

WAH MEI SCHOOL 華美學校

ACE FULL DAY PROGRAM 2020-2021

ABOUT WAH MEI

Founded in 1974, Wah Mei School is proud to be the first Chinese American bilingual school in San Francisco. We promote a nurturing, high-quality English - Chinese multilingual and multicultural environment that promotes children's development and creates a supportive community for their families.

華美學校雙語教育 建校於1974年
提供一個高品質的中英多語及多重文化的環境有益於小孩並且創造一個互相支持的家庭社區。

PROGRAM INFORMATION

This program is open to all K-5 students, priority will be given to families who must work outside the home and families enrolled in Wah Mei programs.

- Students must participate in their school's distance learning to be eligible
- Students must bring a device and headphones to complete distance learning (contact us if device support is needed)

9:00am - 5:00pm • \$1,300 per month

Early Care available from 8:00am - 9:00am for an additional \$100 per month

Limited Holiday closures, full day program provided during some school breaks.

Financial Assistance may be available, please inquire

Locations:

1400 Judah Street (at 19th Ave)
San Francisco, CA 94124

1362 19th Avenue (at Judah)
San Francisco, CA 94122

Wah Mei School has adapted our before and afterschool programs to serve the urgent need of families during distance learning. Students 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.

The ACE Program provides youth an opportunity to engage with peers and mentors in a safe, supportive environment, following all Department of Public Health guidance for safe youth programming during COVID-19. Health and safety requirements include but are not limited to daily health screenings, masks, 14 student maximum per class, and no interaction between classes.

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 provides enrichment and peer interactions that are sorely missed during distance learning.

The ACE Program is designed to support Cantonese language learners, however there is no language requirement.



Wah Mei School
Bilingual Education Since 1974

Please submit questions and applications to afterschool@wahmei.org

For more information, visit www.wahmei.org

ACE Full Day Program FAQ for Parents/Guardians

Program Logistics:

When and Where does the ACE Full Day program (Classroom C) take place?

The ACE Full Day Program (Classroom C) will take place beginning Dec 1, 2020 from 9:00 AM to 5:00 PM at the 19th Ave Baptist Church on 1370 19th Ave, 94122. This program follows the SFUSD school calendar for one off holidays and closures but may be open for breaks.

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.

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 the ACE Program Manager, 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 19th Baptist Church. 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.



Parent/Guardian Health and Safety Guideline

PURPOSE: To help parents/guardians of children/youth participating in WMS programs, understand new requirements and recommendations to prevent spread of COVID-19 and safely run their programs.

BACKGROUND: Per the San Francisco Stay at Home Health Orders, child care and youth programs were allowed to remain open only for children of essential workers. A Health Order issued on May 22, 2020 allowed child care and youth programs 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. 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:

- WMS will begin in-person child/youth participation into the programs when space is or becomes available. Participants are required to remain in the in-person program for a three (3) week minimum, as best as possible. WMS will minimize the transition of child / youth participants.
- WMS is a State-licensed Childcare Providers for children ages 0-5 years and will currently limit group size to maximum allowable number of 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). A group will have no more than the number of children allowable enrolled, 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 / classroom, 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 will be in separate rooms or space, as allowed. Interactions between the groups will be minimized to the greatest extent possible.
- Special in-person events that involve parents and families, such as festivals, holiday events, and special performances will be discontinued or not be permitted.
- Drop-in childcare for in-person programming is not permitted.

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 for Child Care and Youth Programs, available at <https://www.sfdcp.org/communicabledisease/diseases-a-z/covid19whatsnew/>.
- Children with symptoms or a fever will be sent home and encouraged to seek COVID-19 testing and or as guided by SFDPH instructions. 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, but may be asked, in order to



return to the program as long as they have met the requirements outlined in the Attachment.

- If a child begins to show symptoms at school, he/she will be isolated in a separate area for the safety of themselves and others until they are picked up by a parent or caregiver. We expect a parent or caregiver to pick up the child within 1 hour of notification. These symptoms include, but are not limited to fever, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, signs of infection, runny nose with colored mucus, any other sign of communicable illness and inability to participate in routine activities.
- 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.
- Parent(s) or caregiver(s) must alert us immediately if the child or any family member living in the child's household is exposed to COVID-19.

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 10 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 2 to 9 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.



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 (Classroom C) begins December 1st, 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. An Early Care option will be available at 8:00am at an additional \$100.00 cost per month.

Classes will take place at the 19th Ave Baptist Church on 1370 19th Ave, San Francisco, CA. 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.

Additional \$100.00 per month
I am interested in Early Care YES NO

Total Payment due at time of registration: \$1,300.00 or \$1,400.00 (including Early Care)

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 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: _____



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: _____



2020-2021 ACE Full Day Program Registration Form

Parent Consent Form

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. 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 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

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: _____



Wah Mei School
Bilingual Education Since 1974

ACE Full Day Program Virtual Learning Agreements

The ACE Full Day Program is dedicated to supporting your child's virtual learning experience. For us to be better able to serve your child's educational goals and needs we will need information regarding your child's specific school's virtual learning schedule. Please fill out and read the information below:

Virtual Learning Information:

School: _____ Student's name: _____

Teacher's name: _____ Email: _____

Virtual Learning Schedule: *For example 9-10 AM English Lesson, 10-11 AM break, etc.*

Monday:

Tuesday:

Friday:

Wednesday:

Thursday:



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Login Information:

Please list device password and any login information that will be needed for students to complete their virtual learning (i.e. Zoom account, Google Classroom, etc). Please also include a copy of your child's QR code if applicable.

Zoom Link/Google Classroom/Other:

Passcode: _____

Other considerations: _____

Virtual Learning Device

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.

By signing below, I hereby acknowledge that I have read and understand the ACE Full Day Program Virtual Learning Agreements. I also acknowledge that Wah Mei School is not responsible for any damaged or lost property. I also consent to allow ACE Full Day Program staff to access my child's device and log in information for the purpose of assisting in virtual learning.

Child's Name _____

Name of Parent/Guardian: _____

Signature: X _____

Date: _____



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:**

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) _____

Billing Address (City State Zip)	
Phone	
E-Mail	

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.

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