



## Strong Families Institute Program Description

The **Strong Families Institute** is the in-depth skill building program that is the centerpiece for My Safe Harbor. It is a 32 week, intensive certificate program that creates an environment for education, inspiration and personal development.

### Curriculum

**The First Quarter is designed as a “jump start”** to introduce important information but also to develop the group dynamics and processes that will ensure success throughout the program. The entire program is built on principles of self-discovery and adult learner methods. The primary goal is to help women gain the confidence needed to take charge of their lives and families and move toward a healthy life style and stable family. Subjects include these topics: Respecting Yourself and Others, Finding Your Voice, Unleashing Your Potential, Home Management and Financial Planning and Management.

**The Second Quarter is devoted to Personal Development** and includes the internationally known program: Personal Strengths Relationship Theory™ which uses the assessment tool, Strength Deployment Inventory™ and also covers Understanding Personal Motivation and Conflict Management. Also included in this quarter are comprehensive sessions on: Relationships and Conflict Management, Reality Therapy/Choice Theory, Spiritual Formation, Building Self Esteem and Confidence, and Making a Personal Plan. At the beginning of the 2nd Quarter, each woman is assigned a trained and dedicated Mentor who will stay with them until graduation.

**The Third Quarter is called Strengthening Yourself and Your Family** and offers skills for improving home life and preparing to move on. Included in this quarter are comprehensive sessions on: Effective Parenting (5 weeks – 15 hours!), Being a Life-Long Learner, Employing What You’ve Learned, Evaluation and Inspiration, a comprehensive Reflections Paper and Graduation!

**The Fourth Quarter...is never over!** We call our alumni experience The Fourth Quarter. Once a month alumni meet for a potluck dinner, fellowship and continuing education. Child care is provided and extensive opportunities for continued learning, staying connected and being accountable are the primary goals.

### Specific Details

Groups meet once a week for 3.5 hours at the Harbor House, 819 S. Harbor Blvd. or 520 W. South Street, Anaheim, CA 92805. Contact the office for the most recent schedule.

A light meal will be served as part of the class.

Child Care will be provided by reservation only for children infants through 12. No children will be allowed in the classroom. **Children should be fed before arriving.**

All classroom supplies are provided.

Transportation is not provided, but ample parking is available.

Each quarter is 10 weeks long and requires the following to be making satisfactory progress:

- Regular attendance (maximum of two absences per quarter, dropped on the third)
- Completion of volunteer hours (negotiated as part of the enrollment contract for each participant - all hours must be completed before the beginning of the 3rd quarter)
- Completion of financial obligations (negotiated as part of the enrollment contract for each participant; all fees must be paid in full before the beginning of the 3rd quarter)
- Completion of all practice projects, success story papers, and various assignments per instructor deadlines
- Completion and presentation of Reflections Paper

## **Financial Expectations**

The SFI fee policy is built on three pillars: personal contribution (how much money you put in), volunteer hours (time you put back into the program) and sponsorships (people who come along side to support you financially). Every participant will benefit from all three pillars.

### **Personal Contribution**

The cost for each student is \$1,000, which includes trained facilitator, curriculum and books, supplies, a weekly meal, child care, special events and graduation. Every participant will be expected to contribute **at least** \$100 toward the program, including at least a \$5 deposit to be received upon acceptance into the program. A payment schedule will be custom designed to meet each participant's needs.

### **Volunteer Hours**

If participants are unable to pay the entire tuition, volunteer hours are required to make up the difference. Depending on how much additional support is required, a sliding scale will be administered to those who need more support, not to exceed 80 hours. Each volunteer hour will be credited at \$11.25 per hour. A volunteer schedule will be designed to meet each participant's needs.

### **Sponsorships**

Depending on how much additional support is required, we are committed to finding sponsors to ensure successful participation. With the help of sponsors and volunteer assignments, we will work with each participant to design a personal, fair and manageable plan.

### **Payment Plans**

Each participant will help design and then sign a Financial Contract that will indicate personal contribution and volunteer hours and assignments.

- To enter the program, all participants must put down at least a \$5 deposit (however we recommend a \$25 deposit) and sign a Financial Contract.
- All contracts will stipulate that payment plans must be completed before beginning the 3<sup>rd</sup> quarter.

- Participants will be expected to be pro-active about any difficulties that may occur. Failure to comply with the Financial Contract will result in dismissal from the program with no refunds.
- Participants who must drop out, and communicate early and clearly about needs, will be accommodated as much as is possible. If they choose to start again with another cohort, past payments may be credited to a new contract.

### **Application Process**

Each participant is required to:

- Call the office to make an appointment with My Safe Harbor staff for an Admissions Interview
- Fill out the application in full including Essay and Financial Contract
- Provide their signature on all required documents
- Provide a minimum deposit of \$5 (*\$25 is recommended*)
- Provide a letter of recommendation. (*The application is not complete without one. It should be supplied by someone who knows the applicant well and is familiar with their work ethic and potential for success in the program. A sample will be supplied upon request.*)



# Strong Families Institute Program Application

Cohort/cohorte \_\_\_\_\_

Date/Fecha \_\_\_\_\_

Name/Nombre \_\_\_\_\_ Phone/Teléfono \_\_\_\_\_

Mailing Address/Domicilio \_\_\_\_\_

Email Address/Correo Electrónico \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last Grade Completed \_\_\_\_\_ Diploma/GED? \_\_\_\_yes\_\_\_\_no

How did you hear about the program? ¿Como escucho de este programa?

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Please describe your education experience: Describa su experiencia educacional:

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Please describe your job experience, if any: Describa su experiencia de trabajo:

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Referred by/Referida por: \_\_\_\_\_ (recommendation letter attached)

Please list your children below/ Datos de Hijos/as abajo:

Name/Nombre                      Date of Birth/Fecha de Nacimiento    Sex    Location of Father

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I understand the attached calendar. Child care available upon reservation / Entiendo que estas clases son por la calendar. Cuidado de niños/as esta disponible por reservación.

Completed Application / Aplicación Completa

Recommendation Letter / Letra de Recomendación

Interview Appointment Made / Entrevista Hecha

With: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

I will need child care during my appointment / Necesitare cuidado de niños/as durante mi entrevista

I will need child care during classes / Necesitare cuidado de niños/as durante mis clases

My signature below indicates that **I have read and understand** the following: / Mi firma abajo indica que **yo e leído y entendido** lo siguiente:

- All classes will be presented at the Harbor House, 819 S. Harbor Blvd. or 520 W. South Street, by *My Safe Harbor* / *Todas las clases serán presentadas en el Harbor House, 819 S. Harbor Blvd. o 520 W. South Street, por My Safe Harbor*
- I must sign in each and every time I attend class / *Debo de registrar mi entrada cada vez que atienda una clase*
- Each session in the Institute is 3.5 hours long for 32 weeks. / *Cada sesión en el Instituto son 3.5 horas de duración por 32 semanas.*
- I must be available for the entire 3.5 hour session each of the 10 weeks all four quarters. I must complete at 34 sessions to graduate. *Debo estar disponible por la entera sesión de 3.5 horas por las 10 semanas enteras.*

- I must attend a one-time Interview (you will need to make an appointment as quickly as possible.) Contact the office 714-399-0590 x 210 to make an appointment.  
*Comuníquese con la oficina 714-399-0590 x 210 para hacer una cita*
- I understand that child care is available on a pre-registration basis only. / *Entiendo que cuidado de niños es disponible solo en la base de registraci3n antemano.*
- I understand that I am required to make a deposit before the first class session./ *Entiendo que estoy obligado a hacer un dep3sito antes de la primera sesi3n de clase.*
- I understand that the class begins on \_\_\_\_\_ and continues through \_\_\_\_\_ and that I must attend all classes. / *Entiendo que las clases empiezan en \_\_\_\_\_ y continúan hasta \_\_\_\_\_ y debo de atender todas las clases.*

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Signature / Firma

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Date / Fecha



**Strong Families Institute**  
**Participant Purpose Statement**  
*Should accompany full application packet*  
*Debe acompañar el paquete de solicitud completo*

Name/Nombre \_\_\_\_\_

Name of Referring Sponsor/Nombre de Patrocinador \_\_\_\_\_

Phone & Email of Sponsor/Numero y Coreo Electrónico del Patrocinador:

\_\_\_\_\_

Please write a brief statement about yourself and how you believe the Strong Families Institute will help you to achieve your personal goals and to build a strong family. / *Escriba una breve declaración de usted y como usted cree que el Strong Families Insitute le ayudara a lograr sus metas personales y crear una familia fuerte.*

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Signature / Firma \_\_\_\_\_

Date / Fecha \_\_\_\_\_



# Strong Families Institute Financial Package Contract

The Strong Families Institute fee policy is built on three pillars: personal contribution (how much money you put in), volunteer hours (time you put back into the program) and sponsorships (people who help underwrite the program). Every participant will benefit from all three pillars. / *El Strong Families Institute póliza de cobro es basada en tres pilares: contribución personal (cuanto dinero usted pone), horas de servicio (tiempo que usted pone de regreso al programa) y patrocinadores (personas que ayuda a financiar el programa).*

This is the contract that you will willingly enter into with My Safe Harbor to cover the costs of your participation in the Strong Families Institute / Este es el contrato que usted entrara de pura voluntad propia con My Safe Harbor para cubrir los gastos de su participación on el Strong Families Institute:

Name/Nombre \_\_\_\_\_ Cohort/Cohorte \_\_\_\_\_

Personal Contribution / Contribucion Personal: \_\_\_\_\_

Volunteer Hours / Horas de Servicio: \_\_\_\_\_

Payments will be scheduled as follows / Pagos seran programados como sigue: \_\_\_\_\_

Other Notes / Otras Notas: \_\_\_\_\_

**NOTE:** This financial obligation must be completed before the 3<sup>rd</sup> quarter begins, which would be, \_\_\_\_\_ unless otherwise specified in writing. **NO REFUNDS** will be given if a participant is dropped for lack of attendance or failure to comply with the Financial Contract.

**Nota:** Esta obligación financiera debe ser completada antes de la 3rd sesión, que será \_\_\_\_\_, a menos que sea dicho de otra manera por escrito. **NO HAY REMBOLSOS** si un participante es retirado por falta de asistencia o falta de seguir con su Contrato Financiero.

Participant's Signature  
Firma del Participante

Date  
Fecha

Director's Signature  
Firma del Director

Date  
Fecha