

FALL 2025 After School Program Welcome Newsletter

Welcome to the Bee Best Fall 2025 After School Program! We are excited to welcome both familiar and new students. Stay informed about the latest happenings at Bee Best Learning Center by reading this newsletter. Should you have any inquiries, please reach out to Director Jing in the office at (510) 728-2110 or email us at info@beebestlearning.com.

Classroom Assignment and Driver Information Details on Friday, July 25th

On Friday, July 25th, we will send an email of your child's assigned classroom number with class schedule, room teaching staff and Chinese teacher (if Mandarin Chinese is selected) and the assigned pick-up staff/driver information (if pick up services/transportation are requested). There will be one page that you can print at home for your child's pick-up sign that you can display on your side window of your car during pick up to expedite calling your child's name.

Parent Orientation via Zoom on Saturday, August 2 and Sunday, August 3

We will have three separate Zoom parent orientation and Q&A sessions for Grade 1-5 and Grade 6-8 on Saturday, August 2, 2025, and Grade TK and K on Sunday, August 3, 2025. Topics include understanding our overall program, pick-up and drop-off procedures, and a Q&A session.

Zoom Meeting ID: 569 208 5743

Passcode: beebest123

Grade 1-5 Saturday, August 2, 2025, at 1:00 pm – 2:00 pm

Grade 6-8 Saturday, August 2, 2025, at 3:00 pm – 4:00 pm

Grade TK-K Sunday, August 3, 2025, at 11:00 am – 12:00 pm

A copy of the presentation will be available online on our website beebestlearning.com/parents (passcode: fall2025), the day after the parent orientation ends.

Meet the Pick-up Staff/Driver on Monday, August 4th

Please check your child's assigned meeting time on the email that will be sent on Friday, July 25th along with the Google sign up form to confirm attendance and meet the driver.

NOTE: If your child(ren) already knows their driver, then this meeting is optional. However, you still need to sign up in Google forms and state the reason for not attending.

Our tentative schedule is **Monday, August 4th**

- 6:00 pm – 6:45 pm for Grades TK-K
- 6:45 pm – 7:15 pm for Grades 1-8

At this time, you can also drop off your child's car seat labeled with your child's full name.

SAFETY GUIDELINES

- **Please stay home if you have any of the following:**
 - Cough that is frequent, uncontrollable, worsens with physical activity, causes wheezing and a student cannot cover their mouth when coughing.
 - A fever of 100 or greater. Students should not return until they have been fever free for at least 24 hours without fever reducing medication. If your child has a fever for 3 days, call your healthcare provider.
 - Nausea or vomiting (if the student has vomited the night before or in the morning, please DO NOT send them to school)
 - Diarrhea
 - Severe headache
 - Severe sore throat
 - A runny nose when mucus is thick green/yellow or will limit student's ability to engage in academic work
 - A bacterial infection. * Please notify the school as soon as the doctor confirms the diagnosis.
 - Eyes that are red, swollen, crusting or draining
 - A rash of unknown origin or a contagious rash. *
 - Any open wound or boil. The student will be excluded until the wound is dry and/or covered with a dressing and/or has a physician's clearance.

**Please ask your physician for a return to school note.*

- If your child becomes sick or develops any of the symptoms listed above, please report to us via email to info@beebestlearning.com
- 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.

In the unlikely situation that we must evacuate the building due to an emergency, staff and students will gather at the far side of Adobe Park or in the Castro Valley Elementary School parking lot.

Lunch, Snack, & Water Bottles

- Light snacks will be provided every afternoon. Students may also bring their own snacks from home. Please remember, students cannot share snacks. Optional hot snacks are available for \$5.00 a day after September 1st.
- All students should bring their own filled water bottle 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 who will eat lunch at our center during minimum days & school breaks, those students must bring their own bag lunches clearly labeled with their full name. Lunch pre-order purchase is available individually packaged only during school breaks for \$8.00 per day. Please order in advance by signing up via Google forms.
- All lunch and hot snack orders must be paid for using the [prepaid meal plan](#). You can purchase the prepaid meal plan ahead of time before ordering the meal in Google Forms. The prepaid meal plan is sold for \$20, \$40 or \$60.

Drop off and Pick up Traffic Flow in Bee Best Parking Lot

When dropping off and picking up students, parents will **drive up to Bee Best parking lot loop in the backside of the building and stop along the curb near the lobby door** and remain in the vehicle until our staff directs your child to exit or enter the vehicle. Our staff will sign in (during drop off) and sign out (during pick up) your child to/from their classroom.

Parents ***MUST use the [Bee Best App](#) for pick up requests of their child*** using a mobile phone before arriving at our center for pickup.

Below, you'll find detailed instructions along with a video demonstration on how to use this convenient pick-up app.

[Instruction link](#)

[Video demonstration link](#)

New parents can start practicing using the pick-up app starting Monday, August 4th.

Parents should inform the staff ahead of time if someone other than the parents will be picking up their child from Bee Best. Also, in the unlikely situation that we must evacuate the building due to an emergency, staff and students will gather at the far side of Adobe Park or in the Castro Valley Elementary School parking lot.

Absence Reporting

Parents **must contact Bee Best** by calling 510-728-2110 or send an email to info@beebestlearning.com **AND submit the absence notification form using the Bee Best App** for every day your child is absent from Bee Best for any reason. Please state your child's full name, date of absence, reason for absence, your name and contact number.

Our Policies

All students should feel valued, appreciated, and safe. We strive to treat each other with respect, and we refuse to tolerate bullying in any form at Bee Best Learning Center. Students will be held accountable for their behavior. Bee Best Learning desires to work together with families to address concerns, however, we must take into consideration the impact any decision will have on other students, families, staff, and program integrity.

Please read and go through Bee Best behavior expectations and guidelines, rules and consequences with your child that you have acknowledged during online registration under admission agreement section or see the link below along with non-discrimination policy and anti-bullying policy:

1. [Student Behavior Expectations and Guidelines](#)
2. [Non-Discrimination Policy](#)
3. [Anti-Bullying Policy](#)

Vehicle Behavior Guidelines and Rules

All students who ride in the Bee Best vehicles need to buckle their seatbelts as soon as they are seated. TK and Kindergarten students will be assisted by the driver until this skill is learned. Students must remain seated and buckled until the vehicle has arrived and stopped at Bee Best. There is **no eating and drinking allowed in the vehicles**. Students are expected to refrain from shouting or making loud noises as this can startle the driver. Under no circumstances will teasing, bullying, fighting (verbal or physical), or the use of profanity be tolerated. Students who cannot abide by these rules may lose their riding privileges. For details, please read the vehicle behavior guideline and rules section on [Student Behavior Expectations and Guidelines](#).

Inform Our Pickup Staff/Drivers

It is **MANDATORY to call or send a group text message to both your child's driver/pick up staff and Ms. Jing on EACH day your child does not need to be picked up**. This reduces any concern and does not cause unnecessary delays for the driver and other students.

Additionally, please mark your child as absent on the same day in the pick-up app.

Homework Support Policies & Expectation

Homework has the highest priority during homework time. We expect all the students to do their homework by themselves. If students do not understand any part of their homework, we encourage them to ask the teaching assistant or teacher in the room. We are here to answer their questions! Once homework is completed, students will spend the remaining homework time working on Bee Best's supplemental Math and English papers. If parents would prefer that their child read or complete other parent assigned work (like piano theory or Kumon) instead of doing our supplemental work, please communicate this to the teacher. We will also select some random problems to review for accuracy, but due to time constraints we cannot review every problem or page.

We appreciate comments and help from all parents. If you have any questions or concerns about your child's homework, please contact us so we can work together to help your child develop the good habit of completing their homework each day.

For Kindergarten Families:

Teachers will put all completed homework inside the student's backpack. Bee Best Curriculum will be sent home every Friday.

Mandarin Chinese (Simplified)

We offer 45 minutes of simplified Mandarin Chinese instruction from Monday to Thursday for students in grades TK-8. Our objective is to create an engaging and captivating learning environment that ignites children's interest in studying Chinese. To achieve this, we utilize the Mei Zhou Chinese textbook series, volumes 1-8, published by the MZHY Editors Group. These textbooks adhere to both national standards for teaching foreign languages (5C) and US standards for foreign language assessment. The curriculum emphasizes phonetics, vocabulary, situation-oriented communications, and human sciences.

For a detailed reference on the Mei Zhou Chinese curriculum, click [here](#).

Please note that there is a \$50.00 fee for both the Chinese textbook and workbook, which will be included in the first tuition cycle invoice.

Workshop Information

After September 1st (Labor Day), Bee Best Learning Center is offering a school year session of fun and educational workshops. Signups are limited, and students are only enrolled once we receive BOTH the completed registration form AND accompanying payment. Once workshops reach capacity your child will be added to our waitlist. We will send an email reminder to sign up sometime in mid-August.

Extracurriculars Drop Off Transportation Request

This is a first-come, first-served service without any additional fees. Starting September 8th, Bee Best Learning Center will offer limited space (5 seats) per 30-minute time slot for an extracurricular drop-off service. This service will be available daily from Monday through Friday, from 4:30 pm to 6:00 pm, for students in Grades 1-8 within a one-mile radius of our Castro Valley location.

Please note the following important details:

1. **Drop-Off Procedure:** The driver will drop students off at the curb and visually observe that the child walks into the facility. The driver cannot exit the vehicle and walk with the students.
2. **Safety Measures:** For safety reasons, we are no longer dropping students off at certain school campuses where the driver cannot visually observe the students walking into the front door or meeting up with their sports coach on the field.
3. **Carpooling Service:** This is a carpooling service and is conditional on us having adequate staffing on that day. Typically, students will arrive within a 5-10 minute window of the requested time due to unexpected traffic and possible delays in students gathering their items and getting ready in a timely manner. We do not guarantee that students will arrive at the requested time.
4. **Driver Availability:** If there is no driver available on a particular day, our office will message/call parents to inform them that they should arrange alternative transportation.

To request this service, please fill out the [Extracurricular Drop-Off Transportation Request](#) form and submit it to us via email at info@beebestlearning.com or hand it in person.

NOTE: If your desired location is not on the list, please speak with Director Jing before submitting the request form. Once you have signed up for the extracurricular drop-off service, we will assume that you will continue until the school year ends. Please let us know if you wish to be removed from the drop-off list.

Tuition, Lunch and Transportation Fee Schedule & Details

Below is the 4-week tuition and transportation fee effective August 1, 2025, for 2025-2026 school year bell schedule:

	4-week cycle 4 days/week Monday - Thursday	4-week cycle 5 days/week Monday - Friday
Transitional Kindergarten (11:30 am – 6:30 pm)	\$895	\$1,085
Kindergarten (1:30 pm – 6:30 pm)	\$720	\$880
Grade 1-5 (2:30 pm – 6:30 pm)	\$595	\$725
Grade 6-8 (3:00 pm – 6:30 pm)	\$545	\$665
Transportation Fee-Cash only	\$100	\$120

1. Our tuition and transportation fee follow a 4-week tuition billing cycle for the school year, except during tuition cycle 7 (02/02-02/13 and 02/23-02/27) where 3-week tuition cycle will be billed instead (see the [Tuition and Transportation Fee Schedule here](#)).
2. *Tuition includes school breaks (all minimum days and full-days during “no school” days detailed below) where Bee Best is open from 8:00 am – 6:30 pm on the following dates:*
 1. *Friday, September 26, 2025: Student Advisement Conference*
 2. *Friday, October 10, 2025: Fall Non-School Day*
 3. *Monday, October 13, 2025: Fall Non-School Day*
 4. *Tuesday, October 14, 2025: Staff Development Day*
 5. *Monday, November 24, 2025: Thanksgiving Break (first day)*
 6. *Tuesday, November 25, 2025: Thanksgiving Break (second day)*
 7. *Wednesday, November 26, 2025: Thanksgiving Break (third day)*
 8. *Monday, January 5, 2026: Grades 6-12 Certificated Workday*
3. **Winter Break, President’s Day Break, and Spring Break Camps** are not covered in our regular tuition schedule. The fee of \$90 per day will be applied only to students who sign up (with the deadline two weeks prior to the events) to attend Bee Best during that week. This additional fee will be applied to next month’s invoice for students who do attend.
 - Winter Break – Monday, December 22, Tuesday, December 23, Friday, December 26, Monday, December 29, Tuesday, December 30, and Friday, January 2.
 - President’s Day Break – Tuesday, February 17 through Friday, February 20.
 - Spring Break – Monday, March 30 through Friday, April 3.
- Tuition invoices are emailed to all families by the end of the previous month.

- All tuition and transportation fees are due on the 1st of the month and are considered late after the 10th of each month (unless stated otherwise). There is a \$5 late fee per day. Late fee will calculate from 10th to the day we receive your payment.
- A \$25.00 fee will be assessed for each returned check or bounced/incorrect online bank transfer.

Tuition Payment Options – via Zelle, check or cash

Each 4-week cycle, you pay for the average number of school days in a billing period, not the exact number of days.

Families may pay their tuition with the following payment options:

(We DO NOT accept credit cards.)

1. Online via Zelle (free transfer)
 - Open Zelle apps and click “Send Money” and choose recipient to admin@beebestlearning.com
 - Put the amount due per tuition invoice and type in your child’s full name in the message section/memo.
2. Check or cash
 - Made check payable to “Bee Best” with your child’s full name on the memo line.
 - Enclosed the check into an envelope then hand it to the front desk staff or may be deposited in mailbox located outside of the building next to our front door.
 - For cash payment, enclose cash into an envelope with a note of your child’s full name and give to the front desk staff.

Transportation and Prepaid Meal Plan Payment in Cash

- Transportation fees must be paid in CASH and are fixed for each tuition cycle since the driver must reserve that seat for your child even during your family vacations and sick days. No refund or credit for any reason. The transportation fee must be submitted along with the transportation fee slip.
- Transportation fee slips can be accessed in beebestlearning.com/parents (passcode: fall2025).
- Lunch fees and optional hot snack orders must be paid in CASH using the [prepaid meal plan](#). The prepaid meal plan is sold for \$20, \$40 or \$60.

NOTE:

- Do NOT combine transportation fees, prepaid meal plan, and/or tuition. These should be 3 separate payments.
- Tuition payments can be made via Zelle, check or cash.
- Transportation and prepaid meal plan payments must be paid in cash.

- All cash payments should be given to the front desk staff and a receipt will be supplied.

Late Pick-Up Fee

Our center closes at 6:30 pm. Kindly remember that according to our Admission Agreement, *“Parent(s) agree to pay a late fee of \$1.00 for every minute after our program ends that they are late picking up their child. BBLC appreciates parents calling our office when they anticipate late pick-ups. However, late fees will not be waived because parents call in.”* We request that the late pick-up fee be paid immediately in cash upon arrival or by the next business day.

Change, Withdrawal, and Refund Policy

According to our Admission Agreement, *“For after school and tutoring programs: no refunds or credits will be made once the program starts and for a student who attends only part of a session for any reason. Parent(s) must submit to the director a completed BBLC Cancellation & Change Request Form at least 4 calendar weeks prior to the last day the child will be attending our after-school program or tutoring program to change your child's attendance schedule or cancel your child's enrollment. If the notice is less than 4 calendar weeks, parent(s) are obligated to pay for 4 weeks' tuition. No credits for sick days, vacations, or other absences due to personal reasons. No credits or make-up lessons will be offered for any absence of tutoring/workshops. Refunds to the tutoring/workshops will be offered only if BBLC cancelled the classes. For workshop classes only, no refunds or credits will be made once the session starts and for a student who attends only part of a session for any reason.”*

Communication and Contact Phone Numbers

These are the important email and phone numbers to call with any questions, concerns, or in case of an emergency. Please be sure to have the following Bee Best numbers handy or inputted into your cell phone for easy access:

Email: info@beebestlearning.com

Bee Best Front Desk 510-728-2110

Director Jing Tian (cell) 510-402-7500

For sending an email for general communication to reach the front desk receptionist and the director: info@beebestlearning.com

Communication specific to your student's classroom, please send an email directly to the room teacher below:

- Room 4 and Room 5: staff.room4and5@beebestlearning.com
- Room 6: staff.room6@beebestlearning.com
- Room 7: staff.room7@beebestlearning.com
- Room 8 and Room 9: staff.room8and9@beebestlearning.com

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- Room 10: staff.room10@beebestlearning.com
- Room 12: staff.room12@beebestlearning.com
- Room 13 (Middle school): staff.room13@beebestlearning.com
- Room 14 (Kinder 1): staff.room14@beebestlearning.com
- Room 15 (Kinder 2): staff.room15@beebestlearning.com
- Room 16 (TK): staff.room16@beebestlearning.com
- Chinese Instructor: staff.chinese@beebestlearning.com

Please make sure you add our email address to your contacts to prevent our email being sent to your spam.

- info@beebestlearning.com for main contact, ongoing announcements, news and monthly newsletter via Mailchimp
- quickbooks@notification.intuit.com for our 4-week tuition cycle invoice
- beebestlearning@gmail.com for automatic Google form submissions replies only.

We will use your recent email address that you input during registration for fall 2025. If you do not get any monthly email, please inform us immediately.

Website

We post important documents and guidelines, the transportation fee slips, and newsletter's copy on our website under parents' portal beebestlearning.com/parents (passcode: fall2025)

Parent Teacher Conference via Zoom

We will send a follow-up email invite for you to make a one-on-one Zoom parent teacher conference with your child's room teacher starting in October. The tentative schedule is every day from Monday through Friday from 5:45 pm to 6:30 pm for every 15 minutes increment.

Holidays

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

- Monday, September 1: Labor Day
- Tuesday, November 11: Veterans Day
- Thursday, November 27 and Friday, November 28: Thanksgiving Day & the day after
- Wednesday, December 24: Christmas' Eve and Thursday, December 25: Christmas Day
- Wednesday, December 31: New Year's Eve and Thursday, January 1: New Year's Day
- Monday, January 19: Martin Luther King Jr. Birthday
- Monday, February 16: President's Day
- Monday, May 25: Memorial Day

For all other holidays, school breaks, and teacher workdays, we will open from 8:00 am-6:30 pm. Pre-registration will be required for these non-school days via Google forms to help ensure proper staffing and supplies.

2025-2026 Tuition and Transportation Fee Schedule [link here](#)

August 2025 at a Glance

Saturday, August 2 – Zoom parent orientation for Grade 1-5 (at 1:00 pm) and Grade 6-8 (at 3:00 pm)

Sunday, August 3 – Zoom parent orientation for Grade TK-K (at 11:00 am)

Monday, August 4 – Meet the driver/walking staff at 6:00 pm – 6:45 pm for Grade TK-K and 6:45 pm – 7:15 pm for Grade 1-8.

Monday and Tuesday, August 4 and 5 – Bee Best is CLOSED for staff meeting and center preparation.

Wednesday, August 6 – First day at school and at Bee Best.

