

## **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](mailto: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](mailto: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](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**

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.