



“A United Way Black Empowerment Works Partner”

Butterflies in Heels Parent Handbook

The All Bout Me Teen Pregnancy Prevention Program has undergone a name change and is now Butterflies in Heels. Although the name of our program has changed, our purpose and focus to help girls achieve their best will remain the same.

Who We Are

Butterflies in Heels is a program dedicated to providing young girls with valuable life skills needed to promote strong interpersonal skills, pro-social friendships and optimistic futures, skills needed to prevent poverty. Butterflies in Heels has been designed especially for girls ages 10-18 to teach them how to tap into their inner strengths, gifts, talents and abilities so they can achieve their dreams.

Butterflies in Heels is a year round program able to be offered during school hours, as an after-school program and as a summer enrichment program. Girls participating in the program will gain life building skills through meditation, journaling, literacy, STEM, entrepreneurship, hands-on activities, motivational speakers, arts, crafts, career research, community service projects, field trips and more. Butterflies in Heels will equip girls with the skills necessary to break the cycle of poverty and nurture them to be confident and motivate them to excel in all areas of their lives.

Through the program girls will learn the importance of early career exploration, proactive career planning, how to select the college that is best for them and how to start up businesses. To accomplish these and other goals young ladies will learn the value of self-care, developing a growth mindset and how to master goal setting and achievement in a caring and nurturing environment.

The name selected for the program is representative of the various stages each young lady experiences from infancy through adulthood much like the stages a butterfly goes through before morphing into an adult. The goal of the program is to equip girls with valuable 21st century skills needed for successful career paths leading to adult self-sufficiency.

Overtime, Butterflies in Heels will be an invaluable resource to the community.

Parental Consent

I hereby give permission for my child to take part in all enrichment and activities set forth by the Butterflies in Heels program. This may include community outings, social emotional group (discussions on health, personal development, self care, etc...) and community service learning. If a medical emergency arises, program staff will take all steps necessary to ensure the safety of the participant and will call, if necessary, a public emergency vehicle for transport to an emergency facility. I understand that I will be responsible for any transportation charges and medical expenses incurred. I agree that if a health condition exists now or in the future which would impact the participation of those listed on front, I will notify the Founder and President of Butterflies in Heels. I give my consent to the Butterflies in Heels program to take my child's photograph during program activities, to be used for education and public relations purposes. I further give my consent to the School District and the Butterflies in Heels program to share my child's student records with each other for purposes of collecting data, providing educational support and assistance. In addition, I understand Butterflies in Heels will use my child's school records to evaluate individual progress and improvement, as well as to evaluate the impact of the program on student achievement.

Butterflies in Heels Release and Liability Waiver:

I understand Butterflies in Heels assumes no responsibility for injuries or illness sustained as a result of participation in any physical activities or activities at the school or out in the community. I expressly acknowledge on behalf of myself and my heirs that assume the risk of any and all illness, which may result from my participation in these activities. I hereby release and discharge Butterflies in Heels, its founder and any employees from any and all claims for injury, death, loss, or damage sustained while participating in these activities. I understand Butterflies in Heels is not responsible for any personal property lost or stolen while on the premises or out in the community. I give my permission to Butterflies in Heels to use photographs, film footage, audio, or video tape recordings, which may include images of myself or my child(ren) or our voices for the purpose of promoting and interpreting the Butterflies in Heels programs and services to the general public.

ACCEPTANCE: I acknowledge the Waiver set forth above. I hereby certify that I have read and do understand all of the above information:

Parent/Guardian Signature

Printed Name

Date

Program Rules

Attendance- Participants are required to attend weekly. Girls that are absent from program two week prior to an upcoming event will be excluded from that activity. Exceptions will be made in cases of medical emergencies (doctor's note required) and family emergencies may be excused at the discretion of the Founder/President. Girls absent **10 or more** days (in a month) from the program will be terminated and unable to return until the next program year. Exceptions may be given to medical matters but will be at the discretion of the program's Founder/President. Participants arriving to program late will require a note to enter.

2 Absences= a verbal warning

4 Absences= a written notice sent to the parents (placed in the file) to bring the absences to parents attention

6 Absences= a face to face meeting between parent, program manager and Founder/President

10 Absences= notice of termination from the program mailed to address on file (copy placed in the file)

3 Tardies= 1 absence

Grades— Grades will be checked on a weekly base and recorded on the Weekly Progress Sheet to assist in helping young ladies to stay on top of their grades and assignments. All outstanding assignments must be current to participate in field trips or events during the school year.

Incentives— Girls making honor roll will receive a quarterly incentive in the form of a gift card valued at up to \$50.00.

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Behavior— While in the program, young ladies will be held responsible for their own behaviors in the school building and out in the community.

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Dress Code- During the summer month's (when applicable) dresses, shorts and skirts may be worn but they must be fingertip in length. Halter tops, tube tops, or extremely short skirts or shorts cannot be worn. If your shirt or top is the same length or longer than your shorts or skirt please do not wear it to the program or you will be reprimanded which may consist of being sent home and placed on a removal for failure to follow the program's dress code. Sandals, flip-flops are appropriate footwear except on certain field trips. When wearing low-rise jeans, please make sure to wear a shirt that comes past your bottom to assure your bottom isn't seen. Attire worn of this nature will be grounds for reprimand if not properly covered. When wearing light or white colored clothing, please be sure your underwear isn't visible through them. If leggings are worn,

they must be worn up under with a waist length shirt. Failure to follow any section of the dress code is grounds for reprimand.

EXTREMELY TIGHT, SHORT OR REVEALING CLOTHING IS STRICTLY PROHIBITED!!



Field Trips-Casual clothing may be worn on all field trips with the exception of field trips related to careers or college tours (when applicable). Business casual attire **must** be worn on career field trips and/or college tours along with comfortable shoes for both (when applicable). A list of what falls under business casual clothing will be given with permission slips for these particular field trips. Permission slips and weekly progress sheets must be turned in on time along with all schoolwork being in good standing at school.



Family Events- All family events **must** be attended by a family member and the program participant. There will be **2** events per year and someone from each girl's family **must** attend. Children with strong support systems fair better in life. Notices concerning all family events will be sent homes **2-4 weeks** prior to each event to give families time to adjust their schedules as needed.



Violence- Violence and disrespect of any magnitude **will not** be accepted; you will be removed from the program **permanently**. This rule applies to your child's presence in the program, at school or out in the community because she represents Butterflies in Heels. If you are having problems with someone in this program or outside this program please bring it to the attention of your parent, your teacher and members of this program immediately so that it can be dealt with appropriately. We are your support system and your safety along with your well being is our first priority. If you are being bullied by anyone, you **must** bring it to someone's attention right away. Weapons are not allowed in or around the program and if found in a participant's possession she will be removed from the program permanently along with the possibility of facing criminal charges at the discretion of the Founder and President of Butterflies in Heels.



Community Service Projects- Girls **must** complete and document 4 hours of community services on their own time monthly beginning January 2023. Where young ladies choose to perform these services is at the participant's discretion however, their hours and service must be verifiable.



Career Research- Each girl **must** research 6 different careers (1 career a month) while she is in the Butterflies in Heels program. She must complete a career research worksheet and that worksheet must be turned in monthly and

will be placed in her career binder. All girls must participate in all career workshops (when applicable).



Weather-The Butterflies in Heels program follows all school closures for inclement weather.



No Exceptions-This is a voluntary program and any girl may leave whenever she desires but under no circumstances will she be allowed to return that year. She may return the following program year (if applicable). This rule also applies to any young lady who has had to be removed from the program due to poor attendance or behavior issues.