

Boutique & BrightCourse Guidelines

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.

Boutique

Earning Points

<i>Lessons</i>	<i>In Person Classes</i>	<i>Church</i>
Lesson Viewed - 10 Lesson Worksheet filled out - 1 Homeworksheet filled out - 1	Birthing Class - 15 Comfort Techniques Class - 15 Breastfeeding class - 15	Attend church - 5 Attend church Bible study - 5
<i>Her Health</i>	<i>Area Agencies</i>	<i>Doctors and Therapy</i>
Her Health appointment (in-person or online) - 15	HOPES program - 5 WIC - 5 Crittenton Center- 5	Doctor appointment (OBGYN & Pediatrician) - 5 Counseling/Therapy - 5
<i>School</i>		<i>Initial Enrollment Points</i>
*Points given quarterly for report cards grades *School term grade = A - 5 *School term grade = B - 4 *School term grade = C - 3	Complete GED - 10 Graduate from high school - 10 Enroll in college courses - 10 Graduate from College - 15	H.H. Medical Appointments - 5 each Job for 2+ months - 5 Community Programs - 5 each Father of Baby attends - 5

- The client may be asked to provide proof of any 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.
- When a client drops BC and restarts previous points will be lost. Unless a client requests a break from the program, due to legitimate reasons, the points will be held for the agreed upon time, not to exceed 3 months.

Spending Points

- Shopping should be scheduled Monday, Tuesday, Wednesday, Thursday to ensure staffing to support clients within the Her Health Facility.
- Clients must have earned enough points prior to picking up an item, negative points are not allowed.
- Some items will be available for points but are not maintained in our inventory. Clients are required to let staff know that points are being saved for the purchase of these items.
 - Items will be chosen from a provided list
 - Cribs
 - Pack-n-Play
 - High Chair
 - Bouncer
 - Baby Swing
- Points cannot be accumulated for cash, gift cards or other awards and prizes.
- Items can be held for one week. If arrangements are not made to pick up the item up in this time frame the item will be put back into inventory.
- Clients are to spend points for their needs and not pick up items for friends. We encourage clients to refer the friend to the program.
- Unspent points can not be transferred and will expire after 1 month of the client's last "visit".
- Upon Graduation, clients will have 2 weeks to spend remaining points and will no longer be eligible for benefits within the boutique.
- If a client requests to no longer receive lessons points will need to be spent within a month. If a client requests a break from the program, due to legitimate reasons, the points will be held for the agreed upon time, not to exceed 3 months. Points will be lost if there are no arrangements made with the advocate.
- Availability of an item in the boutique is not guaranteed.
- It is the client's responsibility to make sure that points are used in a timely manner.

*****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.*

BrightCourse

Online Lessons

- Lessons are sent weekly
- Each completed video lesson will be worth 10 points, in person lessons are worth 15 points towards "Ginny's Little Feet Boutique".
- Lessons are to be completed in a one week timeframe. 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 and/or goes through graduation. Upon request a client can also register for a second year program.
- 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.
- Points can be checked by looking at your BrightCourse account.

Graduation

- 1 credit per online lesson (60 minimum) /2 credits for in-person lessons or check-ins (10 minimum)
- Complete 60 lessons and 5 in-person classes or video meetings (through baby's 1st birthday)
- Missing no more than 3 assigned lessons
- Appointments.
 - 24 hours' notice of cancellation so you are not credited with a missed appointment
 - Missed lesson or appointment will be the loss of 2 credits
- Clients enrolled in BrightCourse may graduate when their baby has turned 1 year old and have completed at least 70 credits 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.
- Upon Graduation, Client will have 2 weeks to spend remaining points and will no longer be eligible for benefits within the boutique.

Removal From Bright Course

- It is required that the BrightCourse lesson is viewed by the client each week to remain in the BrightCourse program.
- Missing more than 3 lessons will result in the client being removed from the program. Clients may request a short break in the lessons (not to exceed 3 months) or request to have lessons to be resent for legitimate circumstances.
- After two weeks of notification of removal, Her Health will not be responsible for unspent points after the client is removed from Bright Course. Clients will no longer be eligible for any benefits or material aid from the Boutique.
- Clients may re-register for the BrightCourse program and can continue lessons but will start their points from zero.

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.
- In person class sessions will be scheduled for two hours
- In person classes are worth 15 points each, towards Her Health's "Ginny's Little Feet Boutique"
- Classes count for 2 credits each toward graduation requirements.
- 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.