

**Parenting Way, Inc.**  
**Parenting Education Programs**

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**To: New Clients and Referring Agencies and Organizations**

**Re: Setting up services at Parenting Way**

Due to the number of agency referrals and self-referrals, Parenting Way will be implementing a fee schedule for services that have historically always been offered at no cost. We have struggled with this decision over the past months, knowing this could cause a hardship for families, or limiting their ability to participate in Parenting Education programs that increase their abilities and especially their consciousness to be the best parent they can be to their child. Any parent who has completed this class can give testimony to this positive outcome and result. In addition, our staff, in providing all inclusive support to families, also participates and accompanies clients to additional service meetings and court appearances. Often, these are at the request of another provider. We appreciate being a part of the families' goal for stabilization and/or reunification; however, must be compensated for this time and support.

After numerous consultation meetings with agencies and providers, researching and applying for possible funding to support Parent Education, we have found there are limited funds that can be accessed for all-inclusive, on-going and consistently available education classes for parents. Following are steps and procedures for setting up services for classes. Several of these are already currently in place. A fee schedule is attached for your clients and/or payee. An Agency Referral sheet is also attached, if applicable.

1. **A signed court order or Agency Referral** must be received in our office specifically appointing Parent Education programs at Parenting Way as the agency for services. We must know who is responsible for the fees, but are assuming parents will be required to pay for classes on their own. Fees are due at time of service. A ten-week class at 2 hrs/each will be \$100.00 or \$10.00 a class. If clients pay at their first class, there will be a reduced rate of \$75.00. Participants, who pay by the class and complete 9 out of 10 classes, will receive their final class and Certificate of Completion at no cost. We can accept Cash, Money Order, Debit or Credit Card and can be paid in person, by phone or online on our Class registration site. Additional fees are indicated on the Fee sheet.
2. **We encourage parents to call us and set up their classes, but are always available to talk with providers and others working with a family.** A **SIGNED RELEASE** is always on file for any communication outside of Class. Clients also complete, sign and receive a copy of the Parenting Way **PRIVACY POLICY**.
3. These procedures must be completed before any services are provided. Please submit the appropriate paperwork, for the service you are requesting and return it to the address above. You may fax or email a copy of this paperwork to expedite the initiation of Parent Education services however, the originals must be returned. **We need the original forms returned for our files.** Thank you for your cooperation in setting up services. As always, a parent may begin classes at any time. It is not necessary to wait, as participants remain active in the program until they complete all 10 classes. Outreach and Follow-up is offered through Parents Anonymous® Groups, which also includes a Youth and Children's program. There is **NO CHARGE for Parents Anonymous®**.

Thank you for your referrals and the opportunity to work with families, to change lives and to keep children protected and nurtured.

Sincerely,

Sue Renfrow, CEO