



2023 Wah Mei Spring Camp 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:

Wah Mei School's Spring Camp Program is an offsite, bilingual (Cantonese & English) spring break enrichment program located at Wah Mei School that is open to all students grades K-5. 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 Spring Camp FAQ for Parent/Guardians, Parent Acknowledgement of Risk, and Wah Mei School COVID Health and Safety Plan, provided in your enrollment packet.

Program Cost:

Payment will be due at the time of registration in addition to a one-time, nonrefundable \$25 application fee. Only applications with payment will be considered complete. There may be financial aid available for qualifying families; please inquire within.

The cost of Spring Camp is \$175.00 for the whole program.

Total payment due at time of registration: \$ _____ + **\$25 nonrefundable application fee**

Program Dates and Times:

Program dates will coincide with most of SFUSD' scheduled Winter Break. The dates of the Spring Camp Program are **Monday, March 27th, 2023 through Friday, March 31st, 2023.**

Parents/Guardians may begin dropping off participants at 9:00 AM. Program hours are Monday through Friday, 9:00 AM to 5:00 PM.

Wah Mei School Discounts:

1. Wah Mei School Staff: 40%
2. SF Educator (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 the following location:

Wah Mei School located on 1400 Judah Street, 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)



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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 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:



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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. We may ask adults to provide identification to ensure the safety of the child being picked up.

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: _____



2023 Wah Mei Spring Camp Registration Form

Parent Consent Form

I _____, hereby give permission for my child _____ to attend **Winter Camp 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 (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 By: _____ Date: _____

Program Registered: 5 Days PM only 3 Days PM only

Accepted Date: _____

Waitlisted Date: _____ Note: _____

Payment Method: Check Credit Card Cash Other: _____ Payment Amount: \$ _____

Payment Note: _____



2023 Spring Camp Program FAQ for Parents/Guardians

Revised Jan 11, 2023

Program Logistics:

When and Where does the Spring Camp Program take place?

Wah Mei School's Spring Camp Program will begin on **Monday, March 27th, 2023 through Friday, March 31st, 2023**. Our program will take place at: Wah Mei School on 1400 Judah, (Cross street is 19th Avenue) 94122.

How Do I Apply?

The Spring Camp enrollment packet can be requested by email (please email ace@wahmei.org) or accessed on our website. Please return completed applications to ace@wahmei.org or drop off forms in person at our Main Office located at 1400 Judah Street, along with payment and the \$25 nonrefundable, one time, application fee. Only completed applications with payment will be considered for registration.

What age/grade does the Spring Camp Program accept?

The Spring Camp program serves students grades, Kindergarten through 5th graders. We will not be able to take children who are in TK (transitional kindergarten).

How will you determine program priority?

In this program we will prioritize enrollment for:

- Families who enroll siblings
- Families who are English Second Language learners
- Families who have enrolled in Wah Mei programs this year or last
- Families who need financial assistance
- Families with special needs

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

Program Cost

The cost of the Spring Camp Program is \$175.00 per child along with a one-time non refundable \$25.00 registration fee.

Is financial aid available?

Financial aid may be available, to see if you qualify for assistance please first contact the Children's Council. The Children's Council helps families pay for childcare programs such as our Summer Camp.

Please see their contact information below:

Call (415) 276-2900 (Mon-Fri, 8:30 AM – 5 PM) or visit childrenscouncil.org for more information.

If Children's Council is not an option for you, please contact us at 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.

Refunds will not be offered for partial attendance. If you wish to cancel your child/children's participation in the program please submit a two week written notice before the start date of the program. Otherwise you will be charged for the program and will not be eligible for a refund.

Will each grade have their own group?

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

Will lunch be provided?

Please make sure to bring a lunch and water bottle for your child daily. We will not be able to provide lunch but will be able to provide food for events and daily snacks.

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 Spring Camp Program will run from 9:00 AM - 5:00 PM. Parents/guardians can drop off their child/children as early as 9:00 AM. Program ends at exactly 5:00 PM. Late fees will accrue every minute after 5:00 PM at \$2 per minute.

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. We may ask persons who are allowed to pick up your child for a form valid identification to ensure the safety of your child.

COVID-19 Health and Safety Considerations

Due to the ever-changing circumstances of the pandemic as it relates to our Spring Camp 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 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 recess, field trips, 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.

Will there be any field trips?

Our program will have field trips that will occur sometime throughout the program provided at no extra cost to parents/guardians. We aim to have our field trips be both enriching and fun for our participants. Field trips are subject to change due to weather and other conditions. Parents/Guardians will need to provide a signed permission slip for each child that is attending. Participants who do not have a permission slip will not be allowed to attend the program and will have to stay home for the day of the field trip.

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 22 student ratio.

Contact Information:

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



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; March 22, 2021; July 7, 2021; January 19, 2022; March 30, 2022;

Effective: May 23, 2022

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. As of this writing, there are no COVID-19 signage required.

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 guidance, face covering is recommended for indoor activities for all participants, staff, and visitors regardless of vaccination status.

- In an abundance of caution, WMS will **require** indoor masking for everyone 24 months and older when children are present, even if they are Up-to-Date on all COVID-19 vaccines
- Our Extended Learning (school-aged) programs will follow San Francisco Unified School District (SFUSD) guidelines and in alignment with State and Local mandates, recommend face coverings for indoor activities.

2.2. Face covering is encouraged for outdoor activities for adults and children

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 are to remove face covering during nap time.

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



3.1. WMS may 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 (100.4°F or higher), Chills, or
Cough
Sore Throat
Shortness of Breath
Difficulty Breathing
Feeling Unusually Weak or Fatigued

Loss of Taste or Smell
Muscle pain
Headache
Diarrhea
Nausea or vomiting

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) BEFORE returning to the program.

3.3. Children with symptoms and tested positive for COVID-19 can return to the program when 5 days have passed since the symptom(s) started, **and** the child has no fever in the last 24 hours without the use of medications, **and** the child's COVID symptoms are improving. A negative test collected on day 5 or later is required.

3.4. Children with symptoms and have a negative COVID-19 test can return to the program when the child has no fever in the last 24 hours without the use of medications, **and** the child's symptoms are improving. A proof of the negative COVID-19 test result is required prior to returning to program.

3.5. Children who have symptoms but don't get tested can only be allowed to return to the program when it's been 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.

3.6. Children who had "close contact" with someone with COVID-19 are required to stay home IF symptoms appear or they test positive for COVID-19 as directed by SFPD. Close Contact is defined as the same shared indoor airspace (e.g. classroom, your home, etc.) with someone with COVID-19 for a total of 15 minutes or more over the course of a day, even if both people were wearing masks.

3.7. Children who had "close contact" but no symptoms of COVID-19 can continue to attend the program. COVID-19 testing three to five days after the last exposure is encouraged.

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



3.9. WMS will report all confirmed COVID-19 cases to SFDPH as required or at which time no longer deemed necessary. WMS will consult with SFPDH for next steps regarding management of potential clusters of COVID-19 cases and quarantine recommendations, as warranted.

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 which includes the time they are waiting outside of the facility, 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 may be 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 -- Cohorting and Physical Distancing

5.1. Cohorting is no longer required by SFDPH. WMS will follow the recommendation of SFDPH to prioritize full enrollment over strict cohorting.

5.2. Physical distancing is no longer required by CDC, CDPH, and SFDPH

5.3. WMS will continue to consider strategic use of physical distance 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.



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, WMS will 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 as 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 Restrictions

7.1. WMS will follow 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> for domestic travel, and <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html> for international travel.



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 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 current CDC / CDPH / SFPDPH guidelines must follow the criteria as well as any applicable requirements from the quarantine and isolation directives 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, as guided by SFPDPH. 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.

8.4. WMS Personnel will be required to submit proof of “up-to-date” COVID-19 vaccination. Up-to-date vaccination includes any and all recommended vaccinations available per CDC/CDPH/SFPDPH guidelines.

- A waiver and or work modification may be accepted upon request of the WMS Personnel based on medical reasons (as part of the agency's ADA) or proven strong religious beliefs. The waiver and or modification may be altered based on changing circumstances/situations of the health order and vaccine availability.

8.5. 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.sfpdcp.org/covid19. If requirements are added, the Health and Safety Plan may be 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

8.6. 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 <https://www.sfpdcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/coronavirus-2019-businesses/#1591382935278-cf88199c-5393>.

WMS will follow the latest guidelines and recommendations as directed by the SF Department of Public Health, the State of California, and Federal laws

- WMS has passed the 2022 COVID-19 Paid Sick Leave effective January 1, 2022 - September 30, 2022, in accordance with [California Supplemental Paid Sick Leave](#). The COVID Sick Leave is for up to 40 hours, prorated for part-time staff and an addition 40 hours, if an employee is unable to work remotely. 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.

8.7. 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.

8.8. 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.

8.9. 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 from the [Food and Drug Administration](#)

8.10. WMS will post required COVID-19 and vaccination signage in the staff break room and other staff areas, as directed by CDC, CDPH, and or SFDPH.



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) _____.

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: _____	