

# Program Handbook & Course Descriptions

## 2022



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# PURPOSE AND GOALS OF HOPE HOUSE

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## OUR MISSION STATEMENT

Hope House Colorado empowers parenting teenage moms to strive for personal and economic self-sufficiency and to understand their significance in God's sight, resulting in a healthy future for them, and for their children.

## SELF-SUFFICIENCY DEFINITION:

Hope House defines self-sufficiency as the ability to financially support a family; maintain physical, spiritual and emotional security; build and maintain healthy relationships; provide safe and loving parenting; and demonstrate responsible decision-making.



**“When I joined Hope House, I had no idea how much of an impact it would have on my daughter and me. I earned my GED, started college, learned how to become the best mommy I could and so much more. I was in such an awkward situation seven years ago, but now I own my own car and live in my own apartment!”**

- Alisha, Hope House graduate

# OVERVIEW OF OUR PROGRAMS

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## HOPE HOUSE PROGRAMS

Teen moms are one of the most vulnerable yet overlooked groups in our community, with less than 2% graduating from college and only half earning a high school diploma. Our programs offer tangible hope, providing a variety of free services designed to help teen moms become self-sufficient and to have a place to belong. Our community activities are designed to allow our teen moms the opportunity to build friendships as well as be surrounded by healthy, safe and supportive relationships.

## PROGRAM COMPONENTS

### Empower Program

- High School & GED Program
- College & Career Program
- Economic Supports
- Legal Advocacy
- Healthy Relationships Classes
- Licensed Counseling
- Personal Growth Classes
- Health & Wellness Support
- Spiritual Support
- Activities & Events
- Progress Meeting

### Housing Support Program

- Residential Program
- Housing Supports

### Early Learning & School Age Program

- Clubhouse
- Early Intervention Services
- Therapy Dog Program
- Parenting Education and Classes



# VALUES

 Hope House is a  
*caring community*



a place of  
**RESPECT**

a place to  
**SET**  **MEET GOALS**



a place to  
 **LEARN**

a place  
that is *beautiful*



a place that is  
**safe & secure** 

a place that is **FUN**



a place where  
**YOU ARE FREE TO BE WHO  
GOD CREATED YOU TO BE!**

# WELCOME FROM OUR FOUNDER & EXECUTIVE DIRECTOR

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Welcome to Hope House! I'm so glad to have you here! My name is Lisa Steven, and I am the Founder & Executive Director of Hope House. I haven't even officially met you yet, but I already love you!

My husband John and I were teen parents ourselves. We were 17 when we got pregnant and got married. We have been married over 30 years and have three grown-up kids and three granddaughters. John and I started Hope House because we know how hard it is to be a teen mom.

I know that you face judgment. You've probably heard someone say that you can't do it, or that your little one will be a statistic. I am here to tell you that they are **WRONG!** You are strong, beautiful and chosen. Maybe the timing was unexpected, but God Himself chose **YOU** to be the mother of your little one, and He never makes mistakes! He knew that you would love, protect and guide your baby. He knew that you would do everything in your power to build a stable, loving home for your children.

Besides being a mom and grandma, it is the greatest honor of my life to be a part of that journey with you. I believe in you. I know that you are a nurturing, loving mama, and I can't wait to see you meet the goals you set here at Hope House!

Blessings,



Lisa Steven  
Founder & Executive Director  
Hope House Colorado



# WELCOME FROM OUR DIRECTOR OF PROGRAMS

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Hi Mamas! Welcome to Hope House Colorado! My name is Jenny Gonzales, and I am the Director of Programs. I hope when you walked through our doors you were greeted with a warm smile and kind words because this is your safe space to love, relax and grow in.

We have a team that is excited you have applied to be a Hope House mom. We can't wait to get to know you and your little ones better! We love being able to support you in dreaming big and meeting all the goals you have set for yourself and your kids.

Being a teen mom is hard for sure. I was a teen mom myself and can't believe my son is already 24 years old! I still remember the feeling of being judged by people that did not even know me or my son. Here at Hope House, we love rewarding you for your hard work and one of our superpowers is helping you find ways through tough situations. Please come and see us anytime you need help or just want someone to hang out with!

Glad you found Hope House!



Jenny Gonzales  
Director of Programs  
Hope House Colorado







# JOURNEY TO SUCCESS



**Our programs are designed to meet you where you are when you walk through our doors.**

# WELCOME TO HOPE HOUSE!



Complete application and attend orientation

Sign up for classes! High School & GED, College & Career, Parenting 101 and so much more!

Attend regularly and get involved!

Great! Meet with our Family Advocate to talk about setting goals and how we track progress.

Schedule a time to meet with our Family Advocate and Parent Educator so we can find out how we can help you achieve your goals.

**YES**

Are you ready and motivated to achieve the goals you set for yourself?

**NO**

That's ok! You can still be a participant with limited access to our resources. You can change your mind and commit to our self-sufficiency programs at anytime.

With the Family Advocate, create and prioritize the goals you want to focus on for the next six months.

Work hard and remember we're here to help!

**YES**

Did you reach your goals?

**NO**

Are you willing to keep working and attending classes?

**YES**

**NO**

**NOT YET**

Are you ready to graduate?

**YES**



**HOPE HOUSE**  
COLORADO  
empowering teen moms.

## CONGRATULATIONS!

You get to take part in our Hope House graduation party and are invited to the Gala. Plus, you get services from Hope House until you're 25!



# 2022 HOPE HOUSE CLASSES

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## **EMPOWER PROGRAM**

The Empower Program provides opportunities for personal, educational and economic self-sufficiency for teen moms. This includes educational assistance through High School & GED and College & Career Programs. Additional supportive services include healthy relationships and personal growth classes, licensed counseling, legal advocacy and financial literacy. Community building activities and events are also offered to build personal support systems and relationships with other moms.

## **Community Building**

Having a solid community of people who you can trust enough to do life with in a real, vulnerable and honest way is a foundational part of life. Community gives us courage, hope, options, constructive feedback and joy. Attending Community Night provides intimate conversations and deep relationships, while helping you build a strong network of people to call on when life happens.

### **MF | Mom Fun**

This is a time to hang out with other Hope House teen moms. Mom Fun happens regularly and is a great excuse to relax, get to know each other, eat a delicious meal, go through in-kind and build community by doing life together. We also have fun activities like movie nights, Paint and Sip, Game Nights, Speed Friending and more!

### **GB | Giving Back**

Throughout the year, we offer opportunities for our teen moms to give back to their community and to Hope House. The hope is that this will create a generous spirit in our teen moms and that they will also have the opportunity to teach their children the importance of giving back. The opportunities are limitless!

### **MMT | Mommy & Me Time**

Mommy & Me Time provides an opportunity to do fun things with your children and other teen moms and their children. This is a great way to make new mom friends while your children play. We offer a variety of fun Mommy & Me activities throughout the year.

### **FT | Field Trips**

Exploring new adventures with your child is always fun and exciting. The Early Learning Program provides you with opportunities to discover a variety of cultural and educational institutions including museums, libraries, theatres and local farms. Attending an Early Learning Program (ELP) field trip with your child(ren) is a wonderful way to engage in and experience real world learning.

### **CS | Christmas Shop**

Earn Christmas points throughout the year by coming to activities, events, classes, one-on-one meetings with staff and so much more! Staff will track your points and in December you can use them at the shop!

## **Personal Growth Support**

### ***HR / Healthy Relationships Series***

Our relationships courses and groups are designed to help you recognize and navigate healthy and unhealthy relationships, and to build and cultivate the relationships in your life.

#### **HR | Story of Hope**

This is a 4-week relationships class that goes through the interactive book “Story of Hope.” You will receive a Hope House hoodie upon completion of the class. This class is offered three times a year. Morning and evening classes offered.

#### **HR | Good, Bad and Ugly**

This is a 4-week relationships class that discusses the many different types of relationships we have in our lives, and what makes them healthy, unhealthy and/or abusive. We discuss tools and skills for keeping relationships healthy and how to protect yourself against unhealthy relationships. This class will address all relationships, not just romantic.

#### **HR | REAL Essentials**

This is a 4-week series class that is hands on, full of fun activities and lots of learning. We will cover the foundations needed for healthy relationships, how to love ourselves and how to communicate to others what we need to feel loved. We’ll laugh, we’ll be silly and you’ll learn so much about yourself and your relationships. Most of all, you’ll set yourself and your child(ren) up for a bright future!

### ***Healthy Relationships Classes***

Other included classes cover the following topics: Sex Series, Womanhood, Boundaries, Marriage/Dating and Self-Defense.

## ***Personal Growth Series***

Our personal growth classes are designed to help you reach your full potential. These classes are important for your growth, maturity, success and happiness.

### **PGP | Self-Empowerment**

This 4-week class is designed to equip you with soft skills that will help you maintain relationships, remove yourself from unhealthy habits and ruts and grow in your confidence so that you can achieve your goals. During this class, you will cover four of the eight Imperatives outlined by the Pairin survey as the most important skills for growth. These include: Emotional Self-Awareness, Stress Tolerance, Resiliency, Self-Alignment, Self-Blame, Self-Confidence, Self-Assessment and Self-Restraint.

### **PGP | Self-Care**

Self-care as a mom is important, but what does self-care even mean? In this 4-week class, we will devote ourselves to discussing self-care in-depth while taking time in class to practice what we learn. We will brainstorm ways to take care of ourselves as well as discuss strategies to make time for self-care, how to prevent burnout and how to create healthy boundaries. It is our hope that this class will teach you more about yourself and the things you can do to care for yourself.

### **PGP | Pairin Meetings**

After completing the Pairin survey, you will meet with a Personal Growth Educator to review your scores and learn about your strengths and areas for growth. The meeting will cover your Drivers (the universal force that motivates you the most), your strongest Imperative score and your biggest area of growth within the Hope House Personal Domains. This is an opportunity for you to ask questions and share with Hope House staff what you are learning, where we can help provide accountability and celebrate your growth. You will take Pairin twice a year and meet with a Personal Growth Educator to compare your past and present scores and celebrate your accomplishments.

## ***Personal Growth Classes***

Other personal growth classes include: Communication and Mindfulness.

## Spiritual Growth Opportunities

### Bible Study

Every other week, there is an opportunity for you to participate in a Bible Study with other teen moms from Hope House. Our Bible Study will cover topics such as prayer; how to read the Bible; Jesus' life, death and resurrection; and so much more. All are welcome regardless of your beliefs or doubts.

Other spiritual growth opportunities include: Faith Night, Faith Week and Bible 101.

## Health & Wellness Support

Our Health & Wellness support is designed to promote whole-body health and equip you to make informed nutrition decisions that benefit yourself and your kids.

### H&W | Exercise & Movement

We offer many opportunities to build community through exercise! You can connect and move with your kid(s) in Family Yoga or take a much-needed break to recharge in Moms' Yoga. We also have a FUNctional Fitness class every other week and hold Fitness Challenges (with prizes) throughout the year.

### H&W | Cooking Classes

Join us for discussion and hands-on learning in one of our many cooking classes! We will cover topics such as pantry stocking, menu planning, cooking with kids, limiting food waste, shopping on a budget, buying and eating fruits and veggies, smart snacking and more. We will be making and tasting food in these classes, and you will even be able to take some home!



## **High School & GED Program**

Our High School & GED Program helps you prepare for your high school equivalency exams. We offer preparation for the GED and HiSet tests. Our GED Program Coordinator and our amazing volunteer tutors are committed to teaching you at your correct level rather than using a one-way approach used by many other programs. We even pay for your exams!

### **GED | GED Preparation Classes**

GED classes are offered Monday through Friday with morning, afternoon and evening sessions available. To be successful in this program, you must be able to commit to attend at least two classes per week. Once you complete your high school equivalency tests with passing scores, you are eligible to walk in our High School & GED Graduation! There are two or three graduations each year, depending on the number of graduates.

### **OHS | Online High School Diploma**

Students can complete their high school diploma through Penn Foster Online High School. Students work at their own pace to complete the 21.5 credit program, and can get help from our awesome tutors. Once the program is complete, you are eligible to walk in our High School & GED Graduation! There are two or three graduations each year, depending on the number of graduates.

## **College & Career Program**

Whether you are a graduate of our High School & GED Program or you have graduated from another school, you can be part of our College & Career Program! We will help you prepare for success in any path you choose—attending a trade school, pursuing college or going straight into the work world.

### **C&C | College & Career Consultation**

Come and meet with the College & Career Coordinator to discuss your ideas for college and beyond. During this time, you will research colleges and programs that interest you. You will also fill out online applications to the college(s) of choice and apply for Federal Student Aid which includes the Pell Grant to help pay for school. College campus tours and attendance at job fairs are available upon request. Developing job readiness skills and discussing next steps for your career are also an option if you are currently focused on joining the workforce. Consultations are offered five days a week, day and evening times available.



## **C&C | Cool Careers**

Have you ever wondered how to discover what new careers are an option for you? Whether you have a job already or you are just getting ready to start your career, this is a class for you. Each class offers new and interesting career choices. Professional women share their stories and help you find your way into the career you never knew you always wanted! Offered once a month or on an as-needed basis.

## **C&C | Career Development**

Join the College & Career Coordinator and a Hope House volunteer to learn the basics of Microsoft Office, Word and Excel. Other class opportunities include job search strategies, writing effective cover letters, resume building and rocking that interview.

## **Economic Support**

Our Economic Navigator takes great care in getting to know our teen moms individually in order to best support their journey toward self-sufficiency. Economic support services include assistance with human services, vital records, retrieving important documents, removing transportation barriers, financial literacy classes and individualized budget planning meetings.

***The following are some of the services the Economic Navigator provides:***

- **Human Service Needs**

Do you need help applying for Food Assistance, Medicaid, Cash Assistance Programs (TANF) or Child Care Programs (CCAP)? Maybe you need help with understanding your benefits or you would like to know about signing up for a Colorado PEAK account.

- **Vital Records/Important Documents**

If you are missing a birth certificate or social security card for you or your child, we can help you get both.

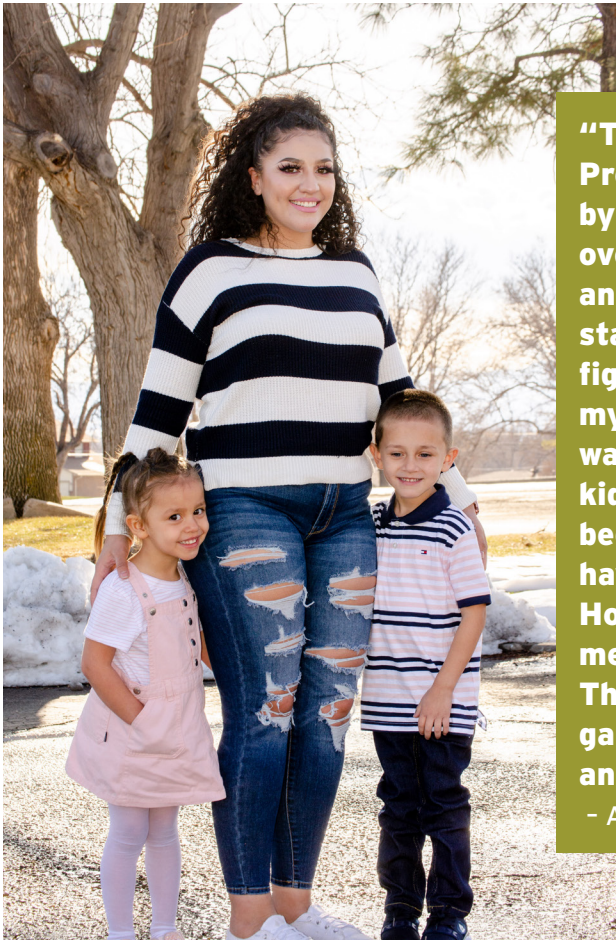
- **Clothing**

Our kiddos grow so fast! We take monthly trips to A Precious Child to help meet your family's clothing needs

- **Transportation**

## Legal Support

Our Legal Advocacy services assist with legal matters in district, county, municipal and juvenile courts. We do not handle criminal cases, which typically have private counsel, or a public defender assigned to the case; however, we do provide free legal support on a variety of criminal issues. Our primary focus is allocation of parental responsibilities, also known as custody cases. The Legal Advocate attends mediation in allocation of parental responsibilities cases, collaborates with attorneys and social workers to help resolve issues and provides emotional support during court proceedings. Additional support includes guidance on how to prepare and file legal documents and correspondence, assistance with case preparation for court appearances and guidance on court procedure. General questions are welcome, but the Legal Advocate will not provide direct legal advice and will not be able to represent you in any courtroom proceeding.



**"The Legal Advocacy Program has helped me by providing me with the overwhelming love, support and resources I needed to stand up as a mother and fight for what's right for my children. I am proud I was able to fight for my kids, but I wouldn't have been able to do it if I didn't have the support Hope House was able to give me through this program. Through this program I have gained confidence, strength and courage!"**

- Angeline, Hope House teen mom

## **HOUSING SUPPORT PROGRAM**

The Housing Support Program provides metro-Denver’s only Residential Program where parenting teen moms can live and work on self-sufficiency with the goal of obtaining stable, long-term housing for themselves and their child(ren). The program also provides housing support through partnerships with low income and transitional housing communities, while remaining updated on the Colorado housing market, legislative activity, and upcoming housing opportunities.

### **Residential Program**

Hope House Colorado’s Residential Program offers a safe, stable home for teen moms and their children who are participating in our programs and who have become homeless or are living in an unsafe environment. Our 12-bedroom home provides our moms up to a week of respite care, up to nine months of transitional housing or up to two years of comprehensive programming. While at the house, our moms are engaged and challenged through an Individual Growth Plan, learning to incorporate healthy routines into daily life while living with their children and their peers in a safe, supportive environment.

### **Housing Support**

The Housing Support Program offers additional housing supports through partnerships and resources. This includes tracking trends and availability of county, state and federal level housing supports and managing current and new housing partnerships. The Housing Support Program is responsible for assisting teen moms with obtaining stable housing and driving growth in the housing domain of the Self-Sufficiency Rubric. Housing support services include assisting teen moms to understand the different housing options that will best meet their current needs; guiding them through filling out housing applications; assisting them with obtaining vital documentation; and preparing for housing interviews as needed. Hope House utilizes a variety of housing partnership like Beyond Home, Warren Village, Urban Peak, Castle Gate Apartments and more to support teen moms’ housing needs.



# EARLY LEARNING & SCHOOL AGE PROGRAM

## Parenting Program

Parenting is a demanding but highly rewarding and important job. It can be physically draining as you chase an active, exploring child. It is mentally exhausting when you deal with discipline, mood swings and temper tantrums. Add to this the stressors of school, jobs, housing and navigating through some complicated relationships and you get a sense of what real parenting is like. But there are solutions to some of these challenges, and we desire to walk alongside and help you in your parenting journey. The Parenting Program is designed to help you strengthen your parenting skills and through our various classes, we will talk about what it really means to be the best mom you can be for your child!

## *Parenting Discussions*

### Specialty Moms Group

This group is for moms who have a child with a medical diagnosis or developmental delay. These moms meet at least once monthly to help one another with resources, advocacy and support.

### Pregnancy – Expectant Moms Focus

This discussion will be on prenatal health, development, delivery choices and family planning.



## ***Introductory and Age Specific Classes***

### **Parenting 101 - Parenting Overview**

This is a 4-week parenting class that uses the Nurturing Parenting curriculum. You must attend all four classes and finish assessments in order to complete the class and receive swag. Offered four times per year.

### **Infants - Newborn to 11 months**

This class focuses on brain development, calming a crying baby, pregnancy related depression, feeding and milestones. It includes a lesson on infant massage and interactive time between mom and child. Offered four times per year.

### **Toddlers - 11 months to 3 years**

This class focuses on development, understanding behavior, language, common frustrations and the importance of music and play. It includes interactive music time with mom and child. Offered four times per year.

### **Preschoolers - 3 to 4 years**

This class focuses on development, common behavior, school readiness and nutrition. It includes healthy snacks and interactive time with children. Offered four times per year.

### **School Age Child - 5 years and older**

This class focuses on development, behavioral concerns, common frustrations, choosing a school and extracurricular activities. Offered one to two times per year.

## ***Family Focus Classes***

Included classes will cover the following topics:

- Couples parenting
- Blended families
- Single moms
- Parenting more than one child
- Psychology of parenting classes
- Discipline styles
- Personalities in parenting

## **Early Learning & School Age Program**

The Early Learning & School Age Program (ELP) is available to you while you attend an activity or class on-site at the Resource Center. Your child can use up to three hours of time per day. The ELP offers opportunities for educational enrichment by using “Little InvestiGators.” The curriculum utilizes a comprehensive, developmentally appropriate approach to the first three years of a child’s life. The goal is to make ongoing, authentic observation-based assessments to provide responsive care based on the child’s natural curiosity and desire to know more through play-based learning. Your child will also learn about God and how much they are loved by Him through the very play-based and engaging Orange Bible curriculum. This curriculum exposes children to a Bible story through fun games, crafts, dance, movement and music!

### **PTC & ASQ | Parent Teacher Conferences and Ages & Stages Questionnaires**

Our goal as an Early Learning team is to partner with you to give your child the very best learning experience and make sure they are meeting developmental milestones. You will be invited to participate in an in-class, play-based assessment with one of our teachers and your child. We use the Ages & Stages Questionnaire (ASQ) to celebrate your child’s developmental milestones as well as provide support in learning areas where they may need some additional assistance. We will schedule a parent teacher conference to discuss your child’s development following the assessment and identify ways we can work together to provide your child with opportunities to continue growing. We will support you with activities that you can take home to work on with your child, and if there is a need for additional support, we will assist you with a referral for early intervention. We want to work with you to give your child the best educational start possible.

### **ELO | Early Learning Program Orientation**

Attending orientation is required to place your child(ren) in our Early Learning Program. You must meet with an Early Learning staff member to complete orientation. During the orientation, you will complete the registration form, create an Early Learning Ventures account, review the program handbook and spend time in the classroom with your child to help them with the transition.

### **CCC | Childcare Consultation**

Finding the right childcare can be a scary and difficult task, and it is no wonder – is there anything more important than your child? The Early Learning team will help ease your fears and concerns by explaining the various types of childcare; giving you advice on how to find a quality, licensed child care facility or preschool; and sharing how to find information to help you choose the right facility.

### **TCC | Tour Childcare Center**

In addition to childcare consultations, Early Learning staff members provide opportunities to tour childcare programs. Attending a tour with a staff member is a great way to familiarize yourself with a childcare provider and to know what to look for and what questions to ask during your visit.

### **MMT | Mommy & Me Time**

Our Early Learning team creates opportunities for you and your child to spend time playing and creating with each other.

### **CH | Clubhouse**

Clubhouse is a fun, engaging and nurturing place of belonging for preschool and school-aged children. We believe that learning is best supported when built on a strong social-emotional foundation in an environment where children feel seen, valued, heard and loved. We are passionate about offering academic and extracurricular enrichment opportunities with a child centered approach, naturally fostering an environment where children grow and thrive.

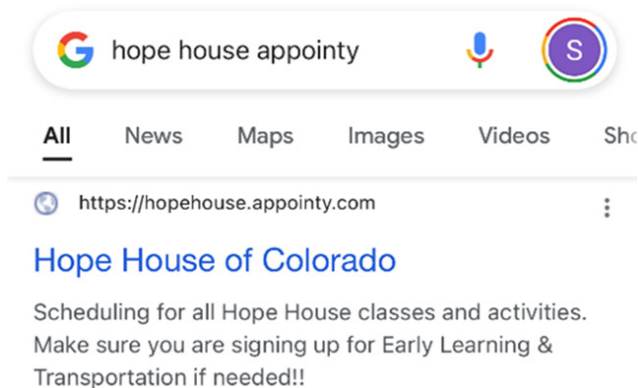


# HOW TO SIGN UP FOR ACTIVITIES, CLASSES, EARLY LEARNING & TRANSPORTATION

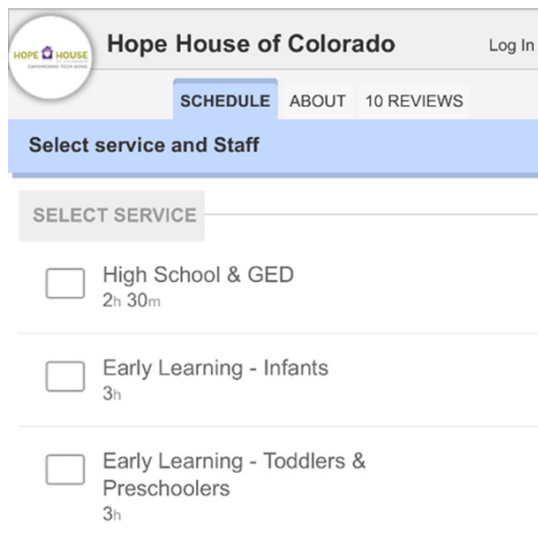
**Appointy** is the way you will be able to sign up for classes, events, Early Learning and everything else at Hope House!

How to use it:

## 1. Google “Hope House Appointy” and click the top option.



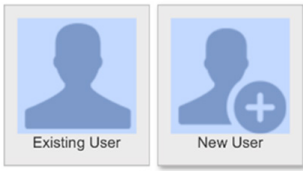
## 2. Once on the site, click “login” in the top right corner of your screen.





### 3. On the next page click “New User.”

NEW OR EXISTING? \_\_\_\_\_



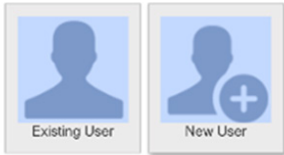
-OR-

Login Using



### 4. Fill out your info and click “Register.”

NEW OR EXISTING? \_\_\_\_\_



-OR-

Login Using



First Name	Last Name
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Password	Password
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[Register »](#)

### 5. Begin signing up for fun Hope House activities!!

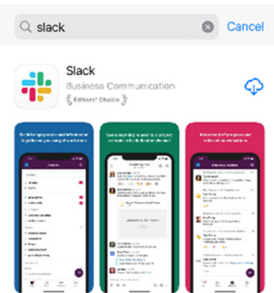
# SLACK COMMUNICATIONS PLATFORM



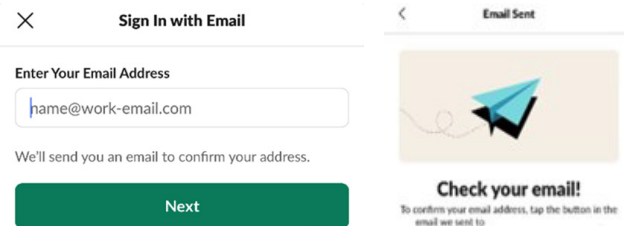
To hear about any events, connect with our staff members or to let us know you need something, **Slack** is how we communicate at Hope House!

## How to join:

1. Download “Slack” on the app store:



2. Create a new account with your email and FULL NAME:



3. Confirm your email address.



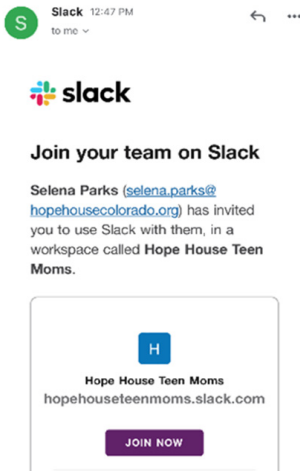
## Confirm your email address to get started on Slack

Once you've confirmed that \_\_\_\_\_ is your email address, we'll help you find your Slack workspaces or create a new one.

From your mobile device, tap the button below to confirm.

CONFIRM EMAIL ADDRESS

4. During orientation, you will receive a Slack invite from the Admissions Coordinator inciting you to the Hope House channels. Find this email and click “JOIN NOW.”



5. Turn on notifications and you are set!

## These are our channel names!

🔒 hhclassesandevents

- This is where staff will post classes, events, and weekly updates about what is going on at Hope House.

# hopehouseteenmoms

- This is where all our current and past Hope House moms can talk and share!

# donationsandresources

- This is where we post **all donated items** that are up for grabs, as well as any resources for housing, furniture, cars, bills, etc.
- **BONUS:** If you post an introduction of yourself in #hopehouseteenmoms you can earn Christmas points!

# TRANSPORTATION SERVICES

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Transportation is one of the biggest obstacles for some of our teen moms while they are working hard to reach self-sufficiency. That is why we love our new, beautifully wrapped vans! We can now transport our girls to classes, medical appointments and more.

## **Eligibility**

Staff providing transportation: You must be within our 15-minute (30 minutes roundtrip) range to request transportation. *Volunteers providing transportation* must be within 30 minutes of our pick-up area.

## **Transportation Cancellation Policy**

If you need to cancel transportation for a Monday morning class, or within hours of the class/activity/meeting, please reach out to the class/activity instructor via text or Slack message to let them know you do not need transportation. If a volunteer is providing transportation, reach out to the program staff as soon as possible.

## **Important Information**

When staff receive your request and can provide transportation, you will get notified via Slack if you will be picked up in a Hope House van or if a personal vehicle will be used. You will also be informed if you need to bring a car seat for your child or not. If your address has changed from the time you applied for our program, you must put the new address in the request and Slack the program staff so they can update your address in our system.

## **Day-of or day before pick-up**

You may get a text confirmation from the staff member or volunteer providing transportation as early as 24 hours before pick-up time and up to an hour before pick-up time. If you do not respond to the staff member or volunteer, we will assume you do not need to be picked up. Because technology and phones are unreliable at times, if you have not heard from staff or a volunteer, it is your responsibility to reach out about your request.



# HOPE HOUSE BOUTIQUE & FOOD PANTRY

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## Shopping at the Hope House Boutique and Food Pantry:

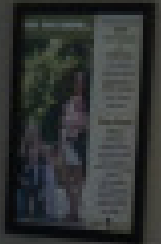
Our donors, champions and volunteers are an amazing part of our community. They are a significant part of Hope House and the resources we receive from them provide essential items to you and your child. We want to be responsible with our resources and be fair to everyone, so below are the guidelines for receiving in-kind items.

- You can stop by the Resource Center anytime the Resource Center is open to get diapers, wipes and formula.
- When you ‘shop’ in the Hope House Boutique, you can take as much as you can fit into one grocery bag or you can take one large item (donated furniture, stroller, etc.), unless specifically approved by a program staff member to take more.



HOPE HOUSE  
COLORADO

GRANDMA'S  
FRESH  
NOODLES  
KITCHEN



# POLICIES, RULES & EXPECTATIONS

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## POLICIES:

### **Anti-Discrimination Statement**

Hope House Colorado and its Programs *will not deny assistance to any teen mom on the basis of race, color, creed, religion or national origin.*

### **Age Requirements**

Community program participants must be between the ages of 15-25. Participants under the age of 18 must have parental consent to take part in any Hope House Programs. Parent/guardian must read and sign the policies.

### **Child Abuse Reporting**

If at any time a Hope House staff member reasonably suspects child abuse, it is the responsibility of the staff to report the suspected abuse to the appropriate authorities (local law enforcement and/or social services).

### **Confidentiality**

Information regarding any other teen mom and her child(ren) involved in Hope House programs is to be kept strictly confidential outside of Hope House. Information may only be shared if a participant witnesses or has direct knowledge of any illegal activity, suicide threat or physical or sexual abuse of a teen mom or her children. Participants must immediately report these issues to a staff member.

If a participant is currently following any legal or binding treatment plan developed by an outside agency and the instructor has knowledge that the treatment plan is not being followed, the instructor will be required to report that information with the involved case worker, etc. The Hope House Director of Programs will also be notified.





## **RULES:**

### **Children**

You are not allowed to discipline another mom's child. Please ask permission before holding another mom's child.

### **Visitation**

To keep Hope House safe, no unexpected visitors or guests are allowed in the Resource Center at any time. Loitering in the parking lot is strictly prohibited; if a student is being picked up, the driver must wait in the car.

### **Smoking**

Smoking is prohibited on Hope House Resource Center property. The Colorado Clean Air Act prohibits smoking within 15 feet of entryways. Participants must smoke tobacco products on the far side of the Resource Center parking lot (the location pointed out during your orientation) or in their personal vehicle. Please dispose of your cigarettes safely and respect the property. Use of marijuana is prohibited in outdoor places of public access and is prohibited on Hope House property.

### **Sustance Abuse**

Participants are prohibited from attending class under the influence of drugs or alcohol. Doing so can result in dismissal.

### **Physical and Verbal Abuse**

Hope House has zero tolerance for physical and verbal abuse of any kind. This includes cyber bullying via social media. Any form of abuse towards Hope House moms, staff or volunteers is grounds for dismissal.

### **Weapons**

Weapons are not permitted on Hope House property. If found in your possession, you will be asked to leave the premises. Repeat offenses will be grounds for dismissal.

### **Internet**

The internet may only be used for program-related purposes. All internet usage will be supervised by a Hope House staff member or volunteer.

*(Rules continued on next page)*

## **Dress Code**

Participants are required to dress in a modest manner while at Hope House. Staff reserves the right to ask you to change into an appropriate article of clothing if the dress code is violated.

- Tops may not show cleavage, belly or bra straps.
- Shorts and skirts must be mid-thigh in length and must not be worn low enough on waist to show underwear.
- Vulgar slogans or words printed on clothing are not permitted.
- No backless or see-through tops or pants.

## **Communication**

Hope House is not an emergency response program. In the event of an emergency call 911.

You are welcome to contact Hope House staff members via Slack anytime but please be aware that staff may not respond outside the hours that the Hope House Resource Center is open. If you send a Slack message to a staff member on the weekend or late in the evening, staff will get back to you when they are working at the Hope House Resource Center.

## **EXPECTATIONS:**

1. **VERY IMPORTANT!** Hope House expects participants to communicate with staff if they are going to be late or are going to miss a scheduled activity or meeting.
2. Hope House expects that everyone (including children) will be in their designated classes on time.
3. Hope House expects that participants will be respectful of one another and not use profanity or speak harshly to others.
4. Hope House expects that participants will clean up after themselves and their child after meals.
5. Hope House expects participants to keep their child in sight at all times when they are not in the Early Learning Center.
6. Hope House expects participants to use car seats.
7. Hope House expects participants to cover themselves while nursing.
8. Hope House expects participants not to prop their child's bottle while feeding.



**“The impact Hope House has had on my children’s lives and my life is enormous. Hope House helped me through the roughest parts of my life, and I am beyond thankful for that!”**

- Ambrosia, Hope House teen mom

**“I started seeing a counselor at Hope House while I was pregnant. I was so grateful for the diapers and wipes and food, but mostly just to have someone to talk to.”**

- Arin, Hope House teen mom



# HOPE HOUSE PROGRAM: DISCIPLINARY ACTION GUIDE

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\*Participants must have a teachable spirit in order to grow within Hope House Programs. If the Director of Programs determines a teen mom is no longer teachable, she will be dismissed from all Hope House Programs.

## VERBAL REMINDER BY STAFF

Staff will gently remind participant of Hope House rules/policies/expectations.

## MEETING WITH PROGRAM MANAGER OR DIRECTOR OF PROGRAMS

Program Manager or Director of Programs will communicate importance of Hope House rules/policies/expectations and add a new goal to the participants Individual Goal Plan.

## RESTORATIVE ACTION

If a participant continues to break Hope House rules/policies/expectations after meeting with the Program Manager or Director of Programs, they will sign a Restorative Action Plan.

## EXPULSION

If a participant does not comply with the Restorative Action Plan, they will be dismissed from all Hope House Programs.

The Director of Programs reserves the right to dismiss a participant from the program at any time.

## You will be asked to leave the program if:

- Drugs/alcohol are impeding your progress.
- You jeopardize the safety of Hope House staff or teen moms at any time.
- You are bullying other Hope House teen moms, staff or volunteers. This includes cyber bullying.
- You lose custody of your child/children.

## GRIEVANCE POLICY & PROCEDURES

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### Grievance

A circumstance of action considered to be unjust and therefore grounds for complaint or resentment.

### Policy

If you feel you are not being treated fairly or with respect at Hope House, please let a staff member know so we can resolve this issue as soon as possible.



# INCENTIVES

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At Hope House, we believe your hard work should be rewarded! Many incentives are available to you at Hope House. The following are some of the perks you can earn as you move towards self-sufficiency.

- Professional photo shoot
- SuperSHEro recognition
- Gift card for recruiting a new teen mom who then signs up for our programs
- Gas card for providing transportation to another teen mom
- Monthly \$50 gift card drawing when you come to Hope House
- Christmas points

**and so much more!**



## **GUIDELINES FOR EACH INCENTIVE**

### **“SuperSHeroes” Recognition**

A Program Manager will send out an email to Program team to request nominees a few days before the new quarter starts. The criteria for nomination – but is not limited to is as follows:

- Attendance (shows up when she RSVPs)
- Communication
- Drive for success
- Leadership
- Positive attitude
- Class participation
- Responsibility
- Respectful to peers, staff and volunteers

You will receive a \$100 gift card, recognition on our Teen Mom Slack page, and your picture goes up on our SuperSHeroes board in the Mama Bear Cave at the Resource Center!

### **Quarters**

The four quarters that make up the year are: January, February and March (Q1); April, May and June (Q2); July, August and September (Q3); and October, November and December (Q4).

## **Gift Cards**

### **Recruiting a New Teen Mom**

When you refer a teen mom to Hope House and they join our programs, you will receive a gift card for recruiting! You will also receive bonus points for the Christmas Store!!!

### **Gas Card**

When you provide transportation to another teen mom to a class, event or activity, you are eligible to receive a gas card for your kindness. Reach out to the staff member who oversees the class, event or activity before you attend the function to confirm we have one for you when you arrive.

## **Hope House Photo Shoot Guidelines**

Your hard work at Hope House can earn you a free photo shoot with a professional photographer!

## Christmas Points

For each step you take throughout the year towards becoming self-sufficient, you will earn points that can be used at the end of the year to “shop” for gifts in our Christmas Shop. The Christmas Shop will be overflowing with gifts - anything and everything you can imagine! That means every time you take a parenting class, bring your child to our Early Learning Program, meet with a staff member about your goals or earn your GED, you are earning points!

### Economic Support:

- Connections Meeting ..... 20 Points
- Goal Planning (IGP) Meetings ..... 20 Points
- Transition Interview ..... 20 Points
- Budget Meeting ..... 20 Points
- Obtain Your Driver’s License ..... 30 Points
- Graduate Seminar ..... 30 Points
- Moving into Your Own Apartment/House ..... 50 Points
- Initial meeting with Legal Advocate .....10 Points

### Personal Growth:

- Complete Orientation ..... 20 Points
- Post Introduction on Slack ..... 20 Points
- Referring a New Teen Mom to Hope House ..... 10 Points
- Counseling Session ..... 5 Points
- Bible Study..... 5 Points
- 1st Pairin Meeting with Personal Growth Educator .. 20 Points
- Re-take Pairin test..... 10 points
- Parenting Questionnaire with Parenting Educator ..20 Points

### Education:

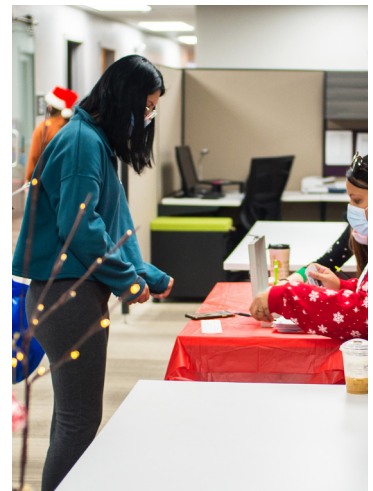
- Attendance at Educational Classes ..... 5 Points  
(GED, College & Career, Womanhood 101, Cooking Matters, Parenting, etc.)
- Completing a Class Series..... 25 Points  
(Parenting 101, Sex Series, Self-Empowerment, Financial Literacy, etc.)
- Walk in our High School/GED Graduation .....40 Points
- Complete Education Certification..... 75 Points
- Completing a Semester of College (with Cs or above) .....50 Points
- Holding the Same Job for 3(+) Months.....50 Points

### Early Learning:

- Child Care Consult ..... 5 Points
- Child Care Tour ..... 10 Points
- Enrolling child in full-time (licensed) Child Care. ....40 Points
- Parent/Teacher Conference .....20 Points
- Field Trip or Mommy & Me Event ..... 5 Points

### Giving Back:

- Giving Back Activities/Supporting Hope House... 5 – 25 Points  
(Speaking at an event, volunteering to help staff, etc.)











Back Cover  
photo here