

## Her Health Women's Center Boutique & Graduation Guidelines

### Enrollees

Clients and potential clients of Her Health are welcome to enroll in BrightCourse and apply for graduation from the BrightCourse Program. Applying for graduation is not required to be enrolled in BrightCourse but is encouraged and necessary to receive the benefits of graduation. To register for BrightCourse clients will need to come into the center or set up a video call with a client advocate.

### Earning Points

#### Online Lessons

- Lessons are sent weekly, a client must complete 30 lessons at minimum and miss no more than 3 lessons to qualify for graduation.
- Each completed video lesson will be worth 10 points, in person lessons are worth 15 points towards "Ginny's Little Feet Boutique".
- One lesson will be sent one time a week and must be completed within that time frame. The lesson must be watched however the homework is optional with extra credit points being awarded to clients who complete the worksheets.
- It is required that the BrightCourse lesson is viewed by the client each week to remain in the BrightCourse program. Missing more than 3 video lessons will result in the client being removed from the program.
- The client is welcome to remain in BrightCourse until their child has turned 1 year old.
- Her Health is not responsible for errors in sending lessons. It is the role of the client to communicate any problems with receiving or completing lessons.
- Her Health may not send lessons over certain holidays.

#### In-Person Classes and Meetings

- In Person Classes will be taught at the Her Health clinic facility, free of charge to the client.
- Classes do not reflect views of a particular hospital or replace medical advice from Client's Primary Care Provider.
- Clients must register for the desired class to reserve their place in the class. If a client fails to register, their place will not be guaranteed and they may miss important notifications regarding class times and cancellations.
- In person class sessions will be scheduled in two hour time increments but may fluctuate depending on class discussion.
- In person classes are worth 15 points each, towards Her Health's "Ginny's Little Feet Boutique"
- If the client has made an appointment with Her Health but fails to show, Her Health may

remove 5 points from the client each time the client fails to show during the previously scheduled appointment.

#### Area Agency Visits

- Clients may receive additional points for attending additional prenatal visits with her OB, Mental Health Counselor, WIC counselor, Maternal Health Counselor, Pastor, Her Health Advocate, or other approved area agency.
- The client may be asked to provide proof of visit with a Doctor's Note or similar.
- Her Health may refer clients to outside area agencies for additional resources that can be utilized for points. Visits to these agencies that pertain to the clients pregnancy and/or child(ren) must be communicated to Her Health in order for points to be added. *The views and opinions expressed by those agencies do not necessarily represent those of Her Health.*
- It is the client's responsibility to notify Her Health when point-earning visits have occurred.
- It is not Her Health's responsibility to remember recurring visits for an individual client. (Example: Mental Health Meetings every Tuesdays)

#### Spending Points

- The client is welcome to "shop" the Boutique during an agreed scheduled appointment time. Shopping must be scheduled to ensure staffing to support clients within the Her Health Facility.
- Clients must have earned enough points prior to picking up an item from Ginny's Little Feet Boutique. Clients will not be allowed to have negative points AKA "in the hole"
- Clients will not be allowed to redeem points for cash, gift cards or other awards and prizes outside the available inventory of Ginny's Little Feet Boutique.
- Boutique Inventory will be updated as much as reasonably possible. The client is welcome to check the online inventory and request an item be held for her. Once an item is held for her she has one week to pick up the item before it is put back into inventory.
- Clients are to spend points for their needs and not pick up items for friends in need, it is best to refer the friend in need to the program to potentially earn items for themselves.
- Unspent points can not be transferred and will expire after 6 months of the client's last earned "visit".
- Availability of an item in the boutique is not guaranteed.

**\*\*I understand that I accept items, whether new or used, "as is" and that I am the one solely responsible for thoroughly examining the items picked up prior to using it. \*\***

#### Referrals to outside agencies

- Her Health may refer clients to outside area agencies for additional resources based on need, that can be utilized for points.
- Some outside agencies have income based qualifications, it is not Her Health's responsibility to ensure the client receives resources if they do not meet income requirements. Her Health will act in good faith to offer additional referrals/resources based on the needs the client has communicated. *The views and opinions expressed by those agencies do not necessarily represent those of Her Health.*

#### Graduation

- Clients enrolled in BrightCourse may graduate when their baby has turned 1 year old and have completed at least 30 lessons without missing more than 3 lessons.
- Attending the Graduation ceremony is a requirement to receive any gifts, awards or monetary donations provided as a result of the client graduating.
- Graduates are welcome to bring one support person and their child to the graduation ceremony.
- Her Health may use photos from the Graduation for marketing purposes, with a signed release from the client.
- It is recommended that graduates attend one service of their choosing to a supporting church that 'sponsors' the graduation.

Client Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HER HEALTH WOMEN'S CENTER**

HHWC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_