipulatives, Science and exploration, Music and Movement, Games, and Writing. These areas are used to build upon the *Project Approach*. Teachers guide children through in-depth projects of real-world topics. These projects begin with children's interests, strengths and needs. Children are given opportunities to ask questions, inquire, make hypotheses, recall past experiences and knowledge, and develop goals. As the project continues to build on those inquiries, children conduct experiments and through their hands-on learning experiences, they are able to answer those questions and make connections. Throughout projects and using the learning environment, Wah Mei School supports the development in the following domains:

Literacy Development: Becoming familiar with books, print, and letters, writing his/her name, developing good listening habits, learning to sequence and retell details, and classifying objects and pictures are a part of your child's reading readiness.

Mathematical Development: Matching, comparing, sequencing, ordering, grouping, counting, recognizing and writing numbers, measurement, weights, shapes, and time (calendar) are some of the concepts covered in the math readiness program.

Language Development: Identifying common objects in both English and Chinese, finger plays, creative dramatics, rhymes and riddles, puppet plays, listening to stories and folk tales are an integral part of the oral language development program. In addition, we encourage children to articulate their own experiences and create their own stories.

Self and Social Development: This aspect of the program focuses on the self-image of the child and his/her immediate world-the family, the home, the neighborhood. Wah Mei School will present books, stories, toys from other cultures in a non-stereotyped framework. Sharing, playing together, helping one another, working together, etiquette, and accepting each other's differences will also be emphasized. The children will work on a number of cooperative projects.

Physical Development: Wah Mei School has a well-designed program to develop the fine motor and gross motor skills as well as train eye-hand coordination. We also offer a variety of games, relays, body movement activities to music, and free play with physical education equipment.

Cognitive and Science Development: Insects, birds, animals, and plants that we see around our school, community, and city will be the primary focus of the science program. The science program focuses on ecology and hands-on experimentation. Children will explore the weather, space, air, water, etc.

Music: The school teaches a wide variety of songs in both English and Chinese. The children will also be exposed to a wide variety of music: classical, jazz, rock, Chinese folk, and contemporary music, and music from other cultures and countries.

Inclusion

Wah Mei School believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Developmental Screening and Assessment

Within the first 30 days of enrollment, parents/guardians are required to complete a developmental screening, the *Ages and Stages Questionnaire (ASQ)*. This will help teachers learn about your child and address any concerns you may have. We work with families to develop a plan to support your child in any areas that you may have concerns.

Your child's teacher will complete a *Desired Results Developmental Profile (DRDP)* twice a year for your child. The DRDP is an observation based assessment tool developed by the California Department of Education and used by all state-funded child development programs. The DRDP allows us to evaluate your child's progress in all the developmental areas. Teachers use the information to help identify strengths and needs to help plan curriculum and develop individualized goals.

After each DRDP is completed, your child's teacher will arrange a parent-teacher conference with you to discuss your child's progress. Parent-teacher conferences are conducted at least twice a year, but teachers or parents may request conferences at any time.

Mental Health Consultation

At Wah Mei School, a Mental Health Consultant (MHC) is provided by the *Early Childhood Mental Health Project* funded by the *San Francisco Department of Public Health Community and Behavioral Health Services for Children, Youth and Family*. The MHC supports teachers through general observation and feedback. The MHC conducts general observations and offer feedback and strategies to teachers to better support the mental-health and well-being of each child. There will be no formal observation or assessment conducted without parent/guardian's written consent. The MHC is also available for consultation with families. If you would like to schedule a meeting with the MHC, please let your teacher know and we can arrange it for you.

YOUR CHILD AT SCHOOL

Proper Clothing

Wah Mei School provides many different learning experiences for children. Children should wear clothing which allows them to participate in all activities offered. Clothing should be comfortable and washable.

All clothing must be marked with the child's name. Use a permanent marker, laundry pen, or iron-on name labels to identify everything your child brings to school. We are not responsible for lost clothing. We try to teach children to be responsible for their own clothing by having them hang their own coats on designated hooks.

For the safety of the children, please consider the following suggestions:

- Velcro sneakers are highly recommended. Shoes must be kept on at all times outdoors and most of the time indoors.
- Pants with elastic waists or warm-up pants are recommended. Jumpsuits and overalls are discouraged because these garments make it difficult for children to go to the bathroom on their own.
- San Francisco weather is unpredictable. Please send your child to school with a coat or sweater.

Toys/Objects Brought from Home

We understand children like to bring their own toys from home. We find that children usually spend a great deal of time defending these items. Toys or objects can be brought to school only on "Sharing Days." No jewelry should be worn to school, with the exception of pierced earrings. Please do not allow children to bring costume jewelry to school. Toys, objects, or jewelry that is brought to school will be kept in the office and will be returned to the children when they depart. If your child needs to bring a specific toy to school for a sense of security, please talk to your child's teacher.

Wah Mei School welcomes any items of interest from the home which exhibit the culture of the child to be shared in the class, but please let the teacher know that you will be bringing in these items

Food Program

Wah Mei School strives to prepare fresh foods which are free of additives or preservatives. We serve multi-ethnic foods such as but not limited to Chinese, American, Italian, Mexican, etc. Children often assist in the preparation of their snacks and lunches. Food is prepared on-site and menus are produced a monthly basis. Besides learning about the nutritional benefits of the foods they prepare, children are encouraged to broaden their food preferences. Meals are served family style to support and promote mealtime learning experiences.

The menu for the month is posted on the bulletin boards and sent out monthly via email to parents. Fresh fruit and 1% organic milk served with each meal.

Wah Mei School participates in the Child Care Food Program (CCFP), providing free, reduced or base priced meals to all children enrolled in our programs. Depending on your child's contract hours, we provide breakfast, lunch, and afternoon snack. We provide a nutritious, well-balanced food program under the guidelines of CCFP.

Rest Time

In our full day program, children participate in a quiet rest time after lunch. Children are not required to sleep and maybe given quiet activities after a period of rest. Wah Mei School provides a mat/cot for each child. Please provide a small blanket approximately 41" X 25" so that it can fit in our blanket bags. Please label your child's blanket with his/her name. Blankets will be sent home to be washed every Friday.

Celebrations

Our celebration policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Celebrations at Wah Mei School must be meaningful and intentional for children. Because of Wah Mei School's curriculum and philosophy is based on Chinese cultures as well as American cultures, we celebrate holidays and traditions that incorporate those cultures. Wah Mei School has such diversity and we want to ensure we are respectful for different cultures and understand that all cultures celebrate different holidays in different ways. We welcome family involvement and the sharing of cultural traditions at any time of the year. Please discuss with your child's teacher to plan together so we ensure participation is appropriate for everyone. Families have a right to choose to participate in celebrations or not.

Birthdays

Birthdays are huge milestones for children. We agree with the value of birthday celebrations--so we celebrate monthly birthday parties collectively. Please discuss and plan these celebrations with your child's teacher. Due to food safety, celebrations that include bringing food MUST be approved by the teacher and Executive Director (Please see *Outside Food Policy*).

Field Trips

The field trip program at Wah Mei School is one of the most essential aspects of our curriculum. It is important in the early years to build vocabulary and knowledge of the real world through a child's interaction with his/her environment.

Field trips are scheduled regularly and are related to a project. Children also often visit local parks to allow for outdoor play experiences. In addition to concept building, our field trip program provides change and variety for children.

We often travel on public transportation and need to follow a schedule. Before leaving the school, we need time to brief the children on our destination, put on jackets, put on name tags, and go to the bathroom. For these reasons, the children must be at school by the time requested by the classroom teachers on field trip days.

Morning Half Day Program

Although the teachers attempt to allow enough time for the return trip, there are sometimes unexpected delays when traveling by MUNI with the added responsibility of travelling with many young children. Therefore, on field trips requiring the use of more than one bus line, we ask that you anticipate the field trip to take all morning.

Please arrive on time so that your child can be well prepared for the trip. When in doubt, give us a call and let us know that you are running late. If a child arrives late and there is no staff at the school, we ask that you take your child home.

Parents are encouraged to accompany us on all field trips. Parents can provide additional field trip supervision for the children.

Field trip clothing

Children should wear pants, walking shoes, a warm coat or sweater, or cap in cold weather. We also require the children wear Wah Mei School logo clothing to field trips so that they can be easily identified. Wah Mei School clothing items are available to order. Order forms are available at the office.

Parent-Teacher Conferences

Conferences are an essential part of a parent's involvement. A conference is an opportunity for communication between parents and teachers about your child's adjustment to the program, general development, or specific behavior. Conferences are scheduled twice a year after children's assessments (Please see *Developmental Screening and Assessments*).

We urge parents to inform us as soon as possible of events in the family's life which may cause a change in a child's behavior. It will help us respond to his/her new behavior when we understand the context involved.

Home Visits

Teachers may make home visits to all newly enrolled children when it is teachers want to learn more about children's development. During the home visits, teachers will gain a better understanding of the children's background and parents will have the opportunity to obtain clarification about their child's program.

Communication

Bulletin Boards: Located throughout our school provide school news, events, announcements, newsletters, menus, daily school schedule, curriculum, etc.

Newsletter: Monthly parent newsletters provide school and classroom news, events, announcements, etc. The monthly parent newsletters are emailed or given to parents who opt out of email and is also posted on our website. Quarterly public newsletters provide school updates, events, and announcements and are emailed out to everyone in our database.

Email: We encourage you to provide an email address that you use regularly so that we may send you newsletters, announcements, monthly menus, event invitations, etc.

Parent Resource Area: We have a resource area in our office with a book lending library, local resources, etc.

Drop Off and Pick Up

There are 2 entrances to Wah Mei School, through the gate and Teddy Bear's Outdoor Entrance. Unless stated by postings or your child's teacher, please enter through the gate.

Entering School

- Half/full day Teddy Bears Class: enter from the backyard using the sliding door until 9:30am
After 9:30am, please knock on the Teddy Bear's outdoor entrance
- Fireflies / Busy Bees Class: enter through gate and through the hallway
- Panda Bears: enter through the gate and through the sliding door
- Honey Bears: drop off through the door outside of the gate

Leaving School

- Half Day Teddy Bears Class: leave through the Teddy Bear's outdoor exit
- Half Day Panda Bears Class: leave through the sliding glass door
- Honey Bears: pick up through the door outside of the gate.
- Fireflies / Busy Bees Class: leave through the alley way and the backyard; after 5 p.m. use the Teddy Bear's outdoor entrance

White Zone and Driveways

Wah Mei School realizes the difficulty of parking around the site so a passenger/white zone has been designated on Judah Street for your drop off convenience. Please note that this zone is a 5 minute loading zone only. If you know you need to stay beyond 5 minutes, please look for street parking. As a courtesy to our neighbors, please do not block adjacent driveways near the school.

Sign in/Sign Out Procedures

It is a California Community Care Licensing requirement that each parent/adult must sign in each child at drop off and sign out each child at pick up with their full name. Wah Mei School will not accept responsibility for children who are not signed in properly. You may be asked to return to the school to sign-in or sign-out if you forget to do so.

Parents are required to observe the following rules regarding sign in/sign out:

1. Parents/adults must sign their full names.
2. Parents must record the exact time they signed in and out.
3. Wah Mei School will NOT release children to anyone other than:
 - The legal parent or guardian.
 - Persons authorized IN ADVANCE in writing or by parent authorization via fax or email or on the emergency and identification card. If you would like to add or drop someone from the authorization list, please let the office know. Wah Mei School will ask the pick-up person to show their photo identification.
4. Wah Mei School will **NOT** release children to:
 - Persons under 18 years of age.
 - Persons who appear intoxicated or "high."

Drop Off Procedure

Our staffing patterns are set to ensure the highest level of supervision of children. Children will not be admitted into the classroom before their scheduled/contracted times. At arrival time:

1. Please sign in
2. Take your child to use the bathroom and wash their hands
3. Bring your child into the classroom and PRESENT HIM/HER DIRECTLY TO A TEACHER. Make sure a teacher has acknowledged your child's arrival.

Pick Up Procedure

It is extremely important for children to be picked up on time. At pick up time:

1. Please sign out
2. Look in child's cubby and mailbox for child's work and any announcements
3. Please say good bye to the teachers in the classroom

PROGRAM OPTIONS AND ENROLLMENT

We accept applications year round with rolling enrollment. All admission, enrollment forms, and required documentation along with applicable fees paid must be submitted prior to your child's first day of attendance.

At Wah Mei School equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Wah Mei School programs are funded by a combination of public funds, tuition funds, grants, and donations. This allows us to offer different options to a diverse community of different cultural and socio-economic backgrounds. Although all our programs follow the same policies and educational emphasis, enrollment and eligibility requirements differ slightly from program to program.

All programs require that:

- The child be toilet-trained (includes 2 week adjustment period)
- Parents who support bilingual education and agree with the philosophy of the school.
- Parents who agree to observe and abide by all school policies.
- The child must have up-to-date immunization records (some exceptions may apply)

Program Options

Full Tuition Program (Ages 2 years 6 months to 5 years)

This program is funded by student tuition and donations. The program hours are:

Half Day: 8:30am to 12:00pm Monday through Friday (12 months)

Half Day: 12:30pm to 4:00pm Monday through Friday (12 months)

Full Day: 8:30am to 5:00pm Monday through Friday (12 months)

Extended Care is included for 2014/2015 School Year for Full Day Tuition

California Department of Education Subsidized Full Day Program (Ages 2 years 9 months to 5 years)

This program is subsidized by the California Department of Education. In order for families to qualify for this program, parents **MUST** provide proof of *eligibility and need*. *Eligibility* is based on a family's gross income and fees are determined by a Family Fee Schedule set by the California Department of Education. *Need* includes parents who are working, parents enrolled in educational classes or job Training, and who have no one available to care for their children. Other reasons include children referred for protective services, a parent incapacitated due to medical or psychiatric special needs, and parents who are homeless and actively searching housing.

Eligibility and need is certified by one or more of the following:

- Documentation of Income (check stubs, employment verification, etc.)

- Documentation of Public Assistance
- Documentation of Family Size (Birth Certificates, court orders, adoption documents, etc.)
- Documentation of employment, seeking employment, training, parental incapacity, child's exceptional needs, homelessness, seeking permanent housing, referral of child protective services, referral for a child at risk of abuse, neglect or exploitation

Families need to submit all documentation necessary to establish current income and need prior to enrollment. If there are ANY changes in income or need status, families are required to let Wah Mei School know within (5) business days. Hours of child care provided are based on parents' child care needs and accordance to school's staffing capabilities.

California Department of Education Subsidized Part Day Program (Ages 2 years 9 months to 5 years)

This program is subsidized by the California Department of Education. In order for families to qualify for this program, parents MUST provide proof of *eligibility*. *Eligibility* is based on a family's gross income and fees are determined by a Family Fee Schedule set by the California Department of Education.

Eligibility is certified by one or more of the following:

- Documentation of Income (check stubs, employment verification, etc.)
- Documentation of Public Assistance
- Documentation of Family Size (Birth Certificates, court orders, adoption documents, etc.)

Families need to submit all documentation necessary to establish current income and need prior to enrollment. If there are ANY changes in income status, families are required to let Wah Mei School know within (5) business days. Hours of child care are:

Half Day: 8:30am to 12:00pm Monday through Friday (12 months)

Half Day: 12:30pm to 4:00pm Monday through Friday (12 months)

First 5 San Francisco Preschool for All (PFA)

Preschool for All is San Francisco's universal preschool system that aims to expand preschool access and improve preschool program quality for all four-year-old children residing within San Francisco County. Wah Mei School is a PFA site and for full tuition paying families, there is tuition credit offered by Preschool for all children enrolling/enrolled age four by September 2nd. There is an option 50% or all of the credit to Wah Mei School's scholarship program which would help families who can't afford child care.

PFA provides funding for Wah Mei School's enrichment and enhancement programs as well as professional development for staff. For example, we receive funding for seasonal performing arts workshops for the children in the fall, winter, and spring. It also gives us opportunities to continue professional development for staff by sending them to trainings, receive coaching on site, and purchase enhancement learning materials for the school. When your child becomes PFA eligible, the Program Assistant will contact you.

Extended Care

Extended child care is available to any enrolled child as space permits for an additional fee.

- Morning extended child care: 7:30am to 8:30am
- Evening extended child care: 5:00pm to 6:00pm

ATTENDANCE

Good attendance is important so Wah Mei School is able to provide your child with a consistent and effective child development program. Parents are asked to call Wah Mei School no later than 9:15 AM each day if their child is absent. If the child has a medical/dental appointment early in the morning, and will be back to school after the appointment but before 11:30 a.m., please call the office in advance and specify if the child will need lunch for that day. Parents are also asked to inform the school if their child is to be absent for a period of time for other reasons. If your child is absent for three consecutive days and we do not hear from you, your child will be placed on probation until the center has been notified of the reason for absences. If your child is absent for two consecutive weeks and you fail to notify Wah Mei School, your child care services will be terminated.

Full Tuition Program:

No credit is given for absences due to illness or other reasons (vacation, holidays, etc.) for both programs

California Department of Education Subsidized Full Day and Part Day Program:

All absences require documentation. Please call Wah Mei School by 9:15am or 12:15pm for PM session, if your child will be absent. The California Department of Education Subsidized Program requires regular attendance. Your child is allowed 10 vacation or best interest days from July 1st through July 30th of the following year. Absences past the 10 vacation days or best interest days are considered unexcused absences. Your child's enrollment will be subject to termination after 3 unexcused absences. Excused absences will be granted for the following reasons:

- Illness of parent or child (a physician's note is required if the absence is three/or over three consecutive days)
- Quarantine (infectious illness)
- Family emergency (limited to 5 days per year)
- Death in the family
- Court appointments
- Eviction or loss of housing
- Incarceration of parent
- Serious illness of close family relative
- Disaster (fire, flood, robbery, etc.)
- Court ordered visitation

Vacation or best interested days (Limited to 10 days per year)

- Close relative visiting
- Time spent together with parent
- Religious or cultural holidays
- Family vacations
- Special functions

First 5 San Francisco Preschool for All (PFA)

If you are receiving a tuition credit from PFA, attendance is also a requirement for enrollment. Your child is allowed 10 vacation or best interest days from July 1st through July 30th of the following year. Your child's enrollment in the PFA program will be subject to termination after 1 unexcused absence. For

example, if you are receiving a tuition credit and your child is absent for more than 10 days, PFA will no longer fund your tuition credit.

Late Arrival Policy

It is very important for children to arrive on time so that children are able to participate in all classroom activities. Children thrive on routine, late arrivals can disrupt children's routine and the classes in session. Please arrive on time. For subsidized programs, chronic lateness will result in reducing your contract hours.

Late Pick Up Policy

Our staffing patterns are set to ensure the highest level of supervision of children and late pickups can affect safety of our children, and put us out of compliance with Community Care Licensing. This can also place unnecessary stress on your child. There is a \$1.00 per late minute charge for all programs. Three late pick-ups in a six- month period may result in the termination of your child from the school program.

Children who are not picked up by 7:00 PM by an authorized person will be turned over to the police at the Taraval Police Station after every reasonable effort has been made to contact the parents and/or those authorized by parents.

Staff will record late arrivals and departures. The Director may request a meeting to address the problem if a pattern of late arrival and departure is observed.

TUITION AND FEES

Full Tuition Program:

The first and last month's tuition for the school year is due one month prior to enrollment for all newly enrolling children. For continuing children, the last month's tuition for the school year is due by the first of June for all continuing students. Tuition is due on the first day of each month. Please read your Tuition Contract carefully at enrollment.

California Department of Education Subsidized Full Day and Part Day Program:

A family fee, depending on family income, must be paid one month in advance on the first school day of each month. "Fees will be considered delinquent" when they are received after the 7th day of each month. Parents will be given a notice two weeks prior to any action taken. Failure to pay fees on time will result in termination of your child's enrollment.

Late Payments

Tuition must be paid on the first school day of each month. Checks received after the 7th of the month, will be assessed a \$25.00 late fee. Services may be terminated if payment is not received within 2 weeks of receiving a late fee notice.

Returned Checks

Two returned checks in a school year will place your child's enrollment on probation. The third returned check will result in termination of services. Returned checks will be assessed a \$25.00 service charge.

Absences and School Holidays

No credit is given for vacations, illness, or school holidays. The half-day and full-day program run on a 12 month basis. Tuition must be paid in order to maintain your child's enrollment at Wah Mei School.

Withdrawals and Changes

ONE CALENDAR MONTH'S NOTICE is required for changes in schedule or for withdrawing your child from school. **NO TUITION WILL BE REFUNDED.**

Early Arrival/Late Pick Up

Any early arrivals without prior arrangement are subject to charges. Late pick-ups are subject to overtime charges of \$1.00 per late minute. Please refer to the *Late Pick-Up Policy*.

Extended Care

Extended child care is available to any enrolled family as space permits for an additional fee. Extended care fees are subject to the *Full Tuition Program Policy*. All fees are due on the first day of the month. Any changes require one calendar month's notice. **NO FEES WILL BE REFUNDED.**

HEALTH AND SAFETY

Wah Mei School believes in the importance of providing a safe and healthy environment for the children that we serve. Health records are maintained for each child and are updated periodically.

Immunizations

California State Law requires all children be fully immunized and up-to-date to current immunization schedule before they can enter a child care center. Parents must present an Immunization Record at enrollment which shows the child has received all required immunizations for the child's age level. If your child is not immunized due to religious, personal, or medical reasons, please let us know.

Physician's Report

All parents are required to submit a physician's report at enrollment, stating that the child is free from communicable disease and is physically able to participate in the program.

Preadmission Health History

Information regarding your child's and family's health history and any additional information concerning your child's special health problems (allergies, physical limitations, etc.) will be collected.

Health Screenings

The Child Care Health Project through the San Francisco Department of Public Health offers Vision and Hearing screenings. These screenings are vital in prevention and early intervention. Hearing and vision difficulties that go unidentified and untreated can have detrimental effects on a child's development.

Special Diets

Although we strive to accommodate all dietary needs, our facilities have limits to what we can provide. If your child has a special dietary need due to medical, disabilities related, ethnic or religious beliefs, and other needs please inform the Program Assistant at enrollment and we can work together to ensure your child's needs are met. For medical or disabilities related allergies, we require a licensed physician to recommend substitutions and possible side effects. Wah Mei School is a Nut-Free facility.

Outside Food Policy

Wah Mei School recognizes that food is a central component in different cultures, but due to food safety, we cannot allow outside food to be brought to school without PRIOR approval from your teacher and the Executive Director. We have staff and children who have severe food allergies. If food that has not been approved is brought from home, we will have to ask you to take it home. Please understand this is to ensure the safety of all children and families at school.

Illness Policy

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the school. The school has the right to refuse a child who appears ill. You will be called and asked to pick up your child if your child shows any of the following symptoms. If the parent cannot be contacted, the emergency contact person will be called and asked to pick up the child. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.

- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Contagious Conditions

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Lice
- Scabies
- Chicken Pox
- Ringworm
- Impetigo
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Conjunctivitis (Pink Eye)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tuberculosis
- Hand Foot Mouth Disease
- Any cluster/outbreak of illness

When your child is absent due to an infectious illness, you must notify the school as soon as possible. Children with infectious diseases will not be permitted to return to school until they are completely recovered.

All parents must set up a standby person to call when their child is ill. Please do not list your doctor as your standby person. The standby person should be someone who is available to pick up your child in case of an emergency. Please inform the office when the cards need to be updated.

Medication Policy

Medication will not be dispensed at Wah Mei School unless the following conditions have been met. Wah Mei School does not provide nursing care.

1. Parents must sign a Medication Permission Release form for the day/period that the medicine is to be given to the child. The medication form should be filled out by the parent/guardian and given with the medication to the Program Assistant in the office. Medicine will not be accepted unless the form is filled out properly.
2. We must have the original bottle with prescription, child's name, the amount to be given, the prescription name, time of administration, duration, and any known side effects. If there are any side effects from the medication which require medical attention, parents will be notified and the child will be taken for emergency care if necessary.
3. We reserve the right not to administer medication, especially under circumstances in which the purpose of the medication is unclear. We will discuss the matter with you should this situation arise.
4. The staff will not be responsible for making any diagnosis of a child's condition. For example, instructions left by a parent to give medication to a child if he/she begins to cough cannot be followed.
5. Only the Head Teachers or office staff will dispense medication.

Hand washing and Hygiene

Good hygiene practices are important in maintaining a clean, sanitary, safe and healthy environment for everyone. **Please wash your child's hands when you arrive at the school each day before entering the classroom.** When drying, please be considerate and conserve paper towels.

Teeth Brushing

To promote good dental hygiene, we highly encourage parents to teach children to brush their teeth throughout the day and see a dentist regularly. Wah Mei School full day programs children brush their teeth after lunch and we encourage our half day students to do so when they get home. If your child is in a full day program, you are required to bring two toothbrushes, a narrow cup and a tube of toothpaste.

Extra Clothing

Each child must have a complete change of clothing at school at all times. Please check for soiled clothing in/near the children's mailboxes. If your child does not have an extra change of clothes, the school will provide some. Please wash and return them to school as soon as possible.

Injuries

Staff will administer first aid to children who receive minor scrapes and cuts. The Head Teacher or Director will review the extent of any injury to determine if a child needs additional medical attention. For minor accidents at school, an "Ouch" report (stating the nature of the injury and action taken) is placed in the child's mailbox. More serious bumps or cuts which may require a doctor's care are reported immediately by phone to the parents.

Emergency Plans

Wah Mei School has a well-delineated emergency plan to cover fires, earthquakes, explosions, nuclear accidents, and floods. If you wish to review the plan, please ask the Director or Head Teacher. Wah Mei School's emergency plans are designed to minimize injuries and loss of life among children and staff in cases of disasters during program operational hours.

Fire and Earthquake Safety

Fire drills are held once a month and earthquake drills are held regularly. Wah Mei School will care for children until they can be reunited with their parents/guardian.

If an earthquake does not cause serious damage or destruction, the children will remain at school until parents or other authorized persons pick them up. If an earthquake causes damage or destruction to buildings, power, communications systems, roads, or freeways one of the following options will take place:

- If possible, parents or other authorized persons are to pick up their children.
- Children will remain at Wah Mei School if it is safe to do so.
- If it is necessary to evacuate the building, the children will walk to

Primary Evacuation Site:
JEFFERSON SCHOOL YARD
1725 Irving Street and 19th Ave
San Francisco, CA 94122

Secondary Evacuation Site:
MOTHER'S MEADOW in GOLDEN GATE PARK
501-599 Martin Luther King Jr Dr
(Off 19th Avenue and Lincoln Way)
San Francisco, CA 94118

- If required, the children will move to a Mass Care Facility where food, shelter, first aid, and essential social services will be provided.

Mass Care Facility:
ABRAHAM LINCOLN HIGH SCHOOL
2162-24th Avenue at Quintara Street
San Francisco, CA 94116

*A sign will be posted at the school to let you know where the children have been relocated.

In the event of a severe earthquake during non-school hours, parents should not send the children to school on that day or the next school day unless parents can confirm by telephone or through the media, e.g. television and/or radio (KCBS 740 AM) that Wah Mei School is open.

FAMILY PARTNERSHIPS AND PARTICIPATION

Wah Mei School values parent participation and believes family partnerships are important in creating a successful environment for children as well as help us sustain our program by keeping costs low by working together. That is why we require all parents to actively participate in the program by completing a minimum of 30 hours per school year of certified volunteer/fundraising work for the school.

Parents may participate through:

- volunteering in the classroom or using skills, like IT or Finance to assist with school projects
- assisting in special events and field trips
- helping with parent meetings/workshops
- helping with fundraising events
- serving on the Wah Mei School board
- serving on committees

Parent Workshops

All parents are encouraged to attend parent workshops on a variety of issues. Workshop topics include the following: child development, parental stress, educational choices, discipline, effective communication, dental care, nutrition, health and safety, etc.

Fundraising

Wah Mei School organizes several events during the school year to assist in raising funds to meet the operational needs of the school and to maintain its high quality programs. It is a great opportunity for students, teachers, parents, and supporters to have fun while strengthening our community bond and helping our school. We hold two primary fundraisers each year:

- **Holiday Faire** – this event takes place in early December. Families can sign-up to enjoy activities such as gingerbread house decorating, holiday crafts, or a photo with Santa. There is also a raffle where lucky ticketholders can win prizes. The grand prizes in previous years have been valued at approximately \$800-\$1,000. Thanks to community and family donations, the Holiday Faire raises approximately \$5,000 for Wah Mei School. We strive to reach or exceed this goal each year by maximizing family participation.
- **Annual Gala and Silent Auction** – this annual gala is held in the spring. The festivities have included a delicious Cantonese dinner, children’s performance, silent auction, raffle, door prizes, and children’s slide show. Thanks to the generosity of the Wah Mei School community, we strive to raise more than \$20,000 each year. These funds directly contribute to the success and growth of Wah Mei School in providing a high quality bilingual and bicultural education for our students.

**** Families are highly encouraged to participate in fundraising events as the funds directly contribute to the success of your child at Wah Mei School. Helping with events with gift wrapping, phone calls, printing, etc. is a fun way to tally those 30 hours and also support the school.***

For questions or comments regarding Wah Mei School fundraising, please contact our Executive Director, Olivia Leung at (415) 688-2359 or oleung@wahmei.org.

Donations

Wah Mei School counts on the support of its families, alumni, and friends who give their time and energy to maintain our vision of providing a safe and nurturing learning environment that merges the best of both Chinese and American cultures. Wah Mei School strives to provide a quality education within the economical means of its community. However, Wah Mei School and its teachers need your help in sustaining this goal.

Families and friends have been very generous through their gifts of donations, whether it is money or equipment to Wah Mei School. Donations have enabled Wah Mei School to provide a variety of experiences for our children, and contribute overall to a more stimulating educational environment. Donations have been used to:

- Purchase indoor equipment and educational supplies.
- Maintain the day-to-day operational expenses of the school.
- Finance special projects in early childhood education such as songbooks, song tapes, picture books, research, etc.
- New site fund on 19th and Kirkham
- Staff appreciation (Teacher Appreciation Day is in February of each year.)

The tuition at Wah Mei School only covers a part of the costs of providing students with an outstanding bilingual/bicultural education. Wah Mei School depends on parents, alumni, and friends to contribute at a level commensurate with their financial ability. All gifts are welcomed.

As a 501(c) (3) non-profit corporation, Wah Mei School provides receipts to all donors making qualified unrestricted and/or restricted gifts. Our Federal Tax ID is 23-7321428. Please consult your tax advisor for more information.

Donate PFA Tuition Off-set Fees

You may donate your PFA tuition off-set fee back to Wah Mei to be used in our scholarship fund for needy children. You may do this by selecting this option on your PFA enrollment form.

Parent Involvement/ Participation

Parents are expected to contribute 30 volunteer hours throughout the academic year and required to pay a deposit of \$300 towards this volunteer commitment. After completing the minimum 30 hour requirement, a family may request a refund of the \$300, or may donate (all or a portion of) this deposit to the school.

United Way

You may donate to WAH MEI SCHOOL via United Way. Please designate "Wah Mei School" to be the recipient of your donations from work. No code or number is required.

Matching Donations

Some corporations (for example, Kaiser, Genentech, and Charles Schwab) offer matching grants if their employees donate to a charitable cause, so check with your employer to see if you can double the value of your donation to our school.

eScrip

Wah Mei School participates in the eScrip program. Our group ID is 500000955. You may register your credit cards, debit cards, Safeway Card, or Macy's card with eScrip. A percentage of your purchases at certain vendors (e.g. Andronico's, Mollie Stones, Food 4 Less) will be donated to our school at no cost to you.

Donating Classroom Items

At the beginning of each month, parents may check the monthly newsletter to see if their classroom teachers have anything on their wish lists. The lists contain items teachers believe would contribute to the enrichment and success of our children in the classroom. Please speak to your child's teacher about donating needed items at the start of the month, or any time during the school year.

If you would like to contribute to Wah Mei School in a way that isn't listed on this page, please contact our Executive Director, Olivia Leung at (415) 688-2359 or oleung@wahmei.org.

Board of Directors/Board Committees

Apply to be a member of our Board of Directors and you can be part of our strategic planning and policy making at Wah Mei School by supporting the goals for our school, participate in financial decisions, and overall governance of the school. Our standing committees include:

- Fundraising
- Admissions
- Program
- Personnel
- Judah Site
- Finance
- Board Development
- Technology
- Marketing

Or our special committees that include:

- Holiday Faire
- Chinese New Year Parade Float
- Annual Spring Gala
- Graduation

If you are interested in applying to be part of the Board of Directors or join a Board Committee, please contact our Executive Director, Olivia Leung at (415) 688-2359 or oleung@wahmei.org.

POLICIES

Non-Discrimination Policy

Wah Mei School is operated on a non-discriminatory basis, according to equal treatment and access to services without regard to actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Harassment Policy

Wah Mei School strives to provide a work and school environment free of harassment. Wah Mei School prohibits harassment based on an individual's race, religion, color, creed, sex, pregnancy, age, national origin, ancestry, marital status, medical condition, sexual orientation, physical or mental disability, or any other characteristic protected by federal, state, or local law. The policy applies to and protects all persons involved with Wah Mei School and prohibits harassment by or toward any employee or manager of Wah Mei School, as well as clients, vendors, and other persons doing business with the agency. Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with another's normal work or movement, whether directed at an individual or the individual's relatives, friends, or associates. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere in the school's premises or circulated in the work place, which denigrates, or shows hostility or aversion toward an individual or group because of the characteristics identified above. Whether or not the offending person meant to give offense, or believed his or her comments or conduct were welcomed, is not the determining factor. More important is whether the recipients or mere observers are in fact offended by the comments or conduct that are based on religion, race, color, sex, pregnancy, age, national origin, ancestry, marital status, medical condition, sexual orientation, or disability.

Sexual Harassment Policy

Wah Mei School prohibits sexual harassment at the school. Sexual harassment in any form is strictly prohibited. Sexual harassment includes the harassment of women by men, men by women, and same-sex gender based harassment.

Confidentiality

Wah Mei School staff is committed to maintaining the confidentiality of children's records. We will not disclose personal, financial, or other information concerning your child or family without your written consent. The use or disclosure of personal information shall be limited to purposes directly connected with the implementation and administration of the preschool program and that required by our regulatory and partnering agencies.

Publicity/Photo Release

At Wah Mei School we often take photos of children engaged in activities to document children's learning experience to share with parents and family. Photos are posted on the walls so children are able to reflect and enjoy their experiences. We also use photos for our monthly parent newsletter as well as our quarterly public newsletter and other publications used to promote Wah Mei School. You will be given a Photo Release form at enrolment. You can specify your preference on that form. We will respect the option you choose. You may update the Photo Release form at any time during your child's enrollment.

Parent Rights

Child Development/State Preschool Programs: All families may appeal any Notice of Action that changes their status of eligibility (termination, change in hours, change in fees, etc.). If you wish to appeal, you must file a written request for a hearing within ten calendar days of your receipt of the Notice of Action (using the back of the Notice of Action form).

Mandated Suspected Child Abuse and Neglect Reporting

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Open Door Policy

We value family participation in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. We ask that you schedule these visits with your teacher or program staff so we know to expect you. Although our teaching staff will always try to communicate with you, teachers are devoted to supervising children. It is usually not feasible to have a long discussion during regular program hours. If you or the teacher requires a longer discussion, a meeting can be arranged.

CONCERNS OR COMPLAINTS PROCEDURE

We understand that concerns may arise. We would like to recommend procedures for handling these problems:

- **CONCERNS ABOUT YOUR CHILD:** We strongly urge you to discuss the issue with the teacher as soon as possible. Just as we encourage open and direct expression among the children, we also encourage open communication between parents and teachers. If the problem is not settled to your satisfaction, please contact the Executive Director as soon as possible. We will all work together to solve the problem. If this does not work, you may write a letter to the Board of Directors.
- **OTHER CONCERNS:** Contact the Executive Director as soon as possible. She/he prefers that you call him/ her at school before the problem is magnified. If you have been unable to reach the Executive Director by phone or email, leave a note in the office. We prefer to keep communications verbal and direct. We will gladly set up a conference whenever you ask for one.

Wah Mei School
Uniform Complaint Procedures
統一申訴程序說明

It is the intent of Wah Mei School to fully comply with all applicable state and federal laws and regulations.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding Wah Mei School's alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the State Department of Education.

Child Development Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

華美學校願遵守一切州政府和聯邦政府法規。個人、機構、團體、學生及有關第三者有權提出申訴，若華美學校有違反州政府和聯邦政府法規。此項申訴包括任何由州政府和聯邦政府資助的活動，若有非法歧視行為。投訴人應簽名向州教育廳〔地址如上〕提出書面申訴。若投訴人對州教育廳最後的決定不滿，可至州或聯邦法院尋求補救。投訴人應自尋律師解決。

Name of Child: _____

孩童姓名

To: Wah Mei School

至 華美學校

I have received a copy of the Uniform Complaint Procedures and sign my name as requested.

本人已收到一份統一申訴程序說明 簽名為證

Parent Signature 家長簽名

Date 日期

Family Handbook Acknowledgement

Thank you for taking the time to read the Family Handbook. We hope that you will use it as a reference throughout the school year. It is impossible to cover every aspect of the program in a short written description, so please don't hesitate to call us for further information.

I have read the Wah Mei School Parent Manual and hereby agree to observe the school policies as stated in the manual.

Child's Name _____ Classroom: _____

Parent's Signature _____ Date _____