



Intake Policies and Procedures

The intake assessment is a critical step in ensuring that your learner receives the appropriate academic placement and other social, emotional and/or behavioral support at Phoenix Private Academy.

Process Overview:

*Once Phoenix Private Academy has received the completed client intake form, our **Executive Assistant, Ms. Kelsey Rhodes** will be in contact with you to set up an in person or virtual meeting with our **Principal, Ms. Maja Maricic**.*

Step 1 – After the initial meeting, Ms. Maja will follow up with the applicant to confirm their interest in proceeding with the intake process and to introduce them to one of our Intake Coordinators, **Mrs. Elizabeth Holt or Ms. Jennifer Wyatt**.

Step 2 – Our executive assistant will provide the applicant with important details and requirements in order to move forward with the assessment. A **\$500.00 deposit** is required to secure your learner's assessment appointment and initial meeting with the intake coordinator. This deposit will be applied to your final assessment invoice. **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.**

Step 3 – Once the assessment deposit is received, one of our **Intake Coordinators, Ms. Jennifer or Mrs. Elizabeth**, will contact you to arrange the initial parent meeting, during which, they will meet with the applicant to begin assessing the learner. Please note additional assessment days may be scheduled if necessary. At any time during the intake process, the intake coordinator may request additional relevant documentation from the applicant such as:

- Psycheducational Assessments
- Observation Assessment Reports
- Other Documentation Regarding The Learner.

The intake coordinator may also request an academic and behavioral reference from the learner's previous school or center. A two way disclosure form will be provided to you by the executive assistant for your signature.

Step 4 – The **hourly rate** for the assessment is **\$200.00 per hour**. The final assessment fee may range between **\$800 and \$2000** based on the individual learner's needs.

Step 5 – This fee **may** be covered through personal payment, certain **private insurance plans**, and/or the learner's **OAP funding**. Please inform us if you intend to use OAP funding so that we can issue the appropriate invoice.



Step 6 – Upon completion, the intake coordinator will meet with the applicant to provide the placement recommendations and assessment results. A **comprehensive written report** of the assessment result is also available **upon request**. The write up can take anywhere between **2-5 hours** to complete, and is charged at the assessment rate of **\$200.00/hour**. This is included in the \$800.00-\$2000.00 range for the total estimate of the assessment.

A written copy of the report will be shared with the applicant, principal and executive assistant and stored in your learners file on site.

Step 7 – The principal and executive assistant will then confirm enrollment to the applicant, if applicable. Our executive assistant will provide the applicant with all necessary documentation to complete enrollment.