

## **Temporary Fall 2020 Programs at Bee Best Learning Center**

Our objective at Bee Best Learning Center is to support local families by helping students learn and complete their homework assignments in a safe and supervised setting.

***\*\*\* When the local school district begins meeting in person, Bee Best will modify our programs to better work with the school's AM/PM schedule. \*\*\****

***\*\*\* Bee Learning Center is committed to following the guidelines presented by the Alameda County Health Department and CDC. Our center will open on weekdays from 7:30am to 6:00pm beginning on Monday, August 17. Each class group will be limited to a maximum of 8 students and up to 2 staff. \*\*\****

**Because the local Castro Valley school district is following the virtual learning model for the first several weeks of school, Bee Best Learning Center will be offering the following options for families during this time:**

- **Temporary Homework Support Program at Bee Best** – Bee Best will provide a safe and supervised location where students in grades TK-5 can stay at the center full-day or half-day. Each class group will be limited to a maximum of 8 students and 1-2 staff. Students will be required to bring their school assigned Chromebook and headphones. Our staff will help students log-on to their Zoom classes and answer any questions students have with their homework.
  - Full-Day and Half-Day Afternoon Students in our Homework Support Program will also:
    - Participate in Zoom Mandarin Chinese classes (Monday to Thursday)
    - Complete Bee Best supplemental math and language arts workbook pages
    - Engage in a daily fun, enrichment activity (craft, science project, origami).
    - On Friday afternoons, students may watch a family friendly movie with their friends.
- **Virtual Mandarin Chinese Classes** – For those students studying at home, Bee Best will offer small group (10-15 students) Mandarin Chinese classes via Zoom. These classes will be streamed 30 minutes a day on Mondays through Thursdays. These Mandarin classes use the simplified Mei Zhou Chinese/pinyin curriculum (美洲华语) which is suitable for K-5 students and focuses on phonetics, vocabulary, situation-oriented communications, and human sciences. For enrolled families, we will provide links to the online textbook, or parents may choose to purchase a hardcopy of the textbook from Amazon. Our Virtual Chinese Classes are available to all students (local or not), and the classes will continue for 35 weeks for families choosing the full-year virtual school model for their children.

### **Fall 2020 Sessions**

#### **Hours**

Our center is open from **7:30 am – 6:00 pm** Mondays through Fridays starting August 17, 2020.

#### ***Homework Support at Bee Best***

FULL DAY Option:	7:30 am – 5:30 pm Monday through Friday
HALF DAY Morning Option:	7:30 am – 12:30 pm Monday through Friday
HALF DAY Afternoon Option:	1:00 pm – 6:00 pm Monday through Friday

***\*\*\**** There are varying pickup times for the above options in order to promote social distancing and reduce wait times at the pickup curb.

**Entering Grades (in fall 2020)**

Students registering for our in-person Homework Support Program at Bee Best should be entering the following grades in the fall:

Transitional Kindergarten (TK) through 5<sup>th</sup> grades (5-10 years old)

**Tuition Fees**

<i>Homework Support Program in Fall 2020</i>		<b>TUITION for 4-week cycle</b>
<i>FULL DAY</i>	<i>7:30 am – 5:30 pm</i>	<b>\$1500</b>
<i>HALF DAY Morning</i>	<i>7:30 am – 12:30 pm</i>	<b>\$900</b>
<i>HALF DAY Afternoon</i>	<i>1:00 pm – 6:00 pm</i>	<b>\$950</b>

- Due to our lower, limited, in-person capacity this fall, all **new** families will also be required to submit a one-time, non-refundable registration fee of \$100.
- Siblings receive a 10% discount for the second child plus any additional child (discount given to lower fee.)
- Tuition fees and program schedule may be adjusted once the Castro Valley School District announces a start date for on-campus classes.

<i>Virtual Mandarin Chinese Classes</i>		<b>TUITION for 35-week cycle</b>
<i>30 minute classes meeting on Mondays-Thursdays</i>	<i>3:15 pm – 3:45 pm Or 4:00 pm – 4:30 pm</i>	<b>\$980</b>

- No Virtual Mandarin Chinese Classes on the following national and school holidays:
  - September 7: Labor Day
  - November 23-26: Thanksgiving Break
  - December 21-24 and 28-31: Winter Break
  - January 18: Martin Luther King, Jr. Day
  - February 15: Presidents' Day
  - April 1 and 5-8: Spring Break

**Safety Guidelines**

Our center will implement the safety guidance and procedures as directed by the Alameda County Health Department which include the following changes:

- Students will be assigned to a stable group of 8 or fewer children with 1-2 staff each school day. Family members living in the same household will be in the same group.
- Students and staff will remain with the same stable group throughout each day. Each stable group will have a maximum of 8 students. Each group will be assigned a specific classroom with the majority of all activities occurring inside the classroom so there is no contact with other groups or students.
- Staff and students are required to wear masks (covering both nose and mouth) while onsite.
- Your child will have the same assigned chair and table spot each day they attend.
- Tables will be arranged in such a way to allow for social distancing while they are in use for projects, academics, snacks, and lunches.
- Each student must bring their own school supply box with them daily which is clearly labeled with their full name and contains the following items: **3 writing pencils, 1 eraser brick, several colored pencils, 1 small box of crayons, 1 pair of scissors, and 2 glue sticks**. This is required so there is no sharing of common items among students. Please use a permanent marker to write your child’s initials on each item inside the supply box.

- Each student must bring their **school assigned Chromebook and headphones** which are clearly labeled with their full name. There will be no sharing of electronic devices among students.
- Students should also bring a favorite reading book which is clearly labeled with their full name on the front cover or on a piece of tape attached to the front cover. (We will not be providing our normal reading book selection for students to eliminate sharing of common items among students.)
- Each student should bring a Backpack or Tote Bag which is clearly labeled with your child's full name. All of your child's items must easily fit into the backpack or tote bag.
- Staff and students will be required to complete a daily wellness check, which includes having their temperatures taken upon arrival and check-in.
- Full Day students will also have their temperature retaken during midday.
- If any child has a temperature of 100.4°F (38.0°C) or higher, their parents will be called, and the child will be expected to be picked up immediately within one hour.
- Safety guidelines will be reviewed often throughout the day with students – including social distancing, no sharing of items, no touching other children or their belongings, no sharing food, etc.
- Parents will drop off and pick up their children at the curb so there is no contact between parents and other families. Staff will be outside to monitor and escort students.
- We will adhere to a rigorous daily disinfection and cleaning routine in addition to safety and social distancing protocols. This includes all tables, chairs, door handles, and any other surfaces/materials that may be touched by more than one person.
- Hand sanitizer will be available throughout the center for students and staff to use as needed. Everyone will be required to use sanitizer (or wash their hands in the bathroom with soap and water) upon entering the building, before exiting the restrooms, and before eating snacks or lunch.
- At this time, we are only accepting a maximum of 56 students into our fall program for in-person Homework Support.

\*\*\* For a more detailed list of our safety protocols, please see our document titled *Bee Best Policies, Procedures, & Guidelines for COVID-19.* \*\*\*

### **Lunch, Snack, & Water Bottles**

- Full Day students must bring their own bag lunches clearly labeled with their full name. No warming up food is provided. Purchased lunches will not be available.
- Half Day students will not be eating lunch at the center. They are expected to eat their lunches off our property either after pickup or before drop-off.
- Light snacks will be provided every afternoon. We will only offer individually wrapped snacks (such as granola bars, graham cracker cookies, etc). Students may also bring their own snacks from home (which are clearly labeled with their full name).
- All students should bring their own filled water bottle that is clearly labeled with their full name.
- *Due to the number of children with food allergies, Bee Best Learning Center is a **peanut-free and tree-nut-free zone.***

### **Homework**

**Each week parents must email our office the following information:** child's full name, grade level, school name, homework/school schedule, links to online homework pages, Zoom class times with meeting IDs and passwords, and any other relevant details so our staff can better help students complete their school assigned homework. Please send this information to this email address: [info@beebestlearning.com](mailto:info@beebestlearning.com) with your child's full name as the subject.

## **Registration Process**

All registration forms must be completed online at [beebestlearning.com](http://beebestlearning.com). The spots in our program will be filled on a first-come first-serve basis. Once we reach capacity, students will be placed on a waiting list.

For the FALL 2020 HOMEWORK SUPPORT PROGRAM – a non-refundable one-time \$100 registration fee per **new** family and a non-refundable 2-week August tuition for all families (i.e. Full day \$750, Half day morning \$450 or Half day afternoon \$475) are due at registration.

For the VIRTUAL MANDARIN CHINESE CLASSES – a non-refundable \$50 registration fee per family **and** full 35-week tuition of \$980 are due at registration.

To complete your registration process, submit the amount due via the emailed invoice through online ACH payment. This is the preferred payment method to minimized physical contact.

If you must pay by check, please make the check payable to BBLC, and write your child’s full name along with registration number in the notes/memo section. Mail the check to:

**Bee Best Learning Center, 20394 San Miguel Avenue, Castro Valley CA 94546.**

Alternatively, you may enclose your check in an envelope and drop it off in our mailbox located outside to the left of our lobby doors.

## **Cancellation and Changes**

If you need to change your child’s attendance schedule or cancel your child’s enrollment in our fall program, please email us at [info@beebestlearning.com](mailto:info@beebestlearning.com) and request the “BBLC Cancellation & Change Request Form”. Please fill out this form then scan the completed form and email the image to the above email address. You may also take a photo of the form and text the image to Director Jing at 510-402-7500. Use this same form for any requested changes to any of our programs, workshops, and special no school days. **Please remember that any changes or cancellations for our fall program must be submitted at least 4 calendar weeks in advance per our Admission Agreement.**

## ***HOMWORK SUPPORT PROGRAM AT BEE BEST***

With our Homework Support Program, our staff will provide in-person support at our center for students to complete their virtual learning classes from the school district. Students will bring their school assigned Chromebook and personal headphones to create their own personal workstations while at Bee Best. Staff will help students access their Zoom lessons and complete their school homework. For Full-Day and Half-Day Afternoon students, we will also offer Chinese classes via Zoom, supplemental math and language arts worksheets, and a daily fun enrichment activity.

Bee Best will provide a safe and supervised location where students in grades TK-5 can stay at the center full-day or half-day. Each class group will be limited to a maximum of 8 students and 1-2 staff.

Below is a sample of our daily schedule:

### **HOMWORK SUPPORT SCHEDULE at BEE BEST**

	<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
<b>7:30 am – 8:00 am</b>	<i>Full-Day and Half-Day Morning Students Arrive and Check-In Indoor Activities (Group Games, Reading, Fun Worksheets, Coloring Pages) Introductions &amp; Attendance</i>				
<b>8:00 am – 11:15 am</b>	Homework Support & Virtual Learning Access for Online School Classes				
<b>11:15 am – 12:30 pm</b>	Indoor / Outdoor Activities				
<b>12:00 pm – 12:30 pm</b>	<i>Half-Day Morning Students Depart</i>				
<b>12:30 pm – 1:00 pm</b>	<i>Full-Day Students Eat Lunch</i>				
<b>1:00 pm – 1:30 pm</b>	<i>Half-Day Afternoon Students Arrive and Check-in, Fun Worksheets, Introductions, &amp; Attendance Full-Day Students Indoor Activities</i>				
<b>1:30 pm – 2:30 pm</b>	Homework Support & Virtual Learning Access for Online School Classes Supplemental Bee Best Math, Reading, & Language Arts Worksheets				
<b>2:30 pm – 3:15 pm</b>	Fun Enrichment Activities (varies each day): Craft Time, Brain Boosters, Building Activities, Storytelling, Science Projects, Origami				
<b>3:15 pm – 4:45 pm</b>	Mandarin Chinese Classes via Zoom on classroom monitors (30-minute lesson) Complete any Homework & Supplemental Bee Best work, or Quiet Reading				Watch Family Friendly Movie
<b>4:45 pm – 5:30 pm</b>	Snack & Indoor / Outdoor Activities				
<b>5:30 pm – 6:00 pm</b>	<i>Full Day Students Depart by 5:30pm Half Day Afternoon Students Reading, Fun Worksheets, &amp; Depart by 6:00pm</i>				

This is a sample of our daily schedule. **Note: Daily schedules are subject to change.**  
All activities will be conducted within each child's assigned Social Group and Classroom.

## **SUPPLEMENTAL ACADEMIC CURRICULUM**

The following supplemental Bee Best academic subjects are included in our *Homework Support Program* for Full-Day and Half-Day Afternoon students. These subjects will be covered each week on Mondays through Thursdays.

### **Mathematics**

Through Accelerated Math's technology, we create individualized practice assignments tailored at each child's level. The personalized worksheets will keep every child motivated and challenged. Your children will tackle new objectives and improve their math skills. Each week we provide ongoing feedback on your child's daily practice skills.

### **Language Arts (Reading/Grammar)**

This program enhances and expands language arts concepts taught during the school year. We primarily use grade appropriate language worksheets from well-known publishers. This will help your child meet the state standards and challenge them to achieve higher levels.

### **Mandarin Chinese**

#### **美洲华语 (Mei Zhou Chinese)**

Bee Best will use a simplified Chinese/pinyin curriculum beginning this fall. These 12-volumed textbooks are suitable for K-12 students and focuses on phonetics, vocabulary, situation-oriented communications, and human sciences. The curriculum is connected with both AP and US college Chinese programs. These Chinese classes will be taught via Zoom using wall monitors/cameras which are installed in each classroom.

## **ENRICHMENT CLASSES & FUN ACTIVITIES**

Enrichment and fun activities are taught Monday through Friday each week in our *Homework Support Program*. The specific activities will vary daily and may include some of the following:

### **Craft Time**

Enjoy using a variety of art supplies to create fun craft projects, such as air-dry clay, collage art, sand art, stamp art, painted plant pots, and more.

### **Brain Boosters**

Through fun worksheets, group games, and activities (analogies, deductive guessing games, group strategy activities, mystery stories), students will boost their reasoning and problem-solving skills and strategies.

### **Building Activities**

Students will explore various types of construction and design as they are challenged to build towers, catapults, and floating structures using common household items and art supplies. Students will be learning and applying STEM educational concepts such as discovering the effects of weight distribution and balance on objects.

### **Storytelling**

Students are encouraged to design short stories with a combination of creative writing and art to enhance their inventive thinking and illustrative skills. Students will create story booklets, cartoons, and comic strips while focusing on proper word usage, grammar, and punctuation. There will also be opportunities for students to share their stories orally in the class with emphasis on improving presentation skills.

### **Science Projects**

Educational science experiments and activities will help students explore the world around us and identify how science applies to our everyday lives. Topics include wind energy, photosynthesis, brain functions, friction, magnetism, air pressure, and more.

### **Origami**

While learning and practicing this timeless Asian art of creating three dimensional objects out of paper, students should also experience improvement in these areas: problem-solving skills, spatial reasoning, focus, following directions, math skills of symmetry and rudimentary geometry, and fine motor skills.

### **Indoor Games**

Students may play a variety of indoor group games including bingo and trivia, or solitary activities like Lego building and puzzles. (All materials will be sanitized after each use.)

### **Outdoor Play**

Students may be escorted outside to our gated and covered patio area for fresh air and to play games that do not involve sharing objects and include social distancing (such as hopscotch and Simon Says type activities).

### **Friday Fun Days**

Fridays are typically a more fun and relaxed day in our programs. Only Full Day and Half-Day Afternoon students will watch a fun family-friendly movie on Friday afternoons with their assigned social group.

***Note: All listed activities and projects are subject to change.***