

## WAH MEI BASE! BEFORE & AFTER SCHOOL PROGRAM ExCEL at AFY FAQ

### ENROLLMENT/APPLICATION

#### How do I apply?

Applications can be found on our website [www.wahmei.org/BASE](http://www.wahmei.org/BASE). Hard copies can be picked up at our Main Office (1400 Judah St., San Francisco 94122). Send or drop off forms with payment to Wah Mei School or [afterschool@wahmei.org](mailto:afterschool@wahmei.org).

This will be a two-step enrollment process. The first step is to submit the following:

- Completed enrollment packet
- \$50 Application Fee (one-time credit card payment form, or cash/check)
- Income verification (current year tax documents or three months' paystubs) to qualify for the sliding scale family fees.

#### What is the application process?

Applications are reviewed. Due to new funding, how we accept your child(ren) is contingent upon the criteria set forth by ExCel. You will be notified via email when your placement is confirmed or waitlisted. The first month's payment will be due upon confirmation of placement which we anticipate will be released at the end of June.

#### Why is the program limited in enrollment capacity?

Limitations in program enrollment can be attributed to the staff to child ratio and available classroom space.

#### Will a spot be secured for my child(ren) if they have previously been enrolled?

Unfortunately, your child(ren) will not be guaranteed a spot based on their previous enrollment.

#### Who is given priority?

- Youth experiencing homelessness
- Youth who are in foster care
- Youth who qualify for free or reduced lunch
- English language learners
- Youth who attend the program 5 days a week for Before School and Afterschool
- Youth who attend the program 5 days a week (Before OR Afterschool)

### PAYMENT

#### How do I qualify for the free program or sliding scale?

BASE! offers a sliding scale family fee dependent on family income and number of people in the household. The monthly family fee will be waived for a family with a child in the program who is a homeless youth or for a child who is in foster care.

Our sliding scale family fee tiers are as follows:

- Tier 1: Free and Reduced Lunch
- Tier 2: 60% AMI or Less
- Tier 3: 61% AMI to 80% AMI
- Tier 4: 81% AMI to 110% AMI
- Tier 5: Greater than 110% AMI

Please refer to the [Area Median Income \(AMI\)](#) to determine your family's AMI percentage:

The monthly co-payment fee will be waived for a family that is eligible for Free or Reduced lunch except for those co-payments required by local, state or federal tuition subsidy programs. Families should complete the SFUSD Meal Application on an annual basis to be eligible for the monthly co payment fee waiver. If a family completes the application online, an eligibility letter can be printed from a family's online account. If a family completes a paper application, an eligibility letter will be sent to the house. For more information refer to the ExCEL [FAQ](#).

#### **What is the payment schedule for the (recurring) credit card form?**

Your credit card payment will be processed on the 1st of each month and no later than the 7th of the month. The start of school is August 16th. August will be charged at 50% the monthly rate and is due upon acceptance into the program. All other months September through May will be charged at 100%. Your last payment of the school year will be May 2024. The last day of school is June 4th and payment has been included in the monthly schedule.

Non-recurring credit card forms can be received in the form of cash, credit card, and check. Payments are due on the 1st and late on the 7th of the month. Your credit card payment will be processed on the 1st of each month and no later than the 7th of the month. A late fee will be assessed after the 7th of the month.

#### **Can I pay for a partial month?**

Our payment schedule is based on 180 days of SFUSD school schedule. We will collect payment by the month. August will be charged at 50% and all months September through May will be charged a full month. June will not be charged. Program services will include the SFUSD 180 school day calendar and includes the two weeks of Parent Teacher conference days. We do not offer partial month refunds or prorated months.

#### **Do you offer any discounts?**

Wah Mei School discounts are as follows:

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%

These discounts apply to all our programs (i.e. if you have a child in our preschool programs and in after school, the older sibling would receive a 10% for after school).

## **PROGRAM LOGISTICS**

#### **When does Before & After School take place?**

The Wah Mei After School Program follows the SFUSD academic calendar, from August 16, 2023 to June 4, 2024. Participants have 2 options: 5 days a week AM & PM or 5 days a week AM or PM. The morning program runs from 7:30 AM to 9:30 AM and the after school program runs 3:45 PM - 6:00 PM Monday, Tuesday, Thursday, Friday and 2:30 PM - 6:00 PM Wednesday.

#### **Will there be a 3 day option?**

We will not be offering a 3 day option at BASE this year, if you are interested in a 3 day option, please apply to ACE program. [www.wahmei.org/ACE](http://www.wahmei.org/ACE)

#### **What age / grade does the Wah Mei After School Program accept?**

Wah Mei After School Program serves kindergarten children to current 6th graders.

**Who can pick up my child?**

Any authorized person over the age of 16. Parent/guardian must include all authorized family members on the registration form.

**What if my child is sick?**

Children who are unable to attend After School for the day can call 415-665-4212 or email [afterschool@wahmei.org](mailto:afterschool@wahmei.org). For children who are ill during the after school program, staff will call parent/guardian for pick up. Any emergencies will be handled accordingly to ensure the health of the child.

**What if my child gets ill during after school?**

Emergencies will be handled accordingly to ensure the health and safety of the child. For children who are ill during the after school program, our staff will call parent/guardian for pick up.

**What if I need to reach my child in an emergency?**

You can contact the after school director and depending on the nature of the emergency, the site supervisor and/or program leader will be contacted and the information will be communicated.

**What will the program requirements be regarding COVID protocols?**

Wah Mei School requires staff to

**What is the cancellation policy?**

Two week written notice for cancellation. We will not refund partial months.

**PROGRAM CONTENT****What languages are offered? Can we choose more than one?**

BASE! Focuses on Cantonese language support throughout the program to best support AFY Students.

**How much Chinese will participants be exposed to?**

Wah Mei School has years of experience in providing Dual Language learning and multilingual learning environments. Wah Mei After School Program endeavors to expose, enhance, and support participants in learning Cantonese during the child's after school experience. Early learners and participants with little to no Chinese language are encouraged to register. The program will be bilingual - Cantonese and English, it is not a Cantonese immersion program.

**What type of academic support and activities are provided during the program?**

BASE! Before and After School Program is an enrichment program that provides youth an opportunity to expand their Chinese language capabilities while engaging in project-based thematic activities. We focus on thematic enrichment activities on Wednesday early out days, and provide homework support, short group activities, and outdoor recreation every day. Homework assistance will focus on supporting participants' most difficult homework assignments.

Group activities include a variety of fun and enriching activities such as language adventures and discoveries, arts and crafts, sports-related play, Garden activities, project-based learning, and theme-based activities.

**What is the student to teacher ratio?**

Wah Mei After School Program strives to maintain the highest quality program for the participants. Our student to teacher ratio is 10:1 for Kindergarten and 20:1 for 1st-6th.

**Will snacks be provided?**

Yes, breakfast is provided in the Before School program and a snack will be provided in the Afterschool Program.

## **CONTACT INFORMATION**

**Wah Mei School Main Office:**

1400 Judah St, San Francisco, CA 94122 415-665-4212

[afterschool@wahmei.org](mailto:afterschool@wahmei.org)