**Sprout Parenting Class Agreement for Online Self-Paced Course**

**General Information:** Although each family is different, services provided by Sprout typically include activities such as helping identify family needs, clarifying goals and expectations, reducing life stressors, and teaching new skills such as child development and parenting skills. ***All Sprout services, are voluntary and you can choose to decline at any time***.

**Hours:** Sprout staff are available to support families Monday - Friday during office hours (9-5) at 907-235-6044. If staff is unavailable, families can contact local/national parenting hotlines 24 hours a day for support:

• Childhelp: 1-800-4A CHILD (422-4453)

**Fees**: Parenting classes are funded by Alaska Department of Health and Social Services, Alaska Children’s Trust and other charitable donors. Our funders require an 80% attendance rate and the completion of an evaluation at the end of class.

**Course Compliance and Completion:** Sprout’s self-led parenting classes are an opportunity for participants to learn at their own pace. Each time a section is completed, online participants will be able to move on to the next section. Sprout staff will be monitoring progress to make sure participants are accessing the information. If materials are not accessed for 1 week, staff will contact the participant to offer support. If materials are not accessed for 2 weeks, participants will receive an email stating that they have been removed from the class and can rejoin a future class. Participants will receive a downloadable certificate of completion after finishing the entire course.

**Disclosure of Confidential Information**: Your information will not be released without your written authorization; unless under the following circumstances:

• The receipt of a legitimate subpoena or court order.

• In the event of a medical emergency.

• The receipt of information that suggests child abuse or neglect has occurred or that a child has witnessed domestic violence.

• In the event of perceived serious threat of harm to someone.

• In the event of administrative review, auditors and contractors may review our records to evaluate program effectiveness.

**Confidentiality:** Given that providers reside and work in the community, there may be times when you see providers in public settings. To respect your confidentiality, we will not greet you in public unless you greet us first.

**Grievance:** If you are dissatisfied with the services you receive from Sprout, you are encouraged to call the Executive Director of Sprout (907-235-6044) to discuss the situation.

**Program Evaluation & Marketing:** Participants will be asked to complete online surveys about the services they have received. Your input is essential in maintaining the quality of the program. All results will be de-identified and remain anonymous when used for program analysis or marketing purposes, unless you have provided your consent to share.