

# Fall 2023 After-School Enrichment Classes Los Alamitos Education Foundation (LAEF)

## Policies, Procedures & FAQ's

**Session Dates:** Sept. 11 to Dec. 15, 2023

(Weaver only = Sept. 5 to Dec. 15, 2023)

FREE World Language Classes (online): Sept. 18 to Dec. 15, 2023

*\*Classes will NOT be held when there is no school and during Parent-Teacher conferences (Oct. 16-23).*

**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.

**Class Offerings:** you will find individual school flyers with class offerings at <https://laef4kids.org/afterschool/>

**Class Descriptions & Teacher Bios** are available at <https://laef4kids.org/afterschool/>

**Free World Language Classes for 1<sup>st</sup>-5<sup>th</sup> 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. Class size is 8-30 students. Each weekly class is 50 minutes in length. To allow access for as many kids as possible, ***each student should be enrolled in only one language class.***

**Registration:** All registration will be completed online. Registration opens on Aug. 11 at 12 noon and is first come, first served. Please visit [www.LAEF4kids.org/afterschool](http://www.LAEF4kids.org/afterschool) to find the registration link.

Early Bird Registration: Aug. 11 to Sept. 5 (Weaver only = Aug. 11-29)

Late Registration: Sept. 6-15\*\* – fees increase by \$15 per class (Weaver only = Aug. 30-Sept. 11\*\*)

\*\*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 20 kids. Some class sizes may be larger because of shifting students from canceled classes.

**Wait Lists:** Many classes fill up very quickly, in which case you can place your child on the class waitlist. If a spot opens up, we use the waitlist to call families on the list beginning with the student in the first position and going down from there until we reach a student still wanting to enroll. If a student is third or later on a waitlist, it is highly unlikely that a spot will become available.

**Class Arrival & Dismissal Procedures:** Each school has a slightly different procedure for where LAEF teachers meet to gather students for their class. You will receive an email *the business day before* the class starts giving full details on pick-up for TK-K and meeting locations for Grades 1-5. Dismissal also varies by school, but parents are expected to come on campus for pickup, either at the classroom, outdoor area, or main gate.

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**Late Pick-Up Policy:** If the parent/guardian is late for pick-up, a warning will be given. If late pick-up occurs again, a fee of \$1 per minute will be charged to the family and must be paid before the child can again attend class.

**What if my child attends Kids Korner?** When school gets out, students must check in with Kids Korner, then line up for their LAEF class. LAEF teachers will have rosters noting if your child attends Kids Korner (please make sure you have answered this field and that it is up to date in our registration system). Students going home after LAEF classes will be dismissed to parents, then the LAEF teacher will walk the remaining students to Kids Korner.

This release form is to be filled out and turned in to Kids Korner before the session begins - <https://laef4kids.org/wp-content/uploads/2020/09/Activity-Release-Form.pdf>

**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. Low-income families automatically qualify for 75% off tuition for one class per child. The link to the online application is available at [www.LAEF4kids.org/scholarships](http://www.LAEF4kids.org/scholarships) or [www.LAEF4Kids.org/afterschool](http://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) a child is ill, having symptoms or tests positive for COVID-19 - 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 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

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## HEALTH GUIDELINES

LAEF guidelines are aligned to CDPH guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2022-23-School-Year.aspx>

COVID-19 CONCERNS SHOULD BE DIRECTED TO LAEF EXECUTIVE DIRECTOR CARRIE LOGUE ([clogue@LAEF4Kids.org](mailto: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.