SFUSD/DCYF-Frequently Asked Questions on Learning Hubs

Please see our info sheets for:
- [Family link line](#)
- [How to Prepare for Being Offered Hub Spots](#) & Most Recent [Hub Updates](#)
- [Flowchart for Process](#)
- [DCYF's Summer Programming FAQs](#)

Below is the most recent guidance available for the SFUSD Community from San Francisco Unified School District and Department of Children, Youth and Families as of 4/19/21.

There will be no new community learning hub offers for the school year after April 30, 2021 as CBOs are turning their focus to summer enrollment and planning.

What about summer programs?

❏ Who are the "priority students" for summer?
   ❏ This list is the same as for community learning hubs in [illuminate](#) and includes foster & homeless youth, those in public or SRO housing, identified low SES or language learner, <40% attendance rate, and/or AA, PI, or Latinx students.
❏ Will there be enrollment codes for summer?
   ❏ No. Families will enroll directly through the CBO.
❏ Will students currently in hubs be automatically enrolled in summer programs?
   ❏ No. Families will apply to summer programs directly with the CBO.
❏ How can CCTs support enrollment?
   ❏ Partner with your school site CBO to prioritize outreach as there will likely be fewer available spots than interested & eligible students.

Referring Students

❏ How can I refer a student?
   ❏ There is no SFUSD referral. Eligible students are in the [illuminate report](#).
❏ How can we get on a waitlist?
   ❏ There is no SFUSD waitlist. Eligible students are in the [illuminate report](#).
   ❏ School site CCTs will select a student from this eligible list if they are offered a spot.
   ❏ Your CCT may complete [this google form](#) to let us know more about which neighborhoods would be your top choices to getting hub spots offered.

Enrolled Students

❏ How do I know which students are enrolled?
   ❏ Check your [list](#) in illuminate.
❏ Some students listed as enrolled are no longer attending.
   ❏ This list was last updated 3/15/21.

Kids of SFUSD Educators Returning to In Person Instruction

- ❏ I'm an SFUSD educator and I'm being asked to return to in person instruction, but I have kids at home who will need childcare if I have to leave the house for work.
  - ❏ There are still limited city hub spots and they are restricted to those youth who meet eligibility criteria. Here are some city resources for childcare SF Rec & Parks & DCYF School Year Programs

Enrollment Codes

- ❏ What are the codes for?
  - ❏ Families use an enrollment code to complete the DCYF hub application.
- ❏ How do I get a code?
  - ❏ They cannot be requested, but are given out when a school site is offered hub spots and is able to confirm with the family of an eligible student.

Enrollment Process

- ❏ SFUSD/We are facilitating the process of families enrolling with DCYF, but neither ExCEL nor school sites play a direct role in the enrollment process. Here are the steps:
  - ❏ DCYF contacts SFUSD's ExCEL Department when there are any openings.
  - ❏ ExCEL reaches out to school sites.
  - ❏ School sites check their eligible list and select top priority students who live in or near the available neighborhood, or who can get there.
  - ❏ School sites confirm with families that they would like their child to attend a hub in the neighborhood offered.
  - ❏ School site gives student info to ExCEL who assigns a code and shares it back w the site.
  - ❏ School site completes the DCYF application WITH the family.
  - ❏ Family will hear back from DCYF with an acceptance letter for a hub.
  - ❏ Families should then go to the hub to complete any other forms or portions of the enrollment process & begin sending their child to the hub daily.

We're enrolled; now what?

- ❏ Family should bring their child to the hub to learn what other paperwork needs to be signed or completed.
- ❏ If possible, students can come to the hub with:
  - ❏ mask,
  - ❏ water bottle (breakfast, lunch, & snack are provided)
  - ❏ own tech (if they have it; some hub sites may have some students can use), pencils/materials to reduce sharing

❏ Student's daily schedule & teacher(s) contact info [this can be helpful when hub staff have questions about the students schedule or assignments)

Enrolling Siblings

❏ Include all siblings that the family would like considered on one application. The hubs will prioritize siblings, but there is no guarantee that they will have spots at all the requested grade levels.

Eligibility

❏ Youth who are homeless, foster, or living in public/SRO housing
❏ Youth with attendance < 40%, low SES, or English language learners
❏ Youth who are AA, PI, or Latinx
❏ You can find a list of all your eligible students in illuminate.
❏ What about youth on probation?-Youth on probation are also eligible if they meet one of the above criteria.
❏ What about youth receiving special education services? Youth receiving special education services are also eligible if they meet one of the above criteria and hub staff can meet student support needs described by the family on the application. *note-hub staff are not implementing IEP minutes or providing FAPE, they are providing a structured space to help students access services from their school.*

What about MS or HS Students?

❏ Youth in grades k to 12 are eligible for city learning hubs. We currently have SFUSD students of all grade levels enrolled in hubs, though there have been fewer spots for middle and high school youth. We are hoping to be able to enhance the number of middle and high school students who are being served by city learning hubs.

Specific Hub Info

❏ Can I have the contact info for a hub?
  ❏ I recommend asking your student to bring a copy of their class schedule along with contact info for a teacher or central point person at your school site so that the hub may reach out if they are able. Please see our communication protocol for further guidance. *This is only to be used for communicating about enrolled students and not for requesting more spots.*
❏ Can I have specific information on which hub my students might be placed at?
  ❏ If the hub spot openings are for a specific hub, that information will be shared with school sites when telling them of hub spots to select students for.
  ❏ Many hub offers are not for a specific hub, rather for a neighborhood. The DCYF enrollment specialist will talk with the family to find the best fit hub for their child.

❏ It is highly recommended for school site teams to work with the family to prepare their questions to ask when completing the application or when talking with the DCYF enrollment specialist, since they are the ones with the most up to date information. *Gentle reminder, we are only facilitating the process and the enrollment process must be completed by the family and DCYF.*

Absences

❏ Students must have consistent attendance in order to keep their hub spot. If a student needs to stay home due to symptoms, possible exposure, or other reasons, families must contact the hub.
❏ Students with 4 or more consecutive absences may be dropped from their spot.
❏ [Attendance Policy](). If you have the time when you are supporting families with the enrollment process, please review the attendance policy with them.

Health & Safety

❏ [Health & Safety Procedures]()

Accommodations for Students with IEPs or 504s

❏ Families should include any needed supports their child has including support or other accommodations during the day.
❏ DCYF may be able to support the youth, but they also may not. Including this information on the form will give the DCYF enrollment specialist all the information so they can find out if a good fit hub spot is available for the student. *Gentle reminder, Hub staff are not credentialed teachers or IEP/504 implementers.*

Hubs & In Person School Day

❏ Can a student keep their hub spot when we return to in person school day?
    ❏ We'll be able to determine if this will work when we have further guidance from DCYF & SFUSD on students crossing over cohorts to attend hub type programs & hybrid in person learning programs.

What has the Hub Process Looked Like?

DCYF and the SF Rec & Parks Dept., in partnership with community-based agencies & other city departments, have implemented the **[Community Hub Initiative]()**. Community hubs provide support for **students in grades K-12** who are utilizing SFUSD's Distance Learning Curriculum, and prioritize children and youth with high levels of need.

Phase I-Closed

DCYF has completed their registration process for Phase I of the in person Community Hubs. The first phase of registration focused on youth who are:

- **Homeless, in Foster Care, OR a Hope SF, Housing Development or SRO resident and who are connected to a DCYF community or school based CBO that will be leading a Hub.**

If a child is connected to one of the organizations operating a hub or is connected to a city department (i.e.Hope SF, Human Service Agency (HSA) or Dept. of Homelessness and Supportive Housing) & meets above criteria, families should have been contacted.

In the first phase, DCYF outreached to over 1700 families and over 900 families enrolled.Registration was open between August 24th -September 11th.

Phase II-Closed

SFUSD sent out invitation letters for Phase II during the week of **October 13th-16th**. These invitations were sent out based on the information on the number and location of available in person slots provided by DCYF as well as one or more of the following priority populations below. However due to the limited slots by neighborhood and grade level not all students meeting those priorities got an invitation.

- **Public housing / SRO / homelessless, or foster youth**
- **Low SES, Identified English language learner, or attendance < 40%**

Current Round of Invitations (on-going as more spots become available)

SFUSD is partnering with DCYF to have school site CCTs strategically select students to fill any remaining hub spots we're able to identify. ExCEL will contact sites when they have a chance to select a student for a hub spot. Eligible students can be found in illuminate.

- **Homeless, Public/SRO housing, or Foster Youth**
- **Attendance <40%, Low SES, or ELL**
- **African American, Pacific Islander, or Latinx students**

Any of these criteria make a student eligible for consideration for a spot by your site CCT.