

# Central Michigan Pregnancy Services Application for Earn While You Learn

Date: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ May we call you at this number? Yes No

May we leave a message on an answering machine, voice mail or with anyone who answers identifying ourselves and where we are calling from? (Circle one) Yes No If no, how should we contact you? \_\_\_\_\_

May we contact you by mail if we are unable to contact you by phone? Yes No

Any further instructions for contacting you? \_\_\_\_\_

Marital Status (Circle one): Single Engaged Married Separated Divorced Widowed

Due date: \_\_\_\_\_

Child(ren)'s birthdate(s): \_\_\_\_\_

\_\_\_\_\_

How did you hear about Earn While You Learn (EWYL)? \_\_\_\_\_

With which other area programs are you involved? (Ex. Evenstart, Early Head Start, etc...) \_\_\_\_\_

\_\_\_\_\_

What interests you about the Earn While You Learn program? \_\_\_\_\_

\_\_\_\_\_

Currently, EWYL is structured for women and consists of a client meeting one-on-one with a trained Parenting Instructor. Please check any time frame that you think may work with your schedule. We will do our best to take these times into consideration.

- Monday AM       Tuesday AM       Wednesday AM       Thursday AM       Friday AM  
 Monday PM       Wednesday PM       Thursday PM

Is there anything else that should be taken into consideration? \_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this application.

*All applications are reviewed and placed in the order they are received.*

*With a short waiting list, we expect to place you in the programs within a couple of weeks.*

*CMPS keeps no record of Baby Bucks earned and spent so they should be treated like cash.*

**No replacements will be given for lost or stolen Baby Bucks.**

## Central Michigan Pregnancy Services

# Agreement for Earn While You Learn Participants

*All EWYL participants are required to abide by the following. Please review each section and **initial** when you have read it. When you begin the program, your Parenting Instructor will further explain each section.*

### ***Missed Appointments***

In order to provide quality care to the women we serve and maintain availability for all, our office has adopted the following policy concerning missed appointments:

- A “**missed appointment**” is an appointment that our office did not receive a call to cancel or reschedule **24 hours in advance**. Please note that it is okay to leave a message on our voicemail if no one answers the phone when you call.
- When an appointment is missed, our office will attempt to contact you by telephone to reschedule.

### **However...**

- If more than three “**missed appointments**” in any six month period of time, you will not be able to receive additional help from CMPS for 30 days after the 3rd missed appointment. (Baby bucks already earned may be spent at any time.) You will be sent a letter notifying you of your third missed appointment, and your meeting time will then be available for people waiting to get into the program. After 30 days, you may call CMPS to see if there are any openings.
- At any time, CMPS has the ability to send a letter notifying you of a 30 day suspension. Reasons include but not limited to, frequent rescheduling, client’s inability to call more than 24 hours in advance for any reason, and Center’s inability to contact client during or after her scheduled appointment.

### ***Be On Time***

If you would like to get \$10 extra Baby Bucks, you must come consecutively 8 times **AND** be on time.

- If you are late for your appointment, you may not have that appointment count toward the extra Baby Bucks. Being at Joyful Beginnings during or after the beginning of your appointment also means you are late. Please be mindful of the time.
- Having consecutive appointments means you come eight times in a row without completely missing an appointment or calling less than 24 hours in advance.

### ***Childcare***

While we love children, this is **your** time. Childcare is not currently available at CMPS. Please note that if you are unable to arrange for childcare, your children will need to remain with you throughout your lesson and while at Joyful Beginnings. Please bring something to occupy your children so that you can get the most out of your time here.

Continued on the next page...

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### ***Joyful Beginnings***

Unfortunately we are not always able to have Joyful Beginnings staffed. If you happen to come at a time Joyful Beginnings is not open, you may only spend a few minutes in our store. Coming when Joyful Beginnings is not open may cause CMPS to be short-staffed in other areas. If you need to spend more than **10 minutes** shopping, please come back during a time Joyful Beginnings is staffed.

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### ***Baby Bucks***

Because of the popularity of Earn While You Learn, there are a few restrictions we have with Baby Bucks.

- The Baby Bucks you earn are for purchasing items for yourself and your child(ren). Your Baby Bucks are not meant for purchasing items for other individuals. If you have a special occasion or request, CMPS staff must approve it **BEFORE** the item is purchased.
- If you have purchased a large item that you cannot transport immediately, it must be picked up in a timely manner. If the item is not picked up within **two weeks of purchase**, it will go back up for sale. At that point, your Baby Bucks will be refunded to you.
- We **WILL NOT** hold items for you. If you do not have enough baby bucks, you will not be able to set anything aside. Perhaps the item will still be available when you earn enough Baby Bucks.

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### ***Item Returns and Donations***

Items purchased at the Joyful Beginnings Boutique **cannot be returned in exchange for Baby Bucks**. Please check all items **BEFORE** purchasing to ensure they work and have all pieces necessary.

While Central Michigan Pregnancy Services will always gladly accept donations of new and gently used baby and maternity items, **no Baby Bucks will be given for items brought to CMPS**. You may request a donation slip for tax purposes, however.

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### ***Item Limits***

In order to enable every Earn While You Learn participant to receive the items she needs, **certain items have per-week limits**. These items include diapers (3 packs per week per child), wipes (1 pack per week), toiletries (2 per week), new outfits (3 per week). Because the items available are ones we receive as donations, imposing limits ensures that everyone has an opportunity to purchase what they need. Also, with an increase of people interested in the program, limits may change as it becomes necessary.

*I have read, understand and agree to abide by the above statements.*

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Client's Name - Please print

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Client's Signature

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Parenting Instructor's Signature

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Date