Delancey Street Academy

Effective January 2025

600 Embarcadero
San Francisco, CA 94107
415-957-9800 (Tel)

Delancey Street Academy
600 Embarcadero San Francisco, CA 94107
(415) 957-9800
World Wide Web Address: http://www.delanceystreetfoundation.org/index.php

Board of Trustees

Dr. Mimi Silbert
Barbara Sklar
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Administration

Dr. Mimi H. Silbert, President/CEO
Mick Sullivan, Chief Academic Officer
Conrad Laran , Chief Operating Officer
Stephanie Muller, Administrator

This catalog is effective from January 2025 through January 2027

Delancey Street Academy's approval to operate as a private post-secondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Delancey Street Academy is a private institution and is approved to operate by the BPPE and that approval to operate means compliance with the standards as set forth in the CEC and 5, CCR.

Mission Statement

Delancey Street Foundation provides long-term residential housing and vocational training, education and basic life skills to former drug/alcohol abusers, homeless and others. Residents obtain a minimum of high school equivalency and gain on the job and life skills needed to return to various communities as decent, law-abiding citizens.

What We Believe

First and foremost, we believe people can change. When we make a mistake, we need to admit it and then not run from it, but stay and work to fix the mistake. And though no one can undo the past, we can balance the scales by doing good deeds and earning back our own self-respect, decency, and a legitimate place in mainstream society.

We believe that people can learn to live drug free, crime free lives of purpose and integrity. Rather than following a medical model or a therapeutic model, we've developed an educational model to solve social problems. We teach people to find and develop their strengths rather than only focusing on their problems.

Rather than solving one issue at a time (e.g., drugs or job skills) we believe that all aspects of a person's life interact, and all people must interact legitimately and successfully with others to make their lives work. Delancey Street is therefore a ***total learning center*** in which residents learn (and teach) academics, vocational skills, and personal, interpersonal, practical and social survival skills. We believe the best way to learn is to teach; and that helping others is an important way to earn self-reliance. Person A helps person B and person A gets better.

Delancey Street functions as an ***extended family***, ***a community*** in which every member helps the others with no staff of experts, no "program approach". Everyone is both a giver and a receiver in an ***"each-one-teach-one"*** process.

Economic development and ***entrepreneurial boldness*** are central to our model's financial self-sufficiency and to teaching residents self-reliance and life skills.

Delancey Street is ***value-based*** in a strong traditional family value system stressing the work ethic, mutual restitution, personal and social accountability and responsibility, decency, integrity and caring for others in a ***pro bono public*** approach.

Overview

History

In 1971 Delancey Street began with 4 residents, a thousand-dollar loan, and a dream to develop a new model to turn around the lives of people in poverty, substance abusers, former felons, and others who have hit bottom, by empowering the people with the problems to become the solution.

We began by taking residents into a small apartment in San Francisco, run by an ex-felon, John Maher, a visionary, fiery orator and charismatic leader. Rather than following the traditional non-profit model of hiring a staff and procuring funding, we chose instead to follow an extended family model. Those of us who could work did traditional jobs and contributed our salaries. (Mimi Silbert, for example, had a doctorate in Criminology and had numerous consulting, teaching and other professional experiences. She worked and contributed her salary.) Everyone did something to contribute to our community. Someone who could cook became our "head chef". Someone who knew how to hold a hammer became the "head of construction". Whoever could read tutored those who could not. We pooled our talents and our funds and within 2 years, we purchased our first building and had 80 residents, all learning, teaching and helping each other.

In 1978 we bought a 17-acre ranch within a reservation on the San Juan Pueblo, in northern New Mexico and opened our first "satellite" campus. We brought 15 residents from San Francisco, ranging in stay from 5 years to 5 months and using the same process we started with in San Francisco, whoever could cook became the head of Food Service, whoever had held a hammer became the Head of Construction.

Along the way, we started business training schools like a moving school and a restaurant that would teach our folks marketable skills, encourage positive interactions between our residents and people in the communities where we lived, and provide funding for Delancey Street by pooling all monies we earned. In 1973 we were awarded a federal charter with the National Credit Union Administration as the first credit union run by and for ex-convicts.

We became active in community issues. John Maher was a consistent speaker at Cesar Chavez's Farm Worker rallies. Mimi Silbert developed police training programs where Delancey Street residents enacted simulated crime scenes and took the cases all the way through to moot courts to help train police recruits. We spoke at schools to do drug and crime and violence prevention, and took seniors on day trips. We developed a Delancey "Insecurity Service" where we used former thieves to teach business owners how to better protect their merchandise from future thieves. We were helping our community and our community was helping us. Doctors and dentists and hair stylists started volunteering services. Corporations starting donating products and friends donated money. People started using our moving school and buying trees from the lots we set up every Christmas. Our little moving school grew from one rented truck to some purchased big rigs and

we began setting up Christmas tree lots up at every facility around the country as we garnered community support. Some of our first graduates were back in the community driving trucks and programming computers. Our academic classes started expanding from just high school equivalency to liberal arts college classes. We were struggling but we were slowly helping one another turn our lives around to become productive members of the mainstream of society.

More than 48 years later we remain true to our mission. We have been taking in as residents representatives of our society's most serious social problems and, by a process of each one helping another, with no professionals, no government funding, and at no charge to the clients, we have been solving these problems: generations of poverty, illiteracy, lack of job skills, hard core substance abuse, homelessness, crime, violence, teen pregnancy, and emotional and physical abuse. After an average of 4 years (a minimum stay of 2 years), our residents gain an academic education, 3 marketable skills, accountability and responsibility, dignity, decency, and integrity.

Location of Classes:

600 Embarcadero
SF, CA 94107

The Delancey Street Academy is housed in a complex built by the Delancey Street Foundation at 600 Embarcadero Street. This facility, facing the waterfront in the newly developing South Beach neighborhood of San Francisco, contains state-of-the art classrooms.

All courses are taught as a combination of classroom and experiential instruction. Classroom instruction will occur at one office designated rooms, each for small discussion purposes, holding about 20 to 25 people. Lectures occur in the Screening Room holding 150 students with state-of-the-art video, audio, and film capabilities. Large lectures are held in the Town Meeting Hall, holding up to 500 students. One specific classroom is developed as a Computer Learning Center for special instruction in computer literacy. This room is equipped with various computers, printers and software. Additionally, a special room was built for simulation training. Here, in a room holding 50 people, a video taping area has been designed so that role-playing can be video taped and played back for detailed instruction in fields such as customer relations in the moving and sales field. Experiential learning occurs in the appropriate setting for each skill being taught. For example, culinary skills are taught in a full-service restaurant on the Embarcadero premises. You will find the classroom information under the programs in the course catalog.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

The Delancey Street Academy has no pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has filed a petition with the preceding five years, or has had a petition in bankruptcy filed against it within the preceding that resulted in reorganization under Chapter 11

of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd. suite 225 Sacramento, CA 95834 Phone Toll Free: (888) 370-7589, Fax: (916) 263-1897, Internet Website: www.bppe.ca.gov

All Information in this school catalog is current and correct and is so certified as true by Mimi H. Silbert, Director.

Mimi H. Silbert, Director

The institution policy is to update this catalog annually. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Last updated December 2024

Services and Policies

Operating Dates and Hours

Office hours: Open from 9:00 am to 10:00 pm Monday through Sunday

Instruction hours are scheduled on a continuous basis during the hours quoted above.

Important scheduling information (operating hours, holidays, vacations, class schedules, and revisions) will be announced to students in advance.

School is open all year in continuous semesters. Certain portions of the curriculum will have closing periods announced in advance to students. This catalog covers spring 2025 through the end of 2026 and will be updated for the 2027 school year.

Spring 2025	January 11th through May 14th
Summer 2025	June 1st through August 13th
Fall 2025	September 13th through November 19th
Spring 202	Dates to follow

Library

Delancey Street Academy has a library open to students 12 hours per day, 7 days a week. Delancey Academy is not a degree granting program and not in need of a full service library. Delancey Library has periodicals, videos, internet access, research material and a large selection of fiction, non-fiction and reference books. Computers and internet is provided free of charge for any reference materials students may choose to research.

Maximum Occupancy

The number of students that can be accommodated at anyone time is approximately 250.

Course Information

The complete curriculum is planned for 18 to 24 months completion. The curriculum includes four major course areas: The following is for EACH of the following educational programs:

Automobile Mechanics	Bookkeeping	Cashiering
Clerk Typing Skills	Construction/Building Trades	Cooking
Culinary Arts/Hospitality		Janitorial Services
Landscape Gardening	Printing/Publishing	Sales Training
Secretarial Services		Truck Driver Training
Van Driver I	Welding	Word Processing

Occupational Skills Training: 1100 hours

700 hours in one major occupational course

400 hours in at least one minor occupational course. All occupational courses for certificate are taught with combined classroom and experiential on the job training.

Interpersonal Communications: 600 hours

Students will participate in seminars of 15 to 20 students focusing on interpersonal communication skills, understanding and adapting behavior, psychological and social theories of behavior and motivation.

Life Preparatory Skills 300 hours

Students receive instruction in a variety of practical skills for successful everyday living and securing and maintaining employment in the mainstream of society. Examples of Life Skills topics covered are money management, personal grooming, work ethic, health care, career planning, and community responsibility.

No occupations, or trades require licensure.

No required internships or externships for the classes above

Attendance Policy

Students are expected to attend classes as scheduled. Unexcused absences and tardiness will be recorded. Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing at the discretion of the school director. All other absences will be considered unexcused.

The administrative staff will counsel students failing to maintain satisfactory attendance. If attendance fails to improve, the school administrator, will set up tutoring sessions to keep the student in class.

A student is considered tardy if their arrival time to class is in excess of 15 minutes past the start of the class. Three tardies will equal one absence from class.

Missed class work may be made up by the student scheduling with the instructor to repeat the instructional class session missed, or if no arrangements can be made for students making up missed class work, absent students are responsible for the study materials covered during the session(s) missed.

Progress Policy and Academic Progress

Satisfactory academic progress in necessary in order to receive a certificate from Delancey Street Academy. Satisfactory progress is measured on a modular basis. The Academy defines all students maintaining the following standards as "making satisfactory progress":

1. A student must have a minimum of "satisfactory" for each semester or "module" The grading system by which the student is evaluated is "fail" "satisfactory", "average" ,"excellent" ,"pass" ,and "fail". More than one "fail" will force the student to repeat the class. Evaluation for satisfactory progress will be made at the completion of each semester or "module" of instruction. Delancey Street Academy charges no tuition and students do not receive financial aid, so academic progress does not affect you financially.
2. Students who do not pass with a satisfactory will not receive a certificate at the end of the Delancey Street program.

Conditions for interruption for unsatisfactory progress: When the progress of a student is unsatisfactory for a semester (4 months), the student will be placed on probation. If, during the next semester the student's progress is still unsatisfactory, the student can be interrupted at the discretion of the Academy management. Reenrollment will be approved only after evidence is shown to the Director's satisfaction that the conditions, which caused the interruption for unsatisfactory progress, have been rectified.

Final Examinations

All educational programs offered will have a final examination during the last week of classes. California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate/diploma verifying the fact.

Student Conduct

At the discretion of the school administration, a student may be dismissed from school for serious incidents or incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at the school, disobedient or disrespectful behavior to another student, an administrator, or faculty member, or any other stated or determined infraction or conduct.

Student Services

THE FOLLOWING SERVICES WILL BE PROVIDED IN FULL BY DELANCEY STREET FOUNDATION FOR EACH STUDENT WHILE A RESIDENT OF THE ORGANIZATION:

Housing	Entertainment
Clothing	Food and Beverage
Supplies	Transportation
Tutors	Study Hall
Medical	Counseling
Dental	Parenting
Social Services	Treatment

Housing Services

All residents of Delancey Street live in dorm/apartments on the Delancey Campus site at 600 Embarcadero. This is part of the actual residential program and NOT separately owned dorms. All free of charge.

Students are not allowed to live off campus, therefore, there is no available housing near the institution's facility and no issue with cost or range of cost.

The range of cost for housing near the institution is from $1800 for a studio to $6500 for a two-bedroom apartment.

Student's Right to Cancel or Withdraw:

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has the right to a full refund of all charges if he/she cancels this agreement by submitting a Delancey Street Academy drop or withdrawal form, handed in to the administration office prior to close of business on Monday or the second week of the session.

In addition, the student may withdraw from a course after instruction has started by submitting a drop or withdrawal from and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. Refunds will be made within 30 days of cancellation or withdrawal.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur.

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
2. The student may not be eligible for any other federal student financial aid at another institution or other governmental financial assistance until the loan is repaid.

Delancey Academy is part of the Delancey Street Foundation process and no withdrawal or cancellation fees are charged. Therefore, no refunds are necessary.

Leave-of-Absence Policy

Delancey Street Academy does NOT have a leave-of-absence policy

Providing Catalog

Prior to enrollment, Delancey Street Academy shall provide any prospective student, in writing, with a school catalog. This catalog will be handed to each student upon completing the first 30 days of the Delancey Street Program. The Dean of Student affairs will meet with each student. Delancey Street Academy catalog will also be provided to any prospective student upon request.

Placement Assistance

All graduates of the Delancey Street Foundation go through a job search and Delancey Street Academy does not guarantee job placement.

Delancey Academy is entirely comprised of the residents of the Delancey Street Foundation and no visa services are offered for students that may be from other countries. Delancey Street Academy does not vouch for student status. Residents of Delancey Street who are from out of the US will obtain visas before entering Delancey Street Foundation.

Records Retention

Transcripts and records of students will be maintained indefinitely. The files will include:

1. A file for each student who enrolls in the Delancey Academy will be retained whether or not the student completes Delancey Street or not. This file contains name, address, email address, and telephone number of each student who is enrolled. All Delancey Street Academy students are part of the rehabilitation program and do not have personal email or phone numbers during their residency.
2. GED or High School diploma information
3. Personal information volunteered by the student: ie: age, gender, ethnicity
4. Copies of all documents or contracts signed by the student
5. Records of the dates of enrollment and, if applicable, withdrawal and graduation.
6. All courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
7. The name, address, website address, and telephone number of the institution
8. A copy of the Student Enrollment Agreement, explaining all "No Tuition" and all the signed information on no money, no refunds, no financial aid. All information pertaining to funding is 0.
9. Copies of official advisory notices or warning regarding the student's progress
10. Complaints received from the student

There are no fees for copies sent by request.

Student Complaint Procedure

The Director and Associate Director are designated as the individuals to whom a student may report a complaint. The complaint must be in written form. Within 10 days of receiving the complaint, the student will be provided with a written response containing a summary of the institution's investigation and disposition of the complaint.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free: 888 370 7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov .

Schedule of Total Charges per Semester

$0.00

Estimated Schedule of Total Charges for Entire Educational Program

$0.00

Course Charges and Fees

This Institution does not collect fees from students for providing educational services. Delancey Street Foundation will provide all housing, education, supplies and books at no charge. There will be no charge for the entire program.

Please note that a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

This institution is not accredited.

This institution does not collect any fees or participate in state or federal financial aid for education services.

Tuition

Total Cost of the Educational Program: $0.00

Tuition:	$0.00
Registration	$0.00
Books/Supplies	$0.00
Equipment	$0.00
Tutoring	$0.00
Assessment Fee	$0.00
STRF	$0.00
Uniforms/Clothing	$0.00
In Resident Housing	$0.00

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (SFRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225 Sacramento, CA 95834, toll free: (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau
2. You were enrolled at an institution, or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or a location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years fro the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

Delancey Street Academy charges no tuition and no fees, loans, grants, or trade is owed from the student during the entire school period. All housing, books, tests, are free of charge to the Delancey Street Foundation resident. Although the information for the STRF is made available in this catalog, it does not apply in the case of Delancey Street.

Since no fees are charged to students, students will not need to participate in the Student Tuition Recovery Fund and there will not be a state-imposed assessment for the Student Tuition Recovery Fund.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Refund Policy

Although CEC 94920 states that an institution should provide mandatory cancellation, withdrawal, and refund policies, Delancey Academy does not collect any fees and thus a refund policy is not applicable.

Academic Information

The education is provided at no charge and therefore does not offer state or federal financial aid assistance to students. Delancey Street Foundation will act as the sponsor for all student-related fees for the Academy, such as supplies and required textbooks.

If a student obtains a loan to pay for an educational program the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds. HOWEVER, Delancey Street academy charges $0 for all education and educational materials. No student of Delancey Street Academy, while enrolled in the institution, will request or receive state or federal funding.

Enrollment Requirements

Students may enroll any day, as instruction is offered in continuous modules, allowing students entry at any time. A student must be a resident of the Delancey Street Foundation

Delancey Street residents (as described in the mission statement) are "starting over". No prior credits earned at other institutions go toward a certificate and there in no articulation or transfer agreement with any other college or university. Delancey Academy does not accept award of credit for prior experiential training as all students earn certificates as part of the Delancey Street Foundation Program.

To be admitted, a student must be drug and alcohol free, follow all Delancey Street rules, and be admitted favorably through an interview to determine the interest, commitment, and likely success of the student. A high school diploma or a general equivalency is the minimum requirement to be admitted to Delancey Street Academy. Instruction is provided in the English language only. Students must speak English in order to participate in courses. Good prior command of English is required and must be demonstrated during the application process for the Delancey Street Academy (usually including a TOEFL score of 473 on the written exam). All residents of Delancey Street program are required to speak English before being accepted to the Delancey Street Foundation and must have a full command of the English language. Delancey is unable to provide instruction on ESL (English as a Second Language)

Notice Concerning Transferability of Credits and Credentials earned at our Institution.

The transferability of credits you earn at Delancey Street Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Delancey Street Academy to determine if your certificate will transfer.

Delancey Street Academy is a process of the Delancey Street Program. There is no award of credit for prior experiential learning. Delancey Street Academy has not entered into an articulation or transfer agreement with any other college or university. Delancey Street Academy does not accept ability to benefit students. Each student enrolling in Delancey Street Academy will start at the same level. This program does not accept credits earned at other institutions and does not accept challenge examinations or achievement tests.

CULINARY ARTS/HOSPITALITY MANAGEMENT

Delancey Street Restaurant/Brannan Street Level
600 Embarcadero, SF
700 Hours of any of the following

Mimi Silbert
John Reyna

18-24 month program (700 needed for certificate)

The program provides intensive study that combines theory and lecture with hands-on training in both the back and the front of the restaurant, banquet, catering and café services. Once the

Introduction to Hospitality Management
3.0 hours lecture per week
Philosophy of management in the hospitality and food services industry

Meat Analysis
3.0 hours lecture per week
: Introduction to meat analysis: The prime cuts of beef, veal, lamb and pork; techniques and skills to bone and tie poultry and cutfish, and prepare shellfish.

Garde Manger and Contemporary American Bistro Cooking
12.0 hours laboratory hours per week
Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking and garde manger; hands-on lab experience in a working restaurant incorporation contemporary American cooking techniques and theories.

Managing Food Sanitation
2.0 hours lecture per week
Advance theory and principles of food sanitation: Safe food handling and storage. Preparation for NRA SERVESAFE certification exam.

International Cuisine
3 hours lecture, 12 hours laboratory per week
Introduction to professional fine dining restaurant food service. Emphasis on a la carte cooking and incorporating international cooking techniques and theories.

Supervision in the Hospitality Industry
3 hour lecture per week

Advanced theory and techniques of food-service workforce management: Theories and principles of human relations and personnel management skills.

Supervision: Food Preparation and Service
12 hours laboratory per week
Basic principles and responsibilities of restaurant cooking, table service, and food-line service: Related terminology; ingredient uses and preparations.

Introduction to Baking
2 hours lecture, 6 hours laboratory per week
Fundamental theories, techniques, processes and methods in baking and pastry production: Basic principles including history of the industry, identification of equipment and ingredients, weights and measurements, safety and sanitation, basic formulas and production.

Basic Patisserie
2 hours lecture, 6 hours laboratory per week
Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for cakes, pies, tart and cookie-making methods.

Culinary Arts Fundamentals Lab
12 hours laboratory per week
Introductory practical experience in food production: Breakfast cookery, cold-food production, grill and fry cooking, and retail service.

Recipe, Formula, and Food Costs
1 hour lecture per week
Development and standardization of food production: Techniques in relation to planning and quality.

Ingredients and Equipment
1 hour class lecture
Tools and products of food production: Storage, and handling and processing of food.

Introduction to Sanitation
1 hour lecture per week
Introduction to food sanitation in the hospitality industry: Safe food handling, HACCP plan development, and personal hygiene and safety.

Banquet and Institutional Serving and Cooking Techniques
1 hour lecture, 9 hours laboratory per week
Introduction to banquet and institutional serving and cooking techniques: Food preparation, cooking and serving terminology, sanitation and safety, and professional responsibilities. Course study under this section may be repeated three times.

Soups, Stocks, and Sauces
1 hour lecture per week
Introduction to soups, stocks and sauces: Quantity hot-food production of basic stocks, sauces and soups.

Dynamics of Heat Cooking
1 hour lecture and 12 hours of laboratory per week
Introduction to dry-heat cooking and wet-heat cooking techniques: Boiling, braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling; fundamentals and methods of heat transfer

Introduction of Baking for Chefs
2 hours lecture and 5 hours of laboratory per week
Introduction to baking for chefs: Basic doughs and batters, yeast products, and cookies and cakes.

Quantity Food Production Lab
9 hours laboratory per week
Food preparation and cooking methods focusing on quantity hot-food production: Use of food production tools and equipment, use of standardized recipes, food display, and application of speed and accuracy in food production.

Dining Room Service and Management
2 hours lecture and 8 hours of laboratory per week

Contemporary and classical dining service and management: Fine art of hospitality, dining room management, steps to "service progression", bar and beverage service, quick-and full-service restaurant operations, and management and supervision.

Catering Process
6 hours of laboratory per week
Elementary principles in the catering process: Preparing set-ups and serving foods and beverages for parties and other special occasions. Course study under this section may be repeated three times.

General Baking
1 hour lecture and 4 hours laboratory per week
Basic principles of baking: Responsibilities of a baker, baking terminology, ingredient use, sanitation and shop safety.

Commercial Baking
2 hours lecture and 6 hours laboratory per week
Principles of commercial baking: Terminology, ingredients, use of equipment, safety and shop sanitation.

All laboratory and service will be in the Delancey Street Restaurant

CONSTRUCTION AND BUILDING TRADES

600 Embarcadero/2nd floor Delancey Building room 204

The Building Trades Certificate program emphasizes the construction of frame structures, finish work, and other phases of construction.
Mimi Silbert: Supervisor, General Contractor
Jim Tyrell, instructor
Seb Wodarsky, instructor
Wayne Garrey, instructor

700 Hours total of the following

Basic Residential Construction I
2 hours lecture and 3 hours laboratory per week
General introductory and basic skills in residential construction. Emphasis on hand and power tools, framing and materials

Work Experience Occupational
60 hours of work experience at the Delancey Street Foundation's building site and off-site properties.

Interpersonal, problem-solving and communication skills with work-crews. Collaborative learning activities specific to construction.

Basic Residential Construction II
2 hours lecture and 3 hours laboratory per week
General introductory and basic skills in residential construction. Emphasis on hand and power tools, interior and exterior finish, finish carpentry, roofing and plumbing.

Residential Construction-Foundations and Framing
4 hours lecture and 16 hours laboratory per week (can repeat three times)
Hands-on construction of a residential house including construction of foundation forms, installation of rough plumbing, placement and finishing of concrete, lay out and construction of wall framing, placement of roof trusses and construction of associated roof framing, and the application of roofing material.

Residential Construction-Exterior and Interior Finish
4 lecture hours and 16 lab hours (can repeat three times)
Hands-on construction of a residential and multi-use commercial building including window and door installation, stucco lathing, siding installation, drywall hanging and finishing, cabinet and hardware installation, finish carpentry, interior and exterior painting, fencing and concrete flat work including driveways and walks.

Residential Construction-Interior Finish
2 hours lecture and 5 hours laboratory per week
Drywall hanging and finishing, interior door hanging, cabinet and hardware installation, finish carpentry and interior painting.

Residential Construction Exterior Finish
2 hours lecture and 8 hours laboratory per week
Installation of windows and exterior doors, installations of exteriors siding, stucco lathing, concrete flat work and painting on a building site.

Residential Plumbing
2 hours lecture and 4 hours lab per week
Introduction to residential plumbing; the study, layout and installation of a typical residential plumbing system.

Residential Wiring
3 lecture hours and 4 lab hours per week

Introduction, technique and installation of the electrical wiring system for a residence. Students will do the wiring for the offices, and living quarters of the Delancey Street Foundation.

Blueprint Reading
4 hours lecture per week
A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations.

AUTOMOBILE MECHANICS

Garage Level/600 Embarcadero SF

Instructor: Brent Russell
Instructor: Michael Boris
No prerequisite required
Length of course 700 Hours (15.5 weeks)
M-F: 8am-5pm
SAT 1pm-5pm

Teaches basic repair/maintenance and overhauling of automobiles, trucks and buses for preparation as an entry level auto mechanic and body person apprentice.

Instruction	lecture/practicum hours	
Customer relations	5hrs	15 hrs
Assessing vehicle	2 hrs	8hrs
Estimation of damage or malfunction	5hrs	15hrs
Planning work	10hrs	15hrs
Removing/disassembling units		50hrs
Repairing, rebuilding, replacing, overhauling		
Rewiring, relining as indicated by work plan		450hrs
Body work	5hrs	70hrs
Installing accessories	10hrs	40hrs

Equipment used:

Alignment machine, vehicle lifts, engine analyzer, emissions analyzer, brake lathe, hydraulic press, wheel balancer, tire changing machine, machine lathe, spray booth, charging/testing analytics, gas welding equipment.

BOOKKEEPING

2nd floor Embarcadero S, room 204

Mike Boris, Instructor
Jerry Raymond, Instructor
No prerequisite required
Length of course: 700 hours (15.5 weeks) M-F 8am-5pm SAT 1pm-5pm

Introduction to the fundamentals of bookkeeping and business recording procedures. Debits and credits, journals and ledgers, and financial statements. Complete course in Quickbooks and applying accounting principles to prepare cash receipts, disbursements, sales purchases, invoicing, Special and general journal entries. Satisfactory completion prepares students for entry-level account clerk position.

Instruction	lecture/practicum hours	
Bookkeeping methods	16hrs	
Use of bookkeeping machines	1hr	50hrs
Creating a chart of accts	18hrs	10hrs
Originating documentation	10hrs	20hrs
QuickBooks	41hrs	210hrs
Balancing books and statement prep	40hrs	160 hrs
Use and entry to general ledger	25hrs	100hrs

Equipment used:
QuickBooks programs, adding machine, check machines, credit card scanners

CASHIERING

Delancey Street Restaurant, 600 Embarcadero, Street Level

Jerry Raymond, instructor
No prerequisite required
Length of course: 400 hours (9 weeks) M-F 8am-5pm SAT 1pm-5pm

Teaches customer relations, communication skills, receipt and disbursement of cash, management of cash, check and credit card transactions, simple calculator and register repair, and cash reconciliation. Satisfactory completion prepares students for entry level retail cashiering position.

Instruction:	lecture/practicum hours	
Customer relations	5hrs	15hrs
Basic math and computation skills	40hrs	160hrs
Calculator/cash register operation	2hrs	18hrs
Calculator/register repair	2hrs	18hrs
Cash drawer management	10hrs	50hrs
Credit card transactions	1hr	19hrs
Cash reconciliation	5hrs	35hrs

Equipment used:
Cash registers, P.O.S system (maître d) credit card attachments, calculator

CLERK-TYPING SKILLS

2nd Floor Embarcadero S, room 206

Pamela Tebo, Instructor
No prerequisite required
Length of course: 400 hours (9 weeks)

M-F 8am-5pm
SAT 1pm-5pm

Teaches basic office procedures in typing, filing, data entry, phone communication skills. This includes drafting business letters and message handling. Satisfactory completion prepares students for receptionist and office clerk duties.

Instruction	Lecture/Practicum hours	
Basic business reading, writing and speaking skills	40hrs	110hrs
Filing	5hrs	40hrs
Keyboarding	20hrs	30hrs
Typing and data entry	40hrs	60hrs
Telephone operation & etiquette	5hrs	45hrs

Equipment:
Computers (Mac and Dell), phone systems

FOOD SERVICE I
Delancey Street Restaurant, Brannan Street Level

Instructor: Mimi Silbert,
No prerequisite required
400 hours Tues-Sun 9-6
Delancey Restaurant Tues-Sun 4-11pm

This is a combination of server and host positons along with basic "front of the house" course work. Teaches menu presentation, customer relations, wine, beer and food knowledge. Students will serve tables, handle banquets, schedule and set-up and break down of restaurant.

Instruction	lecture/Practicum hours
Customer relations	10hr 45hr
Menu knowledge	10hrs 45hrs
Bar menu knowledge	10hrs 45hrs
Fine dining	16hrs 84hrs
Casual dining	10hrs 45hrs
Banquets	16hrs 84hrs
Hosting	24hs 96hrs
Employee supervision	10hrs 45hrs
On site restaurant training	55hrs 150hrs

Equipment used:
POS system (maître d) ordering systems, inventory software.

COOKING
2nd Floor, Restaurant Bldg, Main Dining Room

Instructors: Mimi Silbert
No prerequisite required
Length of course: 700 hours M-F 8am-5pm
(15.5 weeks) Sat: 1pm-5pm

Training in basic food and beverage service and control for cafeterias and institutional cooking. Learning use and care of equipment and the operational regulations pertaining to safety, health

and ServeSafe. Hands on cooking of breakfast, lunch and dinner in an institutional setting following set 6 week rotating menus.

Sequence of Instruction:	**Lecture/Practicum Hours**	
Safety and sanitation	25hrs	
Food preparation techniques		450hrs
Food requirement estimation	8hrs	42hrs
Food ordering	8hrs	42hrs
Equipment selection and use	10hrs	40hrs
Temperature control	5hrs	20hrs
Measurements/mixing		25hrs
Plate cost	5hrs	20hrs

Equipment Used:
Commercial Mixers, Slicers, Convection Ovens, Standard Ovens, Grill and Fryers

JANITORIAL SERVICES (minor)
2nd Floor Main Hall

Instructor: Ricardo Elizondo
No prerequisite required
Length of course 400hrs (9 weeks) M-F 8am-5pm SAT 1pm-5pm

Teaches residential and commercial facility routine custodial and maintenance skills such as familiarization with various cleaning equipment and cleaning agents, custodial terminology, air conditioners, furnace and boiler operation, use of small had and power tools, and tenant relation/communication skills. Satisfactory completion prepares students for entry level position in property maintenance/custodial field.

Instruction	**Lecture/Practicum Hours**	
Cleaning equipment familiarization	5hrs	45hrs
Cleaning agents	5hrs	45hrs
Air conditioner operation	5hrs	20hrs
Furnace operation	5hrs	20hrs
Boiler operation	5hrs	20hrs
Hand and power tools	5hrs	20hrs
Routine maintenance skills	5hrs	45hrs
Tenant/customer relations/communication	10hrs	40hrs
Performance of routine/task management	16hrs	84hrs

Equipment used
Commercial carpet cleaners, vacuums, power tools, gauges, pumps and buffers.

LANDSCAPE GARDENING

Garage Level, Crossroads Café Park-Delancey Street

Stephanie Muller, Instructor
No prerequisite required

Length of course	400 hours	M-F:	8am-5pm
	(9 weeks)	SAT:	1pm-5pm

Teaches principles of Landscape Technology, ecology, plants and design as well as landscape construction, installation and maintenance. Satisfactory completion prepares students for entry level positions in the landscape gardening field.

Instruction	Lecture/Practicum Hours	
Plant identification	10hrs	40hrs
Harmony, color, balance	5hrs	20hrs
Landscape design planning	5hrs	20hrs
Insect and pest control	5hrs	20hrs
Garden ecology	5hrs	20hrs
Soil and acidity levels/cultivation	5hrs	20hrs
Installation/maintenance/construction	40hrs	160hrs

Equipment:
Power and hand tools, irrigation equipment, tilling and edging tools, pruning tools.

PRINTING AND PUBLISHING

Embarcadero N room 202/Print Shop-Podium Level

Antonio Moten, Instructor
No prerequisite required

Length of course:	700 hours	M-F:	8am-5pm
	(15.5 weeks)	SAT:	1pm-5pm

Phases in digital printing, graphic arts including design and layout using Adobe Illustrator and Adobe Photoshop. The course includes course work in press work and pre-press techniques. Silkscreen and banner production included. Satisfactory completion prepares students for entry level position in printing technology field.

Instruction	Lecture/Practicum Hours	
Preventative maintenance	5hrs	20hrs
Photoshop	10hrs	40hrs
Graphic Design	20hrs	80hrs
Estimating	15hrs	60hrs
Illustrator	40hrs	60hrs
Design and Production	80hrs	220hrs
Production Management	5hrs	20hrs

Equipment:
Adobe Photoshop, Adobe Illustrator, MacBook Pro, Epson SureColor P800, 6 piece silkscreen machine, cutting and folding machines.

SALES TRAINING
Brannan Building, 2nd Floor room 210
Stephanie Muller, Instructor
No prerequisite required
Length of course: 700 hours (15.5 weeks)
M-F: 8am-5pm
SAT: 1pm-5pm

Development of skills pertinent to all aspects of sales. Phone, cold-calling, fundraising, meet and greet. Marketing of Café and Art Gallery, Christmas Trees, Decorating Services, In-kind donations. Verbal and written and social media. Satisfactory completion prepares students for entry level sales in any arena.

Instruction	Lecture/Practicum Hours	
Research and development	25hrs	
Customer relations	5hrs	20hrs
Overcoming objections	5hrs	20hrs
Knowing what questions to ask	10hrs	40hrs
Successful closing techniques	10hrs	40hrs
Customer experience	5hrs	20hrs
Contract preparation	5hrs	20hrs
Sales presentation and practice	40hrs	460hrs

Equipment used:
None. Role playing, phone sales, sales meetings, presentations and closing.

SECRETARIAL SERVICES

Embarcadero N, 2nd Floor-room 201,202

Pamela Tebo, Instructor
No prerequisite required
Length of course: 700 hours (15.5 weeks)
M-F: 8am-5pm
SAT: 1pm-5pm

Develop skills for decision making, problem solving, and effective use of time in the office. Also teaches development of written and verbal communication skills, business vocabulary, organization and filing, calendaring, and dictation. This course will prepare students for entry level general secretary positions.

Instruction	Lecture/Practicum	
Reception-Phone/Visitors	5hrs	45hrs
Public relations	10hrs	40hrs
Scheduling	5hrs	20hrs
Travel arrangements	5hrs	45hrs
File management system	3hrs	47hrs
Spreadsheets	5hrs	20hrs
Dictation	40hrs	60hrs
Word processing	80hrs	220hrs
Office equipment	5hrs	20hrs
Time management	5hrs	20hrs

Equipment
Computer system, Dictaphone, copiers, both Mac and Dell computers. Phones systems

TRUCK DRIVER TRAINING

Brannan Building, 2nd Floor room 206/5700 3rd Street SF

Ollie Wolfe, Instructor
Craig Ballard, Instructor
Prerequisite: C license with DMV
Length of course 400 hours

This program provides students with the training and experience to become class A and B licensed truck/transportation driver. Emphasis is placed on safe operations and accident prevention and advanced skills in the household/commercial moving industry. Students will be prepared to take their exams through Delancey Street Foundation or DMV.

Section 1: 400 hours

Safety	lecture 10 hours and practicum 15 hours
Lifting and carrying	lecture 50 hours and practicum 100 hours
Wrapping and packing	lecture 25 hours and practicum 50 hours
Load planning	lecture 5 hours and practicum 20 hours
Securing and tie-down techniques	lecture 5 hours and practicum 20 hours

Section II: 300 hours

Legal requirements	lecture 40 hours
Customer relations	lecture 20 hours and practicum 40 hours
Supervision Skills	lecture 20 hours and practicum 30 hours
Routing	lecture 10 hours and practicum 40 hours
Scheduling	lecture 10 hours and practicum 40 hours
Vehicle training	lecture 20 hours and practicum 801 hours
Vehicle operation	200 hours

Equipment:
Class C bobtail and box trucks
Class B moving trucks
Class A tractor/trailers
Straps, boxes, all moving equipment
Driving at all times with licensed class B or A drivers

VAN DRIVER I

Brannan Building, 2nd Floor, room 206/5700 3rd Street, SF

Craig Ballard, Instructor
No prerequisite required

Length of course:	400 hours	M-F	8am-5pm
	(9 weeks)	SAT	1-5pm

Learning basic skills in loading and unloading vans; wrapping and packing for moving industry. Lifting, carrying and basic load arrangement. No driving in this course.

Lifting and safety	lecture 30 hours, practicum 60 hours
Equipment	lecture 30 hours, practicum 50 hours
Basic load arrangement	lecture 40 hours, practicum 100 hours
Inventory	lecture 30 hours, practicum 60 hours

Equipment:
Packing materials, inventory control sheets, and bobtail and trailer boxes.

WELDING
Garage Level

Billie Hensley, Instructor
No prerequisites required
Length of course: 700 hours (15.5 weeks)
M-F: 8am-5pm
SAT: 1pm-5pm

Prepares students for welding plate, pipe and sheet metal work. Includes the study and practice of electric arc, metal inert gas, tungsten inert gas, inner shield and oxyacetylene welding techniques. Students will weld a variety of metals using a combination of welding processes along with metal cutting. Successful completion prepares students for entry into the trade as combination welders.

WORD PROCESSING
Embarcadero S, 2nd Floor, room 201,202
Michael Barkhurst, Instructor

No prerequisite required
Length of course: 700hours (15.5 weeks)
M-F: 8am-5pm
SAT: 1pm-5pm

Teaches basic keyboarding and introduces basic features of word processing and basic PC computer skills including Word and Exel. Creating, editing, saving and printing documents, spread sheets and composing business letters, reports and other business documents. Successful completion prepares students with skills for entry level office jobs.

Instruction	Lecture/Practicum Hours	
Introduction to word processing	25hrs	
Evaluation and selection of systems	10hrs	15hrs
Word processing practice	80hrs	470hrs
Microsoft Word	5hrs	45hrs
Exel	5hrs	45hrs

Equipment
Delancey Street Computer Lab

EMPLOYMENT

For 48 years Delancey Street has graduated over 18,000 residents to become crime-free, drug-free members of society. All Delancey residents are required to get a job while still living in Delancey Street for a remainder of 90 days before graduation. For those who have joined the Delancey Street Academy, jobs are also required. Below, please find job classifications under the US Department of Labor's Standard Occupational Classification codes.

Automobile Mechanics:	49-3021, 49-3023
Bookkeeping	13-2011, 43-3011
Cashiering	41-2011
Clerk Typing Skills	43-9061
Construction and Building	47-1011, 47-2081, 47-2141, 47-2031
Cooking	35-2012
Culinary Arts/Hospitality	35-1011, 35-1012
Food Service I	35-3031
Janitorial Services	37-1011
Landscaping	37-1012, 37-3011
Printing & Publishing	51-5111, 51-5113
Sales Training	41-3099, 41-1012
Secretarial Services	43-6011
Small Engine Mechanics	49-2092
Truck Driver Training	53-1040, 53-3033, 53-3032
Van Driver I	53-7064
Welding	51-4120
Word Processing	43-9030

Faculty and Advisors

Susan Margolis Balk, M.A, Journalist, Author
Theresa Lynch Delane, Ph.D
Carol Fregley
Dr. Gregory Fung, M.D., PhD
Dr. Gordon Fung, M.D., PhD
Wayne Garrey, B.A.
Robert Mansfield, M.A
Ramiro Mejia AA
Stephanie Muller, B.A
Jerry Raymond, B.A.
Mimi Silbert, Ph.D, President/CEO Delancey Street Foundation
Barbara Sklar, B.A.
Mick Sullivan, Ph.D
Pamela Tebo 30 years' experience in field
Jimmy Tyrell
Ollie Wolfe, B.A.
Sebastian Wordorsky

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