



# Indiana Parenting Institute

Great Parenting Happens Here!

Northwest Indiana | St. Joseph County | Indianapolis

## IPI Policies & Procedures

### REGISTRATION

Completing the online IPI Program Inquiry Form does not reserve a space for you. It permits IPI to get in touch with you to schedule a time for you to come in and register. Payment, when applicable, is due at registration. Scholarships are subject to eligibility and availability.

Enrollment is limited. You may download and complete IPI's Confidential Registration form (a link is provided on the registration page of the IPI website) and bring it with you to your registration appointment. Payment terms will be outlined at that time.



### ELIGIBILITY

Parents with children ages birth to 18 years (up to 24 years if the child is a full-time student or disabled) are eligible to participate in IPI's programs and services regardless of race, gender, creed, color, age, religion, national origin, disability, or veteran status.

Applicants applying for programs or services through IPI must meet and show proof of the following at their scheduled Intake appointment:

- ✓ At least 1 dependent child in the household (if the child is between the ages of 19 and 24, you must show proof that the child is either a full-time student or disabled)
- ✓ A valid State ID or Driver's License
- ✓ A Social Security Card
- ✓ Verification of Citizenship, if foreign born
- ✓ A copy of (each of) his/her child(ren)'s birth certificate(s)
- ✓ Current proof of all household income
- ✓ If military, s/he must also bring Form DD 214 to Intake

### POLICIES

#### Program Costs

IPI is committed to not denying anyone service or participation in its programs/services due to lack of funds. Therefore, IPI will utilize funding from grants, donors, other programs/organizations, and/or a sliding fee scale (SFS), as available, to equitably determine program costs based on participant's income.

SFS may be obtained by completing an SFS application. The amount of assistance provided through SFS is determined by family size and household income, and can range between 10% to 60% of program/service cost. Therefore, proof of income is required at Intake. And because participants are expected to pay their fair share of operating costs, all SFS applicants must pay

minimally a \$10 non-refundable application/service fee at Intake.

Once costs and fees are determined, they are due in full at Intake, when applicable. However, you may consult with the IPI Intake Coordinator to see if you qualify for a pay-as-you-go plan.

### **Training Materials**

Course materials (including program books, materials, etc.), which are included in program cost (unless otherwise published), are distributed on the first day of class. Additional handouts may get distributed during the program session as well.

### **Attendance**

IPI issues a Certificate of Completion upon successful completion of ALL components of its programs. Successful program completion means that:

1. no more than 1 unexcused absence and 1 unexcused tardiness (30 minutes or less) for a 6-8 week class (no more than 2 unexcused absences and 2 unexcused tardies (30 minutes or less) for a 10-14 week class); and
2. all program/service assignments must be completed, even if absent.

Participants who are more than 10 minutes late for their scheduled program/service and are court- or DCS-mandated will be marked as absent.\* Make-up sessions do not erase absences.

If the absence is due to an extraordinary circumstance, such as a: death in the family | childbirth | case worker visit | court appearance | any otherwise unforeseeable occurrence, participant may request an exception by immediately contacting IPI no less than two (2) hours in advance of class start time and providing proof of occurrence upon return to their scheduled program/service.

Missed classes must be made up, either by: participation in another similar class, or make-up done during the next scheduled session of that class. Make-up classes must be arranged/scheduled with the IPI Intake Coordinator.

*\*For participants who are court- or DCS-mandated, the attendance requirements stipulated by either of these referring agents takes precedence over this attendance policy.*

### **Cancellation/Refunds**

IPI reserves the right to alter/change any of its programming at any time. Classes with fewer than five (5) participants may be canceled. Registration and childcare fees (if applicable) will be fully refunded within 15 days of the cancellation date if the class is canceled by IPI.

If you cancel your registration at least 48 hours before the first class, you will receive a refund minus an administrative fee of \$10.00 per person per course. If you withdraw after that, but before the second class, we will refund 75% of the paid course fee and retain the \$10.00

No refund is paid after the second class. You may, however, enroll for the same class, or another class of equal duration, within six (6) months of dropping the class in which you originally enrolled.

### **Childcare Services (CCS)**

Providing childcare is not a mandatory practice of IPI but is offered from time to time for families in need while attending an IPI program. Under these circumstances, the following practices apply:

- **Availability:** When available, CCS is provided for children ages 1-5 during the program/service hours. The cost for this service, which is a pay-as-you-go service, is a \$2.00 fee for 1 child and a \$3.50 fee for 2 to 3 children.

When funding is available, this cost is included. Most funding for childcare requires participant to be TANF-eligible (meaning, there is an income requirement).

Where indicated, there may be limited childcare openings. Call IPI at 219-886-1111 to check availability.

- **Registration:** Registration for CCS takes place during Intake.
- **Scheduling:** You must notify IPI at least 24 hours before your scheduled program/service to schedule CCS for that class/session.
- **Cancellation:** You must notify IPI within 12 hours of your scheduled program/service if you will no longer need CCS for that program/service. Otherwise, you will be charged the fee as shown above regardless. If you fail to cancel unneeded CCS for 3 occurrences, CSS will cease to be available to you.
- **Refunds:** Refunds for advanced payment of CCS will be given only as you have complied with the CCS Cancellation policy referenced above.

In the event a qualified CCS worker is unavailable, or the class has been canceled, all advance fees paid for CCS for that day will be refunded.

### **Experienced Professionals**

All IPI program/service participants receive training from experienced professionals within their field of expertise.

### **Disclaimer**

*Indiana Parenting Institute, Inc. is not a medical or therapeutic provider of services. We offer family/life enrichment classes, workshops, and seminars to consenting adults. We do not guarantee that all persons attending our program will experience life-altering change(s) in their behavior or parenting styles. Our role is to present parenting practices that have been determined through research to be effective practices and principles in rearing and parenting children and developing human potential.*