



2024-2025 ACE Afterschool Program Registration Form

Please fill out form and return it, along with payment, to Wah Mei, 1400 Judah St, SF, CA 94122 or email to ace@wahmei.org

<p>Overview: The ACE Afterschool Program is an offsite, bilingual (Cantonese & English or Mandarin & English) after school program located at Wah Mei and 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 provided in your enrollment packet.</p>							
<p>Program Cost: First month of payment will be due at the time of registration in addition to a one-time, nonrefundable \$50 application fee. Only applications with payment will be considered complete. There may be financial aid available for qualifying families; please inquire within.</p> <p>The tuition fees for August will be calculated at half the rate. 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.</p> <table border="0"> <tr> <td>Regular Option</td> <td>Early Start Option</td> </tr> <tr> <td>\$445 - 5 Days of Program</td> <td>\$500 - 5 Days of Program</td> </tr> <tr> <td>\$355 - 3 Days of Program</td> <td>\$445 - 3 Days of Program</td> </tr> </table> <p>Total payment due at time of registration: \$ _____ + \$50 nonrefundable application fee</p>	Regular Option	Early Start Option	\$445 - 5 Days of Program	\$500 - 5 Days of Program	\$355 - 3 Days of Program	\$445 - 3 Days of Program	<p>Program Dates and Times: Program dates will coincide with SFUSD’s 2024-2025 school year, the first day of the program, will begin on Monday, August 19, 2024 and run until Wednesday, June 4, 2025. May’s tuition charge will cover program costs until June 4, 2025.</p> <p>Program will operate on days SFUSD is in session, please see days and times and select program option:</p> <p><input type="checkbox"/> Regular Option M-F, 2:30 PM - 6:00 PM</p> <p><input type="checkbox"/> Early Start Option MTThF 2:00 PM - 6:00 PM/ W 1:00 PM - 6:00 PM</p> <p>Week Days: Please select days your child will attend the program: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> All</p> <p>Language Option: Please select your child’s language track: <input type="checkbox"/> Mandarin/普通話 <input type="checkbox"/> Cantonese/廣東話</p>
Regular Option	Early Start Option						
\$445 - 5 Days of Program	\$500 - 5 Days of Program						
\$355 - 3 Days of Program	\$445 - 3 Days of Program						
<p>Wah Mei Discounts:</p> <ol style="list-style-type: none"> <input type="checkbox"/> Wah Mei Staff: 40% <input type="checkbox"/> SF Educator (SFUSD Teacher or teacher with valid CA Child Development Permit working in ECE setting in San Francisco): 15% <input type="checkbox"/> Sibling Family Discount (applies to the oldest sibling enrolled in the program): 10% 	<p>Location: Program will take place in the following location:</p> <p>Wah Mei School ACE Afterschool Program is located on 1555 Irving Street, San Francisco, CA, 94122</p>						

Child’s Information 兒童的信息:

Child’s Name/兒童姓名: _____

Date of Birth/生日: _____ Gender/性別: _____ Grade/年級: _____

Address/地址: _____

City/市: _____ State/州: _____ Zip/郵區號碼: _____

School Currently Attending/正在就讀學校: _____

Name(s) of siblings in program (if applicable)/其他參加此課程的兒童姓名: _____

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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Parent/Guardian Information 父母/監護人信息:

Parent/Guardian 1 Name/家長/監護人姓名: _____ Relationship/關係: _____
 Email/電子郵件: _____ Cell Phone/手機電話: _____
 Address/地址: _____
 Home Phone/住所電話: _____ Work Phone/工作電話: _____

Parent/Guardian 2 Name/家長/監護人姓名: _____ Relationship/關係: _____
 Email/電子郵件: _____ Cell Phone/手機電話: _____
 Address/地址: _____
 Home Phone/住所電話: _____ Work Phone/工作電話: _____

Emergency Contact Information 緊急聯繫人信息:

Contact 1 Name/接送人姓名: _____ Relationship/關係: _____
 Contact's Home Phone/住所電話: _____ Contact's Cell Phone/手機電話: _____
 Contact 2 Name/接送人姓名: _____ Relationship/關係: _____
 Contact's Home Phone/住所電話: _____ Contact's Cell Phone/手機電話: _____

Medical Information 醫療信息:

Does your child have medical insurance?/你的小孩是否有醫療保險? Yes /有 No/沒有

If yes, please provide the name of the medical insurance carrier and your child's medical insurance number. 如果有, 請提供醫療保險公司的名稱和您孩子的醫療保險號碼。

Insurance Name: _____
 醫療保險公司名稱

Policy Number: _____
 醫療保險號碼

Physician's Name: _____
 醫生名稱

Physician's Number: _____
 醫生電話

Please specify any types of food or animal (ex. dogs) allergies and/or medications your child is taking:
 如果您的孩子對任何食物過敏和/或正在服食任何藥物, 請詳細表明



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Pick Up Information 接送人信息:

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.

請提供有權從該課程中接走您孩子的人員姓名。任何 16 歲以上的授權人員都可以接您的孩子。家長/監護人必須在此申請表上填寫所有您願意授權的成員。

Name of Person/接送人姓名: _____ Phone Number/電話: _____

Relationship to Child/關係: _____

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Relationship to Child/關係: _____

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Relationship to Child/關係: _____



2024-2025 ACE Afterschool Program Registration Form

Parent Consent Form 家長同意書

I _____, hereby give permission for my child _____ to attend the **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, and understand that my child will be supervised by **Wah Mei** staff onsite and offsite during field trips or any outings. I will not hold **Wah Mei** 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** as an agent for me, to consent to any medical treatment which may become necessary. 我同意華美 ACE 課後計劃給予我的孩子緊急醫療, 以保存其生命四肢及健康。當我的孩子參加此計劃時, 我還允許我的孩子在離華美6 個街區的步行範圍內進行社區散步和戶外活動, 並明白我的孩子將會受到華美工作人員的監督。在進行戶外活動或任何郊遊時, 如果發生任何意外事故、傷害或不幸, 我不會追究華美學校的責任。如果受傷, 我作為下方簽名的父母或法定監護人, 特此授權華美學校作為我的代理人, 同意接受任何可能需要的醫療治療。

Parent/Guardian Signature/ 家長/監護人簽名: _____ Date/日期: _____

Photo/Media Release 人像肖像權:

- I give consent for my child's photographs and/or videos taken during **Wah Mei** to be used for agency-related publicity/marketing/or public relations or community education purpose. 我同意華美學校拍攝或錄影我孩, 並明白在華美學校期間拍攝的照片和/或影片, 可能會被用於與學校相關的宣傳/課程推銷/或公共關係或社區教育目的。
- I DO NOT give permission for my child's photograph/video to be used by **Wah Mei**. 我不同意華美學校拍攝或錄影我的子女。

Parent/Guardian Signature/ 家長/監護人簽名: _____ Date/日期: _____

Please complete and send this Registration Form and Credit Card Authorization Form to ace@wahmei.org (cash or check payments can be dropped off at our Wah Mei office at 1400 Judah St). Credit cards will be charged upon placement and confirmation.



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. 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.

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	
Email	

Credit Card Information You may wish to leave CC information blank if you submit this form via email. If so, WMS staff will call you to collect payment 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: _____	



2024 - 2025 ACE Afterschool Program FAQ for Parents/Guardians

Revised **March 28, 2024**

Program Logistics:

When and Where does the ACE Afterschool program take place?

The ACE Afterschool Program will begin on **August 16th, 2023 until June 4th, 2024 MTThF from 2:00 PM to 6:00 PM and W 1:00 PM to 6:00 PM**. Our program will take place at: Wah Mei School on 1555 Irving Street, 94122. 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) 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 \$50 nonrefundable, one time, application fee. 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. We will not be able to serve 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 have enrolled in Wah Mei programs this year or last
- Families who need financial assistance

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

Program Cost

Please see the following for our monthly rates:

Regular Option

\$445 - 5 Days of Program

\$355 - 3 Days of Program

Early Start Option

\$500 - 5 Days of Program

\$445 - 3 Days of Program

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 either for the Mandarin or Cantonese track:

Regular Option: M-F 2:30 PM - 6:00 PM

Early Start Option: MTRF 2:00 PM - 6:00 PM/Wednesday 1:00 PM - 6:00 PM



Parents/Guardians will need to select which language track they want their child/children to participate in: Cantonese or Mandarin.

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 ours.

Resource and Referral counselors available:

Mon – Thu 8:30 AM – 4 PM; Fri 8:30 AM – 12:00 PM

Resource and Referral Line: (415) 343-3300 rr@childrenscouncil.org

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. 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 2024, which will also cover costs up to June 4th, 2023 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 otherwise you will be charged for the month and will not be eligible for a refund.

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, crackers, yogurt, and cheese every day. All snacks will be nut free. Please include food allergy information on your application. Participants are expected to bring their own water bottle. We will have water available for our participants to refill on site.

Will there be an early drop off or late pick up?

The ACE Afterschool program will begin at 2:00 PM which is the time parents/guardians can begin to drop off their child/children. Please note the program activities ends at 5:30 PM and participants will be engaged in activities until that time.



Pick up time is from 5:30 PM - 6:00 PM. Late fees will accrue every minute after 6:00 PM at \$5 per minute.

For students who attend 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 School.

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. Please email ace@wahmei.org to add or update the authorized persons pick up list.

Please note for participants attending Jefferson or Alice Fong Yu Elementary schools, contact information may be shared with the school to ensure safety of pick up and drop off for all ACE Program participants. By signing up for this program you are agreeing to share this information.

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. 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 us at ace@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.

Program Content:

Program Structure

Wah Mei staff will provide 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 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.

Chinese Learning Component

Participants will become familiar with Chinese vocabulary, characters, and speaking practice related to everyday use. Activities and day to day instructions will be led in English and Cantonese or English and Mandarin based on the language track you have chosen, Participants will be encouraged to practice speaking Chinese though no prior Chinese language experience is necessary. We will have monthly goals and evaluations broken up into four components: Speaking, Listening, Writing, and Reading Chinese that we aim for our participants to improve on, over time.

Cooking Classes

The ACE Afterschool Program will be in partnership with the 19th Avenue Baptist Church to facilitate monthly cooking lessons for our participants. The Church has agreed to lend their facilities to us so that we can make use of their kitchen. The 19th Avenue Baptist Church is located on 1370 19th Avenue. We are excited to expose our participants to various cooking and baking recipes and teach them a valuable life skill.

Library Visits

The ACE Afterschool Program will do occasional library visits. Participants will be able to visit the library for story time, reading with their buddies, and engage in scheduled activities provided by Vinnie the librarian. We encourage our participants to bring their library card if they would like to borrow books during our time there.

Classroom Ratio:

We will have multiple groups with a ratio of 1 adult to 20 children

Contact Information:

For general questions please email ace@wahmei.org. All other questions can be directed to our Main Office line at (415) 665-4212