

FALL 2022-2023 After School Program

(Updated March 3, 2022)

Bee Best Learning Center is primarily an after school academic enrichment program intended for children grades TK-8th. 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. Our after-school program includes homework help, Mandarin Chinese, and additional math and English practice to help students improve their academic skills. On Fridays, students enjoy indoor games, play outside, and watch a movie. If your child needs to be picked up from local Castro Valley schools, we can help coordinate transportation.

REGISTRATION FEE

All new families will be required to submit a one-time, non-refundable registration fee of \$100.

TUITION

After School Tuition per 4-week cycle

	4 days/week Monday - Thursday	5 days/week Monday - Friday
Transitional Kindergarten (11:30 am – 6:30 pm)	\$820	\$995
Kindergarten (1:30 pm – 6:30 pm)	\$660	\$805
Grade 1-8 (2:30 pm – 6:30 pm)	\$545	\$665

NOTE: Tuition includes school breaks (all minimum days, full-days (8:00 am – 6:30 pm) during “no school” days on student advisement conference, staff development day, Veteran’s Day, first 3 days of Thanksgiving week, December 23rd and March 31st).

HOLIDAYS

Bee Best will be CLOSED during the school year to observe the following holidays:

- Monday, September 5: Labor Day
- Thursday, November 24 and Friday, November 25: Thanksgiving Day & the day after
- Monday, December 26 through Friday, January 6: Winter Break
- Monday, January 16: Martin Luther King Jr. Birthday
- Monday, February 20: President’s Day
- Monday, May 29: Memorial Day

President’s Day Break: Tuesday, February 21 through Friday, February 24 (8:00 am - 6:30 pm)

\$80 per day for currently enrolled student in our after-school program for the school year
 \$90 per day for outside student

Spring Break: Monday, April 3 through Friday, April 7 (8:00 am - 6:30 pm)

\$80 per day for currently enrolled student in our after-school program for the school year
 \$90 per day for outside student

Private Tutoring (per 55-minute session)

- \$45 for elementary students
- \$55 for middle school students
- \$65 for high school students

Workshops

Varies (please see online description for prices & times)

TRANSPORTATION SERVICES (per 4-week cycle)

If your child needs to be picked up from local Castro Valley schools, we can help coordinate transportation.

\$120 for 5 days/week

\$100 for 4 days/week

NOTE: CV Elementary has no transportation fee.

LUNCH (only during school breaks)

Bring your own lunch or pre-order lunches from us for \$6 per day. Light snacks included. Bee Best Learning Center is a peanut-free zone.

Sibling discount for second or more children

10% of 4-week cycle tuition for the additional child(ren). Discount given on the lower fee.

TO REGISTER

All registration forms must be completed online at beebestlearning.com. Registration for our fall after school program is processed on a first come first-served basis in the order that all the completed online registration form, a non-refundable one-time \$100 registration fee per new family and a non-refundable two weeks' tuition are received.

To complete your registration process, submit the amount due via the emailed invoice through Zelle (free transfer to admin@beebestlearning.com and put your child's full name in the memo). This is the preferred payment method to minimize physical contact. If you must pay by check, please make check payable to Bee Best, and write your child's full name along with registration number in the memo/notes section. Then mail the check to: **Bee Best Learning Center, 20394 San Miguel Avenue, Castro Valley, CA 94546** or 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 after-school program, virtual classes, tutoring or workshops; please email us at 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. **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.**

SAFETY GUIDELINES

Our center is following the safety guidance and procedures as directed by the ACPHD, California Department of Education as well as CVUSD that is updated on regular basis, which include the following:

- Staff and students continue to monitor themselves for fever or other COVID-19 symptoms and DO NOT come to Bee Best if they exhibit any of these:
 - fever (100°F/37.8°C or higher) and/or chills

- runny nose or congestion
 - cough
 - shortness of breath and/or difficulty breathing
 - headache
 - new loss of taste or smell
 - sore throat
 - nausea or vomiting
 - diarrhea
 - unexplained fatigue
 - unexplained muscle or body aches
- If your child becomes sick or develops any of the symptoms listed above, please report your child's symptoms to us via email to info@beebestlearning.com for further guidance and seek testing for COVID-19 as soon as possible. Please inform us if your child develops signs or symptoms of COVID-19 or if your child or another member of your household tests positive.
 - Staff and students are required to wear masks (covering both nose and mouth) while onsite (both indoors & outdoors) and at pick-up and drop-off location as well as inside our van during transportation.
 - Your child will have the same assigned chair and table spot each day they attend.
 - Each classroom in Bee Best is equipped with a Germ Guardian room air purifier with True HEPA filter, UV-C light and odor reduction cleaning system to improve ventilation.
 - Each student will be given their own school supply box that they can use daily at Bee Best which is clearly labeled with their full name to limit sharing of common items 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.
 - Snacks (and lunches during minimum day & school breaks) will be eaten by students outdoors in the yard area when weather permits, otherwise it will be eaten by students in their assigned classrooms at their designated table spot and chair.
 - The Bee Best restrooms equipped with automatic sensor faucets and soap dispensers for no-contact hand washing. Staff will clean all restrooms every hour. Only a maximum of 3 students will be allowed in the restroom at a time.
 - 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.

*** For a more detailed list of our safety protocols, please see our document titled *Bee Best Learning Center COVID-19 Guidelines*. Available at our website: beebestlearning.com/covid-19.***

Lunch, Snack, & Water Bottles

- 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). Please remember, students cannot share snacks.
- 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**.
- For students that will eat lunch at our center during minimum days & school breaks; then students must bring their own bag lunches clearly labeled with their full name. Lunch pre-order purchase is available individually packaged for \$6.00 per day. Please order in advance by signing up via Google forms.

AFTER SCHOOL PROGRAM SCHEDULE

Below are sample daily schedules for our after-school program. Mondays through Thursdays our program focuses on academic enrichment while Fridays include more fun activities. (Note: These are tentative schedules and subject to change.)

Transitional Kindergarten (TK) Schedule on Mondays – Thursdays

11:30am – 12:30pm	Arrive, eat lunch & indoor play
12:30pm – 1:00pm	Outdoor play
1:00pm – 1:30pm	Quiet rest time
1:30pm – 2:15pm	Eat snack & play
2:15pm – 3:00pm	Chinese class
3:00pm – 4:00pm	Homework class
4:00pm – 4:30pm	Outdoor play & eat snack
4:30pm – 5:30pm	Fun enrichment activities
5:30pm – 6:30pm	Free play until picked up by parents

Kindergarten Schedule on Monday – Thursday

1:30pm – 2:15pm	Arrive, eat snack & play
2:15pm – 3:00pm	Chinese class
3:00pm – 4:00pm	Homework class
4:00pm – 4:30pm	Outdoor play & eat snack
4:30pm – 5:30pm	Fun enrichment activities
5:30pm – 6:30pm	Free play until picked up by parents

1st - 8th Grade Schedule on Monday – Thursday

2:30pm – 3:30pm	Arrive, eat snack & free play
3:30pm – 5:25pm	Class period – Homework, Chinese class, or optional workshop (1 st - 8 th Grade)
5:25pm – 6:15pm	Homework club for student needing additional time to complete homework
6:15pm – 6:30pm	Free play until picked up by parents

Friday Schedule for all grades

We have a more relaxed schedule with indoor & outdoor play, rotating activities (such as crafts, Legos, dominoes, board games, cards, etc.) and a family friendly movie with popcorn.

AFTER SCHOOL PROGRAM DETAILS

Homework help, Mandarin Chinese, and supplemental math and English practice are all included in our afterschool program tuition. Your child may participate in all of these programs, or you may choose any combination.

HOMEWORK HELP

Quiet class time is provided for students to work on their individual homework assignments. A teacher and teaching assistant(s) are available to answer questions and review homework for completeness.

MANDARIN CHINESE

We teach simplified Mandarin Chinese for 45-60 minutes a day on Mondays through Thursdays for Grade TK-8. Our goal for this program is to provide a lively and interesting Chinese learning environment for children and to stimulate their interest in studying Chinese. We use Mei Zhou Chinese textbook volume 1-8 from MZHY Editors Group that compiles national standards on teaching foreign languages (5C) and US standards on foreign language assessment. The textbooks focus on phonetics, vocabulary, situation-oriented communications and human sciences.

- Volumes 1-2 introduce the basic knowledge of Chinese characters and culture.
- Volumes 3-5 focus on strengthening the ability to read, make sentences and look for overall themes in reading materials.
- Volumes 6-8 focus on building overall communication skills with topics in history, music, technology, medicine and other disciplines.

With simple words of the contents, students will learn Chinese language and culture easily. After evaluating their Chinese knowledge, students will be placed in either a beginning entry level, or at the current grade level class. For enrolled families, we will provide links to the online textbook, or parents may choose to purchase a hardcopy of the textbook from Amazon or at our office for \$30.00.

MATHEMATICS (MATH DRILLS)

We use sets of math questions that help students improve their accuracy and speed. Routine practice and drilling following explicit teacher-directed instruction should help students become quick and accurate in solving basic operations, thereby becoming procedurally fluent. Becoming procedurally fluent in turn should help students by freeing up their cognitive capacities to solve more complex tasks.

ENGLISH (READING COMPREHENSION AND 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.

WORKSHOPS

Throughout the school year, we offer a variety of educational workshops for additional fees. Both current after school students and outside students are welcome to attend any of these workshops. Each weekly workshop is offered in 55-minute session. These workshops have limited enrollment and seats are available on a first come first-serve basis. Some typical workshops may include:

- Math Champions: Grades 1, 2, 3-4, 4-5, and 6-8
- Chess Club (by Berkeley Chess School): Grades 1-5
- Creative Drawing Class: Grades K-5
- LEGO Adventures (by Snapology): Grades K-6
- Public Speaking (by Gurus Education): Grades 1-8

Please see our website for specific details, prices, and times.

PRIVATE TUTORING

Throughout the school year, we provide private one-on-one tutoring in a variety of school subjects, including general math, algebra, and language arts. The cost is \$45 (elementary students), \$55 (middle school students) and \$65 (high school students) per 55 minutes session. Dates and times are determined by the student's family and tutor.