Wah Mei School has adapted our before and afterschool programs to serve the urgent need of families during distance learning. Students will join us for a full day of programming where staff will support student's distance learning lessons and assignments and provide supplemental indoor and outdoor activities in a dual language Cantonese/English enrichment program. We provide children with an opportunity to expand their language capability while building community in a small group setting. We believe that a high quality youth program meets the needs of youth through academic support, multiculturalism, project-based curriculum that aligns with school day learning, and social support through mentoring relationships.

This program is designed to support Cantonese language learners, either as a supplement to Cantonese immersion school, or extended learning for those learning Cantonese at home, through weekend programs, or who began dual language learning in preschool.

- Low Teacher to Student ratio of 2:12
- Dual language homework support
- Thematic enrichment activities that enhance school day learning
- Healthy snack served daily

Program will operate in accordance with all SF Department of Health safety guidelines and is subject to change as such
ACE Full Day Program FAQ for Parents/Guardians

Program Logistics:

When and Where does the ACE Full Day program take place?
The ACE Full Day Program will take place beginning August 24, 2020 from 9:00 AM to 5:00 PM at our building on the corner of Judah St and 19th Ave, 1400 Judah, 94122. This program follows the SFUSD school calendar for holidays and closures.

How Do I Apply?
The ACE Full Day program application packages can be requested by email (please email afterschool@wahmei.org). Please note that this does not confirm your placement in the program because we need to confirm availability and priority. We recognize the urgent need to finalize your family’s plans for the fall and will confirm placement as soon as possible. First month’s payment will be due upon confirmation.

What age/grade does the ACE Full Day program accept?
The Ace Full Day program serves incoming Kindergarten children to incoming 5th graders.

How will you determine program priority?
In this program we will prioritize enrollment for:
  - Families where parents must work outside the home
  - Families who have enrolled in Wah Mei programs this year or last
  - Kindergarten students will be prioritized as distance learning can be most challenging for our youngest learners, especially during the transition to elementary school.
We will do our best to serve as many families as possible as we know this is a difficult time for everyone and many more families are in need of programming than fit into the categories listed above.

Program Cost:
The ACE Full Day program will cost $1300 per month.
The first month’s payment will be $1,625 to cover August and September.

Is financial aid available?
Financial aid may be available based on need. If your family requires financial assistance to participate in this program, please contact us at afterschool@wahmei.org.
**Payment, Refund, and Cancellation policy**
The first payment will be processed upon official acceptance into the program. Subsequent payments are due the 1st of the month or the first business day of the month. Payments can be made by check, cash, or credit card. We will process recurring credit card payments at the beginning of the month.

If you wish to cancel, you must notify the program in writing two weeks prior to the start of the next month in order to not be charged.

Refunds will not be offered for partial months.

Due to COVID-19 safety regulations, students must commit to this program a month at a time. Once you have started with one program, you cannot move your child to another program mid-month. Similarly, you cannot start our program in the middle of a month.

**Will each grade have their own class?**
The class groupings will depend on registration. We hope to have kindergarteners in their own class, other classes will likely be mixed with two grades together.

**Virtual Learning Devices**
Students must bring their own device (laptop, chromebook, etc) and a headset. If you are purchasing a new device, we recommend checking with your child’s school on what device is preferred. SFUSD is primarily utilizing Chromebooks for student-loan devices. If your family needs support in acquiring a device, please let us know.

We will have a protected locked device storage area in the classroom and students are encouraged to leave their devices each day. This is to minimize the risk of damage or forgotten devices by bringing them back and forth each day. Note: this is not a requirement and Wah Mei School is not responsible for student’s personal property.

**Will lunch be provided?**
No; however, the program will provide snacks such as fruits or crackers every day. Please send your child to program with a nut-free lunch each day and a water bottle. All snacks will be nut free. Please include food allergy information on your application.

**Will there be an early drop off or late pick up?**
The ACE Full Day program will begin at 9:00 AM which is the time parents/guardians can drop off their child/children. Program ends at 5:00 PM. Late fees will accrue every minute after 5:00 PM at $2 per minute.
We may be able to accommodate early drop off for an additional fee, please inquire if your family would need an earlier drop off in order to participate.

**Who can pick up my child?** Any authorized person over the age of 16. Parents/guardians must include all authorized family members on the registration form.

**COVID-19 Health and Safety Considerations**
Due to the ever-changing circumstances of the pandemic as it relates to our ACE Full Day program and all other programs, Wah Mei School is committed to implementing the necessary Health and Safety Guidelines for our staff and families in accordance with the San Francisco Department of Public Health. Details of our COVID-19 Health and Safety measures can be found in the Parent Guardian Acknowledgement of Risks and Parent Guardian Health and Safety Guidelines provided in the enrollment packet. This program will continue to follow the SF Department of Public Health guidelines which may change. The program is subject to closure if shelter in place rules no longer allow for in-person programs.

**What if my child is sick?** Children should be kept home if they exhibit any of the following symptoms: Fever, Chills, or Repeated Shaking/Shivering, Cough, Sore Throat, Shortness of Breath, Difficulty Breathing, Feeling Unusually Weak or Fatigued, Loss of Taste or Smell, Muscle pain, Headache Runny or congested nose, or Diarrhea.

Please contact Brian Nguyen at bnguyen@wahmei.org if your child will not be in attendance.
For children who are ill during the program, staff will call the parent/guardian for pick up. Any emergencies will be handled accordingly to ensure the health of the child. Please refer to the Parent Guardian Acknowledgement of Risks and Parent Guardian Health and Safety Guidelines provided in the enrollment packet.

**Program Content:**

**Program Structure**
Students will participate in their school’s distance learning sessions and assignments under the supervision of Wah Mei Staff. This program is *not* a substitution for distance learning, and students must continue to be enrolled in their school’s distance learning in order to participate. In addition to supporting distance learning, Wah Mei staff will provide tutoring, recess, homework support, outdoor time, snacks, thematic enrichment activities.

**Outdoor Time**
Our program will have daily trips to Mother’s Meadow located at (573 Martin Luther King Jr Dr, San Francisco, CA 94122) which is within walking distance of Wah Mei School. At the park
children will have some time for free play and scheduled activities. Students will not be allowed on the play structures until shelter in place rules change.

**What type of activities are planned?**
Our curriculum is designed around themes which keep kids interested and building skills around a specific topic. Activities include STEM projects, community building, Chinese language and culture, arts and crafts, games and songs. Activities will be led in English and Cantonese, students will be encouraged to practice speaking Cantonese though no prior Cantonese language experience is necessary.

**Classroom Ratio:**
We will have multiple classrooms with a 2 teachers to 12 student ratio.

**Parent and School Day Partnership:**
We aim to be an integral part of your child’s learning and development for this difficult period of time while schools are distance learning. Our staff would like to stay in contact with you and your child’s teacher to better understand each child’s needs. For Kindergarten students especially, we hope to act as a bridge to school day teachers to better support their distance learning and prepare them to enter kindergarten in person.
2020-2021 ACE Full Day Program Registration Form

Please fill out form and return it, along with payment, to Wah Mei School, 1400 Judah St, SF, CA 94122 or email to afterschool@wahmei.org

ACE Full Day Program begins August 24th, 2020 and is anticipated to operate throughout the duration of SFUSD’s distance learning. This program is subject to change in accordance with San Francisco Department of Public Health guidance.

Program will operate 9:00am - 5:00pm on days SFUSD is in session.

Classes will take place at 1400 Judah Street, San Francisco, CA (at 19th Ave). Wah Mei School is actively pursuing additional space at nearby locations if the demand for this program requires additional classrooms.

Cost:
$1,300 per month.
First payment due is $1,625 to cover August and September.
Total Payment due at time of registration: $1,625.00

Priority Intake Information:
- As parents/guardians, do you work in businesses and organizations that are allowed to remain open or reopen under San Francisco Health Orders? □ YES □ NO
- Is your child currently or previously enrolled in a Wah Mei School program? □ YES □ NO
  - If yes, what program and year?

Child’s Information:
Child’s Name/兒童姓名: ________________________________________________________________
Date of Birth/生日: ______________ Gender: _______ Grade Entering in the Fall/年級: _______________
Address/地址: ________________________________________________________________________
City/市: __________________________ State/州: __________________________ Zip/郵遞區號: _______________
School Currently Attending/學校: _________________________________________________________
Name(s) of siblings in program (if applicable): _____________________________________________

Parent/Guardian Information:
Parent/Guardian 1 Name/家長/監護人姓名: __________________________ Relationship/關係: __________________________
Email/電子郵件: ___________________________________________________________
Address/地址: ________________________________________________________________________
Home Phone/住所電話: __________________________ Work Phone/工作電話: __________________________ Cell Phone/手機電話: __________________________
Parent/Guardian 1 Name/家長/監護人姓名: __________________________ Relationship/關係: __________________________
Email/電子郵件: ___________________________________________________________
Address/地址: ________________________________________________________________________
Home Phone/住所電話: __________________________ Work Phone/工作電話: __________________________ Cell Phone/手機電話: __________________________
2020-2021 ACE Full Day Program Registration Form

Child’s Name: ___________________________________________________________

Emergency Information:
Contact 1 Name: __________________________________ Relationship to Camper: _____________________________
Contact’s Home Phone: _____________________________ Contact’s Cell Phone: _____________________________
Contact 2 Name: __________________________________ Relationship to Camper: _____________________________
Contact’s Home Phone: _____________________________ Contact’s Cell Phone: _____________________________

Medical Information:
Does your child have medical insurance?  ☐ Yes  ☐ No
If yes, please provide the name of the medical insurance carrier and your child’s medical insurance number.
Insurance Name: _________________________________________________________________
Policy Number: ___________________________________________________________________
Physician Name and Phone Number: _________________________________________________
Please specify any types of food allergies and/or medications your child is taking:
_____________________________________________________________________________

Pick Up Information:
Please provide the names of the people who will be authorized to pick up your child from camp.

Name of Person: __________________________________ Phone Number: _________________________________
Relationship to Child: _____________________________

Name of Person: __________________________________ Phone Number: _________________________________
Relationship to Child: _____________________________

Name of Person: __________________________________ Phone Number: _________________________________
Relationship to Child: _____________________________

Name of Person: __________________________________ Phone Number: _________________________________
Relationship to Child: _____________________________
I ________________________, hereby give permission for my child ______________________________ to attend ACE Full Day Program. While my child is attending this program, I also give permission for my child to neighborhood walks and field trips off-site within a 6 block walking radius of Wah Mei School, and understand that my child will be supervised by Wah Mei School staff onsite and offsite during field trips or any outings. I will not hold Wah Mei School liable should any accidents, injuries, or misfortunes occur. In the event of an injury, I, as the undersigned parent or legal guardian do hereby authorize the Wah Mei School as an agent for me, to consent to any medical treatment which may become necessary.

Photo/Media Release:

☐ I give consent for my child’s photographs and/or videos taken during Wah Mei School to be used for school-related publicity/marketing or public relations or community education purpose.

☐ I DO NOT give permission for my child’s photograph/video to be used by Wah Mei School.

Parent/Guardian Signature: __________________________________________ Date: ____________________________

Please complete and send this Registration Form along with a signed copy of the Parent Guardian Acknowledgement of Risk, and Credit Card Authorization Form to afterschool@wahmei.org (cash or check payments can be dropped off at our Wah Mei School office at 1400 Judah St). Credit cards will be charged upon placement and confirmation.

Office Use Only

Application Received Date: __________________________ Received by: ____________________________

Payment Date: __________________________

Payment Amount: $ __________________________

Payment Method:

☐ Check Check #: __________________________

☐ Credit Card

☐ Cash
Acknowledgement of Risks

Each Summer Camp and or Child Care Center must require the parent/guardian of each child that participates in the program to sign an acknowledgement of health risks containing the following language:

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The availability of childcare and summer camp is an important step in the resumption of activities. However, the decision by the Health Officer to allow childcare and summer camps for all families at facilities that follow required safety rules, does not mean that attending childcare or summer camp is free of risk. Enrolling a child in childcare or summer camp could increase the risk of the child becoming infected with COVID-19. While the majority of children that become infected do well, there is still much more to learn about coronavirus in children, including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child in childcare/summer camp, including whether they need to take additional precautions to protect the health of their child and others in the household. They should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider.

More information about COVID-19, MIS-C, and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at [https://www.cdc.gov/coronavirus/2019-ncov/](https://www.cdc.gov/coronavirus/2019-ncov/). I understand the risks associated with enrolling my child in childcare/summer camp, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that the childcare program/summer camp imposes as a condition of enrolling my child.

By signing below, I hereby acknowledge that I have read and understand the health risks associated with enrolling my child in Wah Mei Summer Camp or Wah Mei Early Care and Education Program. Please sign on the line below, acknowledging I have read the above material and recognize the health risk of allowing my child to attend Wah Mei Summer Camp or Wah Mei Early Care and Education Program.

Child's Name _________________________        Name of Parent/Guardian:_____________________

Signature: X___________________________       Date:________________
Parent/Guardian Health and Safety Guideline

PURPOSE: To help parents/guardians of children participating in WMS child care programs or summer day camps, and their partners understand new requirements and recommendations to prevent spread of COVID-19 and safely run their programs.

BACKGROUND: Per the San Francisco Health Orders to Stay Home, child care programs were allowed to remain open only for children of essential workers. A Health Order issued on May 22, 2020 allows child care programs and summer day camps to open to all children and youth in June. Programs for children and youth face specific challenges in preventing the spread of COVID-19. Behaviors needed to prevent spread of COVID-19—stay 6 feet apart, wear face coverings, and practice good hygiene—are often impractical for young children. Many summer day camps have had week-long sessions in past years, with different groups of children and youth each week. Children and youth in these programs can interact with a large number of different children and staff in a few weeks. The sheer number of interactions between overlapping groups of children and staff in summer day camps creates a risk of citywide spread of COVID-19 infection. This guidance sets out recommendations to minimize those risks, and to protect children, youth and staff from COVID-19.

Requirements:

Signage and Education:

- Please bring your own personal pen for Sign In/Sign Out.
- Copies of the Health and Safety Plan will be located at each public entrance to the facility or location.

Stable and Separate Groups of Children:

- State-licensed Childcare Providers for children ages 0-5 years must currently limit group size to 10 children per room or space under state licensing requirements (if the state increases the permitted group size, Childcare Providers may increase the size of their groups accordingly, not to exceed 12 children), and all other Childcare Providers must limit group size to 12 children per room or space. A group can have no more than 10 or 12 children or youth, even if not all children or youth attend the program at the same time.
- Children and youth from the same family will be assigned to the same group, if possible.
- Wah Mei School Staff will work with the same group of children to the greatest extent possible.
• If our program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible.
• Special events that involve parents and families, such as festivals, holiday events, and special performances will be discontinued or not be permitted.
• Drop-in childcare is not permitted. Childcare Providers may not enroll children for fewer than three weeks.

Symptom Screening for Children:
• Parent(s)/caregiver(s) and child may be asked about possible symptoms of COVID-19 when they arrive and before they are allowed into the facility or area. Specifically, asked whether the child has had any one or more of these symptoms within the past 24 hours, which is new or not explained by a pre-existing condition: Fever, Chills, or Repeated Shaking/Shivering, Cough, Sore Throat, Shortness of Breath, Difficulty Breathing, Feeling Unusually Weak or Fatigued, Loss of Taste or Smell, Muscle pain, Headache Runny or congested nose, or Diarrhea.
• Either (a) ask parents/caretakers to take a child's temperature before arrival and report it; or (b) take the child’s temperature with a “no-touch” (infrared) thermometer upon arrival. For details on how to safely take a child's temperature with a no-touch thermometer, see San Francisco department of Public Health’s Guidance Interim Guidance for Child Care Programs and Summer Day Camps, available at https://www.sfcdcp.org/communicabledisease/diseases-a-z/covid19whatsnew/.
• Children with symptoms or a fever will be sent home and encouraged to seek COVID-19 testing. Instruct the parent or caretaker of any child who is sent home that the child must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at www.sfdph.org/dph/alerts/coronavirus-healthorders.asp) before returning to the program. If they are required to self-quarantine or self-isolate, they may only return to the program after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to the program after waiting for the amount of time listed on the Attachment to this Exhibit after their symptoms have resolved. Children are not required to provide a medical clearance letter in order to return to the program as long as they have met the requirements outlined in the Attachment.
• Personnel conducting the screening should stand at least 6 feet away from the child and parent/caregiver.
- Children who pass the screening should wash their hands with soap and water or clean their hands with hand sanitizer before they enter the building or program.

**Drop-Off and Pick-Up Procedures:**
- Family members and caregivers must wear face coverings when dropping off or picking up children, and at all times inside the Childcare Provider's facility or area.
- Staff should remain 6 feet apart from parents and caregivers.
- Parents should not enter the facility if they have cough, fever, or shortness of breath.
- Have staff greet children outside as they arrive. Place sign in stations (if any) outside, and provide sanitary wipes to clean pens between uses.
- Conduct morning well-checks upon arrival of every child and adult in a designated screening area, preferably outside of the classroom. Advise parents to: (1) check their child's temperature using a thermometer daily prior to arrival at the facility (fever is defined as 100.4°F/38°C or higher); (2) keep their children at home if they have fever, cough, shortness of breath, or are otherwise ill; and (3) avoid entering the child care facility themselves if they are ill.
- Please note: all children and staff who have fever, cough or shortness of breath should self-isolate for 7 days or 72 hrs. after fever has resolved and symptoms have improved (whichever is longer), unless the individual has received a COVID-19 test that confirms they do not have COVID-19. Those who have fever but NO cough and NO shortness of breath can return 24 hours after the fever has resolved and the symptoms have improved.
- Encourage the same family member or designated person to drop off and pick up the child every day. Discourage grandparents and other older relatives from picking up children, if they are over 60 years old, since they are more at risk for serious illness.

**Face Coverings:**
- All adults and youth 13 years and older should wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside to drop-off or pick-up children.
- Children 3 to 12 years old will be encouraged to wear face coverings with adult supervision.
Do not use face masks or cloth face coverings for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance.

Children will not wear face coverings at nap time.

Children who demonstrate difficulty wearing the mask for any reason may be allowed to not use it.

**Hygiene, Sanitation, and Personal Toys:**

- Personal bedding (sheets, pillows, blankets, sleeping bags) will be returned to the parents weekly to be washed.
- Keep each child’s bedding separate. Consider storing bedding in individually labeled bins, cubbies, or bags.
- Children may not bring toys or other items from home.
# Recurring Payment Authorization Form

Complete and sign this form to schedule your payment to be automatically with Visa, MasterCard, American Express or Discover Card. **Recurring Payments Will Make Your Life Easier:** 1.) It’s convenient (saving you time and postage); and 2.) Your payment is always on time (even if you’re out of town), eliminating late charges.

**Here’s How Recurring Payments Work:** You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you and the charge will appear on your statement as an “ACH Debit.” You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. **Please complete the information below:**

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I (name on credit card) ______________________________ authorize Wah Mei School to charge my credit card on a recurring monthly basis for (amount) $______________ on (day/date)

_____________ of the month until (month/year) ______________________________ for payment of (child’s Name) ______________________________ for (program/purpose) ______________________________

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Cardholder Name: ______________________ CC Number: ______________________

Exp. Date: __________________ CCV:

**SIGNATURE ____________________________ ** **DATE ________________**

I understand that this authorization will remain in effect until I cancel it in writing or noted above, and I agree to notify Wah Mei School in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

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**For Office Use Only:**

□ Received By: ____________________________ Date: ________________

□ Payment Processed: ____________________________ Date: ________________

□ Notes: ____________________________

WMS Green Form rev1
April 2019