



# 2021-2022 ACE Afterschool 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 ace@wahmei.org

### Overview:

The ACE Afterschool Program is an offsite, bilingual (Cantonese & English) afterschool program located at Wah Mei School that is open to all SFUSD students. This program is subject to change in accordance with San Francisco Department of Public Health guidance.

For more information on this program please see the ACE Program FAQ for Parent/Guardians, Parent Acknowledgement of Risk, and Wah Mei School COVID Health and Safety Plan, provided in your enrollment packet.

### Program Cost:

**First month of payment will be due at the time of registration.**

The tuition fees for August will be prorated and include a 25% discount for our **Welcome Weeks**. Regular tuition rates will begin in September. Please review the Program FAQ form for more information on tuition fees and special rates for the month of August.

**August Rates:** \$120 - 5 Days of Program  
\$55 - 3 Days of Program

#### Regular Option

\$300 - 5 Days of Program  
\$220 - 3 Days of Program

#### Early Start Option

\$375 - 5 Days of Program  
\$295 - 3 Days of Program

Total payment due at time of registration: \$ \_\_\_\_\_

### Program Dates and Times:

Program dates will coincide with SFUSD's 2021-2022 school year, the first day of program, will begin on Monday, August 16th, 2021 and run until June 1st, 2022. May's tuition charge will cover program costs until June 1st, 2022.

Program will operate on days SFUSD is in session, please see days and times and select program option:

- Regular Option** M-F, 2:30 PM - 6:00 PM
- Early Start Option** MTThF 2:00 PM - 6:00 PM/  
W 1:00 PM - 6:00 PM

**Week Days:** Please select days your child will attend the program:

**Mon**  **Tues**  **Wed**  **Thurs**  **Fri**  **ALL**

### Wah Mei School Discounts:

1. Wah Mei School Staff: 40%
2. Educator (ie: SFUSD Teacher or teacher with valid CA Child Development Permit working in ECE setting in San Francisco): 15%
3. Sibling Family Discount (applies to the oldest sibling enrolled in the program): 10%

### Location:

Program will take place in two locations:

**Wah Mei School** located on 1400 Judah Street, San Francisco, CA, 94122

**19th Ave Baptist Church** located on 1370 19th Avenue, San Francisco CA, 94122

### Child's Information:

Child's Name/兒童姓名: \_\_\_\_\_

Date of Birth/生日: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade/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): \_\_\_\_\_

Is there anything else you would like us to know about your child? (example: social/emotional needs, additional support needs, etc)

\_\_\_\_\_  
\_\_\_\_\_



# 2021-2022 ACE Afterschool Program Registration Form

## Registration Form

### 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 2 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: \_\_\_\_\_

### Emergency Information:

Contact 1 Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Contact's Home Phone: \_\_\_\_\_ Contact's Cell Phone: \_\_\_\_\_

Contact 2 Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_



# 2021-2022 ACE Afterschool Program Registration Form

## Registration Form

### Pick Up Information:

Please provide the names of the people who will be authorized to pick up your child from the program.

Any authorized person over the age of 16 may pick up your child/children. Parents/guardians must include all authorized family members on the registration form.

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: \_\_\_\_\_

Name of Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_



# 2021-2022 ACE Afterschool Program Registration Form

## Parent Consent Form

I \_\_\_\_\_, hereby give permission for my child \_\_\_\_\_ to attend **ACE Afterschool 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. 我同意華美暑期班給予我的孩子緊急醫療, 以保存其生命、四肢及健康

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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.  
我同意華美暑期班拍攝或錄影我的子女, 並使用在與學校及相關的用途上.

I DO NOT give permission for my child's photograph/video to be used by **Wah Mei School**.  
我不同意華美暑期班拍攝或錄影我的子女.

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 [ace@wahmei.org](mailto:ace@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.



### Acknowledgement of Risks

**Parents/guardians of each child that participating in our programs are required 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 youth programs is an important step in the resumption of activities. However, the decision by the Health Officer to allow childcare and youth programs for all families at facilities that follow required safety rules, does not mean that attending our programs is free of risk. Enrolling your child in our programs 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 WMS programs, including whether they need to take additional precautions to protect the health of their child and others in the household. You should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. You 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/>. I understand the risks associated with enrolling my child in WMS in-person childcare/youth programs, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that the childcare program/youth programs 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 youth programs or Wah Mei Early Care and Education Program. **Please sign below, acknowledging I have read the above material and recognize the health risk of allowing my child to attend Wah Mei program(s).**

Child's Name: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Health & Safety Plan in Response to  
City and County of Department of Public Health San Francisco Health Officer  
DIRECTIVE OF THE HEALTH OFFICER No. 2020-14  
REGARDING REQUIRED BEST PRACTICES FOR CHILDCARE PROVIDERS  
As of Date of Directive: May 26, 2020  
Revised: September 9, 2020  
Revised: March 22, 2021  
**Revised July 7, 2021****

**Designate Staff Liaison:** Ben Wong, Executive Director

**1. Section 1 – Signage and Education:**

1.1. WMS will post any COVID-19 signage required by the State or Local Department of Public Health at the appropriate location.

1.2. WMS will have available a copy of the Health and Safety Plan at each public entrance to the facility or location, and share the plan with staff, families and adult visitors such as coaches, specialists and therapists, as needed.

1.3. WMS will update the Health and Safety Plan as appropriate while the Directive is in effect.

- Staff will be kept informed, trained and supported of any updated health and safety information, as needed

**2. Section 2 -- Face Covering**

2.1 As a State and Local mandate, face covering will be required for everyone 24 months and older, even if they have been fully vaccinated for COVID-19 for indoor activities. This includes family members and caregivers waiting outside to drop-off or pick-up children.

2.2. Face covering is encouraged for outdoor activities for adults and children but is not required.

2.3. WMS will 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

2.4. Children must remove face covering during nap time.

**3. Section 3 – Symptom and Exposure Check for Children:**



3.1. WMS will ask parent(s)/caregiver(s) to self monitor for possible symptoms of COVID-19 Specifically 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  
Diarrhea

3.2. Children with symptoms or a fever may be sent home and encouraged to seek COVID-19 testing. WMS will 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 <https://www.sfdph.org/dph/files/ig/Parent-Guardian-Health-Check-Handout.pdf> [www.sfdph.org/dph/alerts/coronavirus-healthorders.asp](https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp)) BEFORE returning to the program. If participants 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 (link above) 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.

3.3. Children who had “close contact” with someone with COVID-19 in the last 10 days must stay home for 10 days after his/her last close contact and are encouraged to seek COVID-19 testing. If the child has a negative test result and does not develop any symptoms, he/she can end self-quarantine or self-isolation 10 days after the last contact with someone who has COVID-19.

3.4. Children who have symptoms, or “close contact” with someone who has COVID-19 but don’t get tested can only be allowed to return to the program when it’s been 10 days since the last close contact with the person with COVID-19 **and** at least 10 days since the symptoms started **and** the child has no fever in the last 24 hours without taking medicine for fever **and** the other symptoms are improving.

3.5. Children who practiced self-quarantine or self-isolation due to COVID-19 symptoms or exposure must inform the program prior to returning.

#### **4. Section 4 – Drop-Off and Pick-Up Procedures:**

4.1. WMS will require that family members and caregivers wear face coverings when dropping off or picking up children, and at all times inside the Childcare Provider’s facility or area.



4.2. Parents and caregivers will not be permitted to enter the facility if they have COVID-19 symptoms or known exposure, cough, fever, or shortness of breath.

4.3. Parents and caregivers are permitted in the facility for pick up and drop off and should collect their child and belongings at the designated pick up location. Parents should follow the specific program guidance on sign in and sign out procedures.

## **5. Section 5 -- Physical Distancing**

5.1. Physical distancing is no longer required.

5.2. WMS will continue to consider strategic use of physical distancing for higher-risk activities such as during dance, exercise or singing; when unvaccinated children are not wearing masks, for example, during meals and naps.

## **6. Section 6 – Hygiene and Sanitation:**

6.1. WMS will follow the pre-COVID cleaning and disinfection protocols unless there is a confirmed COVID-19 case in our program or facility.

6.2. WMS will encourage children, youth, and staff to wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.

6.3. WMS will educate children, youth and staff about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.

6.4. WMS has established a schedule for regular cleaning and disinfecting. Additional sanitation is no longer required.

6.5. WMS will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may include doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

6.6. If surfaces are visibly dirty, clean them using detergent or soap and water before disinfecting them.

6.7. WMS will use cleaning products according to the directions on the label. Most household disinfectants are effective.

- WMS will continue to use the approved Oxivir and Sanidate for its cleaning and sanitation needs

6.8. WMS will keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes





6.9. WMS will not use toys that cannot be cleaned and sanitized.

6.10. WMS will set aside toys that children have put in their mouths or that are otherwise contaminated by body secretions or excretions. Clean them by hand while wearing gloves. Clean first with water and detergent, rinse, then sanitize with an EPA-registered disinfectant, and air-dry. City and County of Department of Public Health San Francisco Health Officer Directive Exhibit A to Health Officer Directive No. 2020-14 (issued 5/26/20) Best Practices for Childcare Providers 8

6.11. Books and other paper-based materials like mail or envelopes, do not need additional cleaning or disinfection.

6.12. WMS will use bedding (sheets, pillows, blankets, sleeping bags) that can be washed.

6.13. WMS will keep each child's bedding separate. WMS stores bedding storage in individually labeled bins, cubbies, or bags.

6.14. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

6.15. WMS labels cots and mats for each child.

6.16. WMS has established adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location.

## **7 Section 7 -- Travel Quarantine**

7.1. WMS recommends following the Center for Disease Control guidance on travel. More information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

## **8 Section 8 – Requirement Regarding Personnel:**

8.1. All WMS Personnel will receive a copy of the latest Health & Safety Plan.

8.2. WMS will instruct all Personnel orally and in writing not to come to work or enter the facility if they are sick.

8.3. WMS will instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment A-1 that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at <https://www.sfdph.org/dph/alerts/files/C19-07-Personnel-Screening-Attachment-A-1.pdf>) before returning to work. If they are required to self-quarantine or self isolate, they may only return to work after they have completed self-quarantine or self isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Attachment.



8.4. The Department of Public Health may issue guidelines requiring Childcare Providers and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. Periodically, check the following website for any testing requirements for employers and businesses: [www.sfdcp.org/covid19](http://www.sfdcp.org/covid19). If requirements are added, ensure that the Health and Safety Plan is updated and that the Childcare Provider and all Personnel comply with testing requirements.

- WMS will follow the latest guidelines and recommendations as directed by the SF Department of Public Health

8.5. If an employee or other Personnel tests positive for COVID-19, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available online at [sf.gov/business-guidance-if-staff-member-tests-positive-covid-19](http://sf.gov/business-guidance-if-staff-member-tests-positive-covid-19).

- WMS will follow the latest guidelines and recommendations as directed by the SF Department of Public Health, the State of California, and Federal laws
- Recent Local and State legislative development allows for staff paid COVID sick time. The enacted ordinance applies to all full-time or part-time employees working within the City, though a prior version of the ordinance required employees to have worked 56 hours or more. This benefit will apply through September 2021, per California SB95 (March 19, 2021). Full-time employees are provided 80 hours of emergency leave, while part-time employees receive less, based upon an average of hours worked over a two-week period.

An employee will be eligible for leave if:

1. The employee is subject to an individual or general federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee is advised by a healthcare provider to self-quarantine;
3. The employee is experiencing symptoms associated with COVID-19 and seeking medical diagnosis;
4. The employee is caring for a family member subject to a quarantine or isolation order;
5. The employee is caring for a family member because the family member’s school or place of care has been closed to the public health emergency caused by COVID-19.
6. The employee is within a “vulnerable” population as defined by the Ordinance.

8.6. WMS will provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. WMS will allow Personnel to bring their own Face Covering if they bring one that has been cleaned prior to the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day.

8.7. WMS has provided a sink with soap, water, and paper towels for handwashing, for all Personnel working onsite at the facility or location. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child’s diaper or soiled clothes, when changing tasks, and frequently during each shift.



8.8. WMS provides hand sanitizer effective against COVID-19 throughout the facility or location for Personnel. Keep hand sanitizer out of the reach of young children, and supervise use. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will City and County of Department of Public Health San Francisco Health Officer Directive Exhibit A to Health Officer Directive No. 2020-14 (issued 5/26/20) Best Practices for Childcare Providers 3 suffice for Personnel who are on-site at the Childcare Provider. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here:

<https://www.fda.gov/drugs/information-drugclass/qa-consumers-hand-sanitizers-and-covid-19>.

8.9. WMS will post required COVID-19 and vaccination signage in the staff break room and other staff areas.

## **2021-2022 ACE Afterschool Program FAQ for Parents/Guardians**

*Revised July 22nd, 2021*

### **Program Logistics:**

#### **When and Where does the ACE Afterschool program take place?**

The ACE Afterschool Program will begin on August 16th, 2021 until June 1st, 2022 from 2:30 PM to 6:00 PM. Our program will take place in two locations: Wah Mei School on 1400 Judah, 94122 and at the 19th Avenue Baptist Church located on 1370 19th Avenue. This program follows the SFUSD school calendar for holidays and closures.

#### **How Do I Apply?**

The ACE Afterschool Program application packages can be requested by email (please email [ace@wahmei.org](mailto:ace@wahmei.org)) or accessed on our website. Please return completed applications to [ace@wahmei.org](mailto:ace@wahmei.org) or drop off forms in person along with payment. Only completed applications will be considered. Rates will be calculated based on your child's start date.

#### **What age/grade does the ACE Afterschool program accept?**

The Ace Afterschool program serves Kindergarten children to 5th graders.

#### **How will you determine program priority?**

In this program we will prioritize enrollment for:

- Families who enroll siblings
- Families who have enrolled in Wah Mei programs this year or last

We will do our best to serve as many families as possible.

#### **Program Cost**

The ACE Afterschool Program will cost \$300 per month for 5 days of program or \$220 for 3 days of program.

#### **August Welcome Weeks & Special Discounted Rates**

Wah Mei School recognizes that the start of this new school year will be a challenging one for our participants as they adapt into a changed school routine due to the COVID-19 pandemic. With that in mind, we want to let parents/guardians have a chance to try our ACE Afterschool Program at a special 25% discounted rate: \$120 for 5 days of program or \$55 for 3 days of program for the month of August. Regular tuition rates will begin in September.

August welcome weeks will have program content focusing on social-emotional wellbeing and supporting our participants in transitioning back to school and afterschool activities. Beginning September we will resume with our regular themed based curriculum.



### **What are the program options?**

The ACE Afterschool Program will operate all days SFUSD is in session and we have two program options to choose from:

Regular Program Option: Monday through Friday 2:30 PM - 6:00 PM/ 3 Days or 5 Days

Early Start Option: MTThF 2:00 PM - 6:00 PM & Wednesday 1:00 PM - 6:00 PM/ 3 Days or 5 Days

### **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 [ace@wahmei.org](mailto:ace@wahmei.org).

### **Payment, Refund, and Cancellation policy**

Payment will be processed upon official acceptance into the program. Payments can be made by check, cash, or credit card. The tuition fees for August will be prorated and combined with September's tuition fees. The last payment for this program will be in May 2022, which will also cover June 1st, 2022 the last day of school, at no extra cost. Participants can join the program at any time and we will prorate based on your child/children's start date.

Credit card payments will be processed no later than the 7th of the month. Late fees will be applied after the 7th of the month.

Refunds will not be offered for partial months.

If you wish to discontinue your child/children's participation in the program please submit a two week written notice.

### **Will each grade have their own class?**

The class groupings will depend on registration. We will do our best to divide groups by grade.

### **Will snacks be provided?**

The program will provide snacks such as fruits or crackers every day. 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 Afterschool program will begin at 2:30 PM which is the time parents/guardians can drop off their child/children. Program ends at 6:00 PM. Late fees will accrue every minute after 6:00 PM at \$2 per minute.

For students who attend Alice Fong Yu and Jefferson Elementary, we will be able to pick them up from school and walk them to site. Families with students who attend other schools are still welcome to join the afterschool program but would need to arrange their own transportation to Wah Mei or coordinate with us to arrange transportation via Kanga.



**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 Afterschool 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 be subject to change.

**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](mailto: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**

Wah Mei staff will provide tutoring, recess, homework support, outdoor time, snacks, and thematic enrichment activities.

#### **Outdoor Time**

Our program will have 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.

#### **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.

**Cantonese Learning Component**

Based on the theme of the week, participants will become familiar with Cantonese vocabulary, characters, and speaking practice related to the theme. Activities and day to day instructions 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 or 3 teachers to 25 student ratio.

**Contact Information:**

For general questions please email [ace@wahmei.org](mailto:ace@wahmei.org). All other questions and concerns can be directed to Brian Nguyen, Program Manager, at [bnguyen@wahmei.org](mailto:bnguyen@wahmei.org)/(415) 234-3308.



**Credit Card Payment Authorization Form**

---

I (name on credit card) \_\_\_\_\_ authorize Wah Mei School to charge my  
 credit card indicated below for (amount) \$ \_\_\_\_\_ for payment of (child's Name)  
 \_\_\_\_\_  
 for (program/purpose)  
 \_\_\_\_\_

<b>Billing Address (City State Zip)</b>	
<b>Phone</b>	
<b>E-Mail</b>	

**Credit Card Information**

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Discover
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.

<b>For Office Use Only:</b>	
<input type="checkbox"/> Received By: _____	Date: _____
<input type="checkbox"/> Payment Processed: _____	Date: _____
<input type="checkbox"/> Notes: _____	