



The Family Center of Happy Valley

Serving the families of Happy Valley since 1985

Welcome to Positive Parenting

A Nurturing Parenting© Course

This project is partially funded through a Community Development Block Grant from the City of Happy Valley. The Family Center of Happy Valley is a private provider and not employed by the State Department of Children's Services.

Parenting Group Expectations

1. Respect self and others in the class.
2. Feel free to pass on anything in class with which you are not comfortable with.
3. Please keep everything in class confidential unless safety is in question.
4. Remain focused on the information shared by the educator or group members.

Parenting Group Information

1. Cost of the classes is \$60 (for one parent) or \$100 (for married parents) for all eight classes. A sliding scale rate is available to those who qualify. These classes are paid for in advance.
2. If you arrive to class more than 10 minutes late, you will not be allowed to attend that session.
3. Childcare is not provided for this class. They are not permitted to attend the class with you. Please make other arrangements in advance.
4. You will not receive credit for attending two of the same sessions. You must attend all eight different classes to graduate. If you need a letter verifying your attendance, we must know at least 5 days before class. (A letter is only used to verify dates of enrollment and attendance.)
5. You must complete the series within sixteen weeks of beginning. If you miss the same session twice, you will need to restart.
6. Class changes are made by the instructor at least one week before the cancellation. In the event of an unexpected class cancellation, please call the Family Center of Happy Valley office. A recorded message will reflect the status of the class.
7. Smoking is not allowed anywhere on our property, including your vehicle.
8. Concealed Weapons Policy: It is the policy of The Family Center of Happy Valley that no concealed weapons (pepper spray, knives, guns, etc.) are allowed on the grounds of the center. Even if you have a license to carry, please take your weapons out to your car before class begins.
9. If an eligible class participant is a non-English speaker, deaf or hard of hearing, or has other language barriers, The Family Center does have access to translation/interpretation services.

10. Please do not friend request, follow, message, share, like, fan, tag or post on any of our staff's personal social media (i.e. Facebook Twitter, LinkedIn, etc.). Note that in the event of any of these activities that we will not accept and may address it with you. Please know that it is NOT a regular part of staffs practice to search for clients on Google, Facebook or other search engines.

11. We are happy to use email in communicating with you. Please know that email is not completely secure or confidential. If you choose to communicate with us by email, be aware that all emails store in the logs of your and my Internet service providers.

12. The rules and policies stated by The Family Center allow for a safe space for all staff and clients participating in programs. Should a situation arise where rules are not being followed (under the influence, threats to other clients or staff, etc.), The Family Center does have the right to discontinue services with a client. Should this occur, all clients do have the right to file a grievance

a. Procedure.

i. Approach the client and discuss the situation at hand.

ii. If the issue cannot be resolved, the client may be dismissed from class for the week.

iii. Determine a client's eligibility to return the following week.



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Client Information Form

First Name _____ Last Name _____ Email _____

Address _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ Work Phone _____

Race _____ Hispanic Yes No Date of Birth _____ Gender M / F

Marital Status:

- Single
- Non-Married Partners
- Married
- Separated
- Divorced
- Widowed

Education Level:

- Some High School
Grade Completed: ____
- HS Diploma/GED
- Some College/Tech
- Associate's
- Bachelor's
- Master's
- Advanced

Employment Status:

- Employed Full-Time
- Employed Part-Time
- Unemployed
- Retired

Do you receive:

- Families First/TANF
- WIC
- Food Stamp/SNAP
- Subsidized Housing
- SSDI
- SSI
- Medicare
- None of the above

Health Concerns

- No Health Concerns
- Learning Disability
- Mental Health Diagnosis
- Physical Limitations
- Drugs and/or Alcohol
Addiction
- Other:

Gross Household Income: (Choose One)

Annual: \$ _____

Monthly: \$ _____

Weekly: \$ _____

Number of Children: _____

Ages of Children: _____

of People In Household: _____

1) Do you have involvement with DCS based on child abuse or neglect? Yes No

If Yes,

a) Select One: Physical Emotional Sexual or Neglect

b) Were your children removed from your custody as a result of DCS involvement? Yes No

c) Do you have court involvement as a result of the DCS case? Yes No

3) Female Head of Household? Yes No

4. Do you receive your electric bill from Falls River Electric? Yes No

5. Would you like to receive additional parenting resources via e-mail? Yes No



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Confidentiality Procedures

All client/family records and information regarding the client/family is held in strict confidence to insure protection of the client/family's right to privacy. All records and files are kept in a locked file cabinet and only authorized persons have access to client/family files.

Procedures for release of information are as follows:

1. You must give written permission for the Center to give out any information about your participation in our programs.
2. When information is requested by or for a third party, you will complete and sign a written Release of Information Form in accordance with Federal regulation code number 42 CFR Part 2. The release form shall include:
 - a) Name of agency/person requesting information
 - b) Type of information to be released
 - c) Reason/purpose for the Release of Information
 - d) Release Form must be dated and signed by the client/family
 - e) Date of the Release expiration.
3. If you would like for the Center to request information about you from other sources, you must also complete a written Release of Information detailing your request and permission.
4. When releasing information, the Center will respond with only the specific information for which you have given us permission to give out. In most cases, a summary of relevant information will be the most optimal approach.
5. The center will not release information if there is reasonable doubt as to the validity of the release form.
6. In the case of a life threatening situation or where the individual's condition or situation precludes the possibility of obtaining written consent, the Center may release pertinent information to the personnel responsible for the individual's care without the client/family's authorization if obtaining such authorization would cause an excessive delay in delivering care to the individual.
7. By law, allegations of child abuse and neglect will automatically be reported to the State Department of Children's Services. If appropriate, you will be informed of the report by the Center.
8. If records are subpoenaed by a court of law that information may be released by the Center.
9. Release Forms are invalidated at the time of case closure unless otherwise specified in the case file.
10. The original copy of the Release of Information Form is kept in your case file.
11. Staff members and volunteers are held accountable to these confidentiality standards.
12. In order to provide you with the best possible services, case records are reviewed by the program Supervisor and data entry staff. I understand and give my permission for these persons to view my client record.



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Client Grievance Procedures

To provide clients/families a mechanism through which they may process a grievance against the Center or Center's staff, the following procedures are established:

1. If a client feels he/she has a valid grievance, he/she should first request a meeting with the Program Director within seven (7) days after the occurrence that brought the grievance. The grievance should be presented in writing. If the client is unable to do this, Center staff will assist with writing the grievance.
2. The Program Director will then schedule a meeting within seven (7) days of the client's written notice. At the meeting, the Program Manager will document in the client's case file:
 - a. date of occurrence
 - b. complainant's name
 - c. area of concern
 - d. remedies sought
 - e. date complaint was received
3. Should no satisfactory solution be reached at the initial meeting between the Program Director and the client, the grievance will then be presented to the Executive Director. The Program Director is responsible for scheduling this meeting within seven (7) days of the client's request. Documentation of this meeting, its participants, the grievance discussed and attempts at resolution are entered in the case file.
4. If the client is yet unsatisfied, with seven (7) days he/she may contact the State Department of Children's Services. The Family Center will assist families in making contact with appropriate personnel at the State Department of Children's Services.

A meeting with the client, representatives from the State Department of Children's Services and the Executive Director will be arranged within a period of not more than fourteen (14) days. A decision at this level is the final position of The Family Center. Documentation of all meetings will be maintained in the client's case file.

The Family Center of Happy Valley agrees that it will comply with Title VI of the 1964 Civil Rights act, Title VII, and Section 504 of the Rehabilitation Act of 1973 in prohibiting discrimination against persons on the basis of race, color, sex, age, handicap or national origin.



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I have read and fully understand the parent education class policies and procedures of The Family Center. I agree to the terms and conditions as outlined in both the Confidentiality Statement and Grievance Procedures.

Print Name

Signature

Date

1. Were you referred to Positive Parenting through a Community Organization? Yes No

If no, go to question #2.

If yes, what is the name of that organization? _____

Who gave you information on The Family Center? _____

2. Were you referred to Positive parenting through DCS? Yes No

If no, go to question #3.

If yes, who is your caseworker? _____

(Please fill out the Release of Information with your caseworker's name.)

3. Were you referred to Positive parenting through the legal system? Yes No

If no, go to question #4.

If yes, circle which court is processing your case? Juvenile General Sessions Circuit Chancery

Other: _____

What county is your court located in? _____

What is the name of the judge presiding over your case? _____

Do you have a probation officer? Yes No

If yes, what is your probation officer's name? _____

(Please fill out the Release of Information with your Probation Officer's name.)

Who is requiring your attendance in the program? Court/Judge or probation

4. If none of the previous referral sources apply to you, please briefly explain why you are attending the Positive Program and how you heard about our services:



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Authorization for the Release of Information

I _____ hereby authorize the sharing of information between
The Family Center and the following individual(s) and/or agency(ies):

Name & Affiliation/Relationship to client

For the purpose of: _____

Information to be released by The Family Center:

- Session Evaluations Attendance Records Graduation Information
 Pre and Post Tests Demographic Information Other:

This release may be revoked at any time upon written notification by the client and or the parent/legal guardian.

Expiration date: ____ / ____ / ____

This release will expire 6 months from today unless an alternate expiration date is given.

Signature: _____ Date: _____

<p>For Office Use Only</p> <p>This packet has been reviewed by _____</p> <p>Date: _____</p>

INSTRUCTIONS:

There are 40 statements in this booklet. They are statements about parenting and raising children. You decide the degree to which you agree or disagree with each statement by circling one of the responses.

STRONGLY AGREE – Circle **SA** if you strongly support the statement, or feel the statement is true most of all the time.

AGREE – Circle **A** if you support the statement, or feel this statement is true some of the time.

STRONGLY DISAGREE – Circle **SD** if you feel strongly against the statement, or feel the statement is not true.

DISAGREE – Circle **D** if you feel you cannot support the statement or that the statement is not true some of the time.

UNCERTAIN – Circle **U** only when it is impossible to decide on one of the other choices.

When you are told to turn the page, begin with Number 1 and go on until you finish all the statements. In answering them, please keep these four points in mind:

1. Respond to the statements truthfully. There is no advantage in giving an untrue response because you think it is the right thing to say. There really is no right or wrong answer – only your opinion.
2. Respond to the statements as quickly as you can. Give the first natural response that comes to mind.
3. Circle only one response for each statement.
4. Although some statements may seem much like others, no two statements are exactly alike. Make sure you respond to every statement.

If there is anything you don't understand, please ask your questions now. If you come across a word you don't know while responding to a statement, ask the examiner for help.

PLEASE TURN THE PAGE AND BEGIN...

	Strongly Agree	Agree	Disagree	Strongly Disagree	Uncertain
1. Children need to be allowed freedom to explore their world In safety.	SA	A	D	SD	U
2. Time-out Is an effective way to discipline children.	SA	A	D	SD	U
3. Children who are one-year-old should be able to stay away from things that could harm them.	SA	A	D	SD	U
4. Strong-willed children must be taught to mind their parents.	SA	A	D	SD	U
5. The sooner children learn to feed and dress themselves and use the toilet, the better off they will be as adults.	SA	A	D	SD	U
6. Spanking teaches children right from wrong.	SA	A	D	SD	U
7. Babies need to learn how to be considerate of the needs of their mother.	SA	A	D	SD	U
8. Strict discipline Is the best way to raise children.	SA	A	D	SD	U
9. Parents who nurture themselves make better parents.	SA	A	D	SD	U
10. Children can learn good discipline without being spanked.	SA	A	D	SD	U
11. Children have a responsibility to please their parents.	SA	A	D	SD	U
12. Good children always obey their parents.	SA	A	D	SD	U
13. In father's absence, the son needs to become the man of the house.	SA	A	D	SD	U
14. A good spanking never hurt anyone.	SA	A	D	SD	U
15. Parents need to push their children to do better.	SA	A	D	SD	U
16. Children should keep their feelings to themselves.	SA	A	D	SD	U
17. Children should be aware of ways to comfort their parents after a hard day's work.	SA	A	D	SD	U
18. Children learn respect through strict discipline.	SA	A	D	SD	U
19. Hitting a child out of love is different than hitting a child out of anger.	SA	A	D	SD	U
20. A good child sleeps through the night.	SA	A	D	SD	U
21. Children should be potty trained when they are ready and not before.	SA	A	D	SD	U

	Strongly Agree	Agree	Disagree	Strongly Disagree	Uncertain
22. A certain amount of fear is necessary for children to respect their parents.	SA	A	D	SD	U
23. Spanking teaches children it's alright to hit others.	SA	A	D	SD	U
24. Children who feel secure often grow up expecting too much.	SA	A	D	SD	U
25. There is nothing worse than a strung-willed two-year-old.	SA	A	D	SD	U
26. Sometimes spanking is the only thing that will work.	SA	A	D	SD	U
27. Children who receive praise will think too much of themselves.	SA	A	D	SD	U
28. Children should do what they're told to do, when they're told to do it. It's that simple.	SA	A	D	SD	U
29. Children should be taught to obey their parents at all times.	SA	A	D	SD	U
30. Children should know what their parents need without being told.	SA	A	D	SD	U
31. Children should be responsible for the well-being of their parents.	SA	A	D	SD	U
32. It's OK to spank as a last resort.	SA	A	D	SD	U
33. Parents should be able to confide in their children.	SA	A	D	SD	U
34. Parents who encourage their children to talk to them only end up listening to complaints.	SA	A	D	SD	U
35. Children need discipline, not spanking.	SA	A	D	SD	U
36. Letting a child sleep in the parents' bed every now and then is a bad idea.	SA	A	D	SD	U
37. A good spanking lets children know parents mean business.	SA	A	D	SD	U
38. A good child will comfort both parents after they have argued.	SA	A	D	SD	U
39. "Because I said so" is the only reason parents need to give.	SA	A	D	SD	U
40. Children should be their parents' best friend.	SA	A	D	SD	U