



Phoenix Private Academy | Intake Policy

Step 1: Upon receipt of the completed contact form, **Executive Assistant, Ms. Kelsey Rhodes** will be in contact to schedule an **in-person meeting and tour** for the parents with the **Principal, Ms. Maja Maricic**.

While you are on your tour with Ms. Maja, your learner will meet with one of our **Intake Coordinators, Ms. Jennifer Wyatt or Mrs. Elizabeth Holt**, for a **complimentary one-hour screening session** designed to evaluate the learner's skills and determine suitable placement requirements.

Step 2 – The Intake Coordinator will follow up with the family immediately verbally after the screening to share a brief overview of the results, determine suitable next steps, and schedule the full assessment day. The assessment cost is a **flat fee of \$500.00** and must be paid prior to the assessment date. A written summary of the screening will be provided via email by the intake coordinator within **48 hours**.

Should the parent/guardian wish to move forward, the Intake Coordinator will also ask for a signed **two-way disclosure form** to facilitate a necessary behavioral and academic reference with the learner's previous school or center.

Step 3 - Following the full-day assessment, the intake team will provide verbal feedback as well as an email summary outlining enrollment steps within **48 hours**. After the Intake Coordinator's summary, the administrative team will contact the family with necessary documentation to confirm enrollment. Additional assessments requested by the intake coordinator are scheduled separately and billed at **\$200.00 per hour**, the same rate applies to written recommendations requested by parents/guardians.

- **Trial and Enrollment Conditions:** Suitable candidates will be offered a one-week trial. Learners who do not qualify will receive either additional assessment time or the option to enroll at Phoenix once a **BSP (Behavioral Support Plan)** is developed, support staff are acquired, and all parties mutually agree.
- **Behavioral Policy:** A trial may be terminated if a student exhibits significant problem behaviors during the screening or trial week, in which case a signed BSP must be in place for continued enrollment.
- **Assessment Fee:** The **\$500 assessment fee** is payable via personal funds, certain private insurance plans, or the learner's OAP funding. Please notify us if you plan to use OAP funding so we can issue the correct invoice. Payment is made via e-transfer to accounting@phoenixprivateacademy.com
- **Cancellation Policy:** Cancellations made at least 48 hours in advance are eligible for a full refund. After this period, no refund will be issued. The assessment may be rescheduled with a minimum of 24 hours' notice.