



Made in  
Hayward

**YEP!**

Youth Enrichment Program

**YEP ENROLLMENT**

# Frequently Asked Questions

(FAQ's)

# About YEP

## 1. What is the Youth Enrichment Program (YEP)?

YEP is a before and after-school program serving the Hayward Unified School District (HUSD) students. Visit our website <https://www.husd.us/husdyep> for a list of schools.

## 2. Who can enroll in YEP?

Students who attend an HUSD school site that has the before or after school program. Enrollment for the YEP programs is on a first-come, first-served basis.

## 3. Is there a cost to attend YEP?

Yes, there is a cost for the afterschool programs at the elementary school sites. Visit our website <https://www.husd.us/husdyep> for program costs.

## 4. Where can I enroll my child?

You will need to create a YEP account on the YEP webpage. Visit our website <https://www.husd.us/husdyep> for account information.

## 5. Where is the YEP office located?

YEP's main office is at the Parent Resource Center HUB, Room 26 (formerly known as John Muir Elementary School) at  
24823 Soto Road, Hayward, CA 94544, Room 26

## 6. Where can I find information about YEP?

YEP webpage at <https://www.husd.us/husdyep>

## 7. What does the YEP program offer?

YEP offers homework, academic support, physical and social-emotional activities, and blended learning opportunities.

# Health & Safety Information

## 1. Can I pick up my child early from YEP?

Yes, we have an early release policy that can be filled out by the parent/guardian. YEP has the first early release time frame from 4:30 pm to 4:50 pm and then again at 5:30 pm.

## 2. Will there be recess time for students, and will play equipment be provided?

Yes, YEP provides structured recess daily, and YEP will provide appropriate play equipment for each structured activity.

## 3. Will you provide supplies or writing materials for my child?

YEP will provide all necessary materials for participating in the program activities.

## 4. What sign-in/out method will YEP utilize?

YEP uses a contactless scanner at each site. Each parent/guardian will receive a unique barcode assigned to them that is associated with their child for them to sign in/out.

## 5. How many students are in my child's classroom?

The elementary and middle school YEP program's classroom size maximums are 20 students per YEP staff member.

## 6. Does YEP host a parent orientation?

Yes, YEP hosts an in-person or virtual parent orientation meeting on or before each site's first day of school.

### **7. Can I send food and water with my child to YEP?**

If your child is enrolled in the YEP after-school program, dinner will be provided for them. Schools serving students will follow all current CDPH guidelines.

- ❖ Meals are pre-assembled;
- ❖ Staff follows district protocols and gloves while preparing and distributing meals.
- ❖ YEP will establish a nutrition break/dinner plan using outdoor spaces to the greatest extent possible.
- ❖ There will be no buffet-style service.

## **Enrollment Questions**

### **1. What is the YEP enrollment policy?**

Enrollment for the YEP programs is on a first-come, first-served basis. All students must re-enroll every school year on the specified school site enrollment date. Please refer to the YEP webpage <https://www.husd.us/husdyep> for the YEP enrollment flyer.

### **2. My student has been on the waitlist or is in the YEP program this school year. Do I still need to re-enroll online for the upcoming school year?**

All students must re-enroll in the specified school site YEP program each school year.

### **3. I am not sure what school my student will attend. I have filled out a district transfer form and am unsure what school my student will attend.**

You must fill out the online enrollment forms for your student's current home school and the school you will request to transfer into.

### **4. Can I have my student attend another school site program?**

All students must be enrolled/attend the YEP program at their home school site.

### **5. I don't have access to a computer with the Internet. How can I enroll my child in YEP?**

Contact the YEP office at 510.723.3857 ext. 34186, 34189, or 34192 to make an appointment.

For more information, please visit the YEP webpage at: <http://www.husd.us/husdyep>

### **6. It says my student is on the waitlist. How will I be notified if a spot opens, and will I be billed?**

You will be notified by a phone call from the YEP Site Lead when a spot becomes available for your student in the YEP program selected. Please ensure all contact information is up-to-date and accurate on your YEP profile.

Payment is due once your student is accepted into the YEP program.

### **7. I cannot enroll my student because it says I have an outstanding balance. What can I do?**

Please contact the YEP office at 510-723-3857 ext.34186, 34188, or 34189.

### **8. I didn't receive a confirmation number during the completion of Step I.**

Once you have completed Step 1 of enrollment, you will receive an email confirmation from the Student and Parent Support Programs within 24-48 hours. Please check your SPAM mailbox.

## Fee Questions

### 1. What happens if I do not have a credit card?

Families can pay via money order or check. We do not accept **CASH**.

You can mail your payment to:

HUSD Youth Enrichment Program

24823 Soto Rd. Rm 26

Hayward, CA 94544

### 2. Can families pay the program fee all at once?

Yes.

### 3. How can I receive the free/reduced lunch price?

Complete the Free/Reduced lunch application [here](#). Email a copy of your results to the YEP office to apply your discounted rate on your invoice.

### 4. Do HUSD staff get discounts?

No. Please refer to the YEP webpage <http://www.husd.us/husdyep> for the enrollment fee flyer.

### 5. What is the sibling discount?

A 20% discount for two (2) or more children per family enrolled in YEP. Discounts do not apply to the morning programs.

### 6. Does the sibling discount apply to extended family members who live in the same household?

No. Please refer to the YEP webpage <http://www.husd.us/husdyep> for the enrollment fee flyer.

### 7. Are monthly fees refundable?

No, because families are charged every month.

Please refer to the YEP webpage <http://www.husd.us/husdyep> for the enrollment fee flyer.

### 8. What if a family has paid full (whole year) and withdraws from the program?

If paid in full (whole year) and a family withdraws from the program, the refund will be for unused months.

### 9. What if a student is removed from the program and the family has paid for the program in full (whole year)?

If a student is dropped from the program, the family will only be charged for the months in the program.

### 10. How secure is the payment service?

Yes, payments are transmitted through a certified, secure connection. We do not accept **CASH**.

### 11. Can students be picked up at desired time since they are paying monthly?

No, families will need to follow the YEP two-time pick-up.

## 12. What forms of payment are accepted?

All major credit and debit cards, personal checks, or money orders/cashier checks are accepted.

**For more information, please visit the YEP webpage at:**

<http://www.husd.us/husdyep>