

Spring 2022 After-School Enrichment Classes Los Alamitos Education Foundation (LAEF)

Policies, Procedures and COVID-19 Guidelines

Session Dates: Jan. 31 to May 16, 2022

FREE World Language Classes (online): Feb. 8 to May 23, 2022

**Classes will NOT be held when there is no school and during Parent-Teacher conferences.*

Class Times: Classes for TK/K only are 55 minutes long and begin at their dismissal. Classes on Wednesdays (early release) and all Grades 1-5 classes are 75 minutes long and begin 5 minutes after dismissal.

Registration: All registration will be completed online. Registration opens on Dec. 15 at 12 noon and is first come, first served. Please visit www.LAEF4kids.org/afterschool to find the registration link.

Early Bird Registration: Dec. 15 to Jan. 25

Late Registration: Jan. 26 to Feb. 3** – fees increase by \$15 per class

**Registration Deadline is 9am on the business day before class begins

Class Size: A minimum enrollment of 7 students is required to run classes. Classes have a maximum of 17 kids. Some class sizes may be larger because of shifting students from canceled classes.

Free World Language Classes for 2nd-5th Graders (Online): LAEF is proud to continue offering free World Language classes to Los Al kids, thanks to the generous support of our donors. Beginning and intermediate level classes are offered in American Sign Language, French, Japanese, Mandarin and Spanish. All classes will take place online via Zoom. Class size is 8-30 students. Each weekly class is 50 minutes in length.

Multi-Class Discount: Purchase your 1st class, then receive 10% off the 2nd class and 15% off any class thereafter. Discount applied to family or individual student.

Scholarships: Fee waiver scholarships are available on a first come, first served basis to those who qualify. Families on the free/reduced lunch program automatically qualify for 75% off tuition for one class per child. The link to the online application is available at www.LAEF4kids.org/scholarships or www.LAEF4Kids.org/afterschool

Refund Policy: Tuition is non-refundable unless (1) LAEF cancels the class due to the minimum enrollment not being met or (2) due to a child, parents and/or guardians feeling ill, having symptoms or had direct contact with a positive case of COVID-19 (you must not come on campus) - prorated refunds will be made available. Outside of illness, if your child misses class or withdraws before the end of the session, you are still responsible for the full fees of the session.

Behavior Expectations: It is the goal of the Los Alamitos Education Foundation (LAEF) to provide a positive, safe, and secure learning environment for all students. To ensure that all students have equal access to success and a sense of well-being during LAEF programs, we expect that students behave appropriately. Participating in LAEF classes and camps is a privilege and if a student has to be removed

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from a virtual classroom or camp on more than one occasion, the course fee will be forfeited, and the child will no longer be able to participate. Additional details are found in the [LAEF Behavior Contract](#).

While participating in Free World Language online classes, we ask that your child remember to communicate and behave with the same respect and consideration they have in a classroom. Teachers will reiterate virtual classroom behavioral expectations. Some rules may include:

- Join class without distractions – no toys, phones, snacks, siblings
- Join class muted, and unmute only to ask a question or make statements
- Use CHAT area to comment only on items related to the instruction
- Come prepared with materials – i.e., provided kit and other supplies
- Recordings and/or screenshots are not allowed

COVID GUIDELINES

LAEF guidelines are aligned to CDPH guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

- While indoors, face coverings must always be worn by students and staff. Face coverings are not required while outdoors. If a child has a condition or disability that would impede wearing a face covering, please contact the LAEF office.
- Classes will take place in a classroom or outdoors, depending on the curriculum. It is recommended that classroom doors be open to increase ventilation.
- Parents/guardians should pick up their child at specified areas and should exit campus promptly. Parents/guardians are not allowed in classrooms.
- Hand washing will be reinforced in each class. Kids will be reminded to use tissues or sneeze/cough into elbows, and to avoid touching eyes, nose, and mouth. Soap, paper towels, tissues, alcohol-based wipes, and hand sanitizer will be on hand. Custodial staff will clean classrooms and high-use areas regularly.
- We will limit sharing of objects and equipment to the extent practical.
- Drinking fountains may not be available for use; kids must bring filled water bottles from home.
- The state has required that school staff must be COVID tested once per week if the individual is not fully vaccinated. LAEF is abiding by this policy.
- Any staff, children, parents and/or guardians who feel ill, have symptoms or had close contact with a positive case of COVID-19 must not attend enrichment classes. Prorated refunds will be made available. Symptoms include fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, loss of taste or smell.

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COVID-19 CONCERNS SHOULD BE DIRECTED TO LAEF EXECUTIVE DIRECTOR CARRIE LOGUE (clogue@LAEF4Kids.org or 562.799.4700 X-80424).

LAEF COVID-19 Waiver of Liability

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

The Los Alamitos Education Foundation (LAEF) cannot prevent you [or your child(ren)] from becoming exposed to, contracting, or spreading COVID-19 while utilizing LAEF's services. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize LAEF's services and/or enter onto LAEF's premises at Los Alamitos USD campuses, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to utilize LAEF's services and enter Los Alamitos Unified campuses. These services are of such value to me [and/or to my children,] that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to utilize LAEF's services in person.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against LAEF and its officers, directors, managers, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing LAEF's services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of California will apply to this contract.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.