



## Phoenix Intake Process - Summer Programming

### **1. Initial Meeting Scheduling**

Once your completed Summer Intake Form is received, our Executive Assistant, Ms. Kelsey Rhodes, will contact you to schedule an initial in-person or virtual meeting with our Principal, Ms. Maja Maricic.

### **2. Assessment Confirmation and Deposit**

Following the initial meeting, Ms. Maja will touch base via email to confirm your interest in proceeding with the baseline assessment for summer services and introduce you to one of our Intake Coordinators, Mrs. Elizabeth Holt or Ms. Jennifer Wyatt. Our executive assistant will then provide the necessary details and requirements to move forward.

- A \$500.00 deposit is required to secure your learner's assessment appointment and initial intake coordinator meeting. This deposit will be applied to your final assessment invoice.
- Cancellations: A full refund is provided for cancellations made at least 48 hours in advance. No refund will be issued after this period.
- Rescheduling: The assessment may be rescheduled with a minimum of 24 hours' notice.

### **3. Assessment Scheduling and Documentation**

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 begin assessing the learner. Please note additional assessment days may be scheduled if necessary.

**Documentation Request:** The Intake Coordinator may request additional relevant documentation from the applicant at any time, such as:

- Psychoeducational Assessments
- Observation Assessment Reports
- Other Documentation Regarding The Learner

**References:** The Intake Coordinator may also request to conduct a reference check from the learner's previous school or center. Our executive assistant will provide a two-way disclosure form for your signature.

### **4. Assessment Fees and Payment**

- The hourly rate for the assessment is \$200.00 per hour.



- The final assessment fee is based on the individual learner's specific needs.

**Payment Options:** 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.

### **5. Assessment Results and Recommendations**

Upon completion, the Intake Coordinator will follow up via email with the parents to provide a summary of the assessment and their initial recommendations from the trial day.

**Written Report:** A formal written report of the assessment results is available upon request. The write-up takes between 2–5 hours to complete, charged at the assessment rate of \$200.00/hour. A written copy of the report will be shared with the applicant, principal, and executive assistant, and stored in your learner's file on site, should you wish to receive a formal written report.

### **6. Final Registration Confirmation**

The principal and executive assistant will confirm acceptance of your learner to the summer camp program via email and proceed with providing any additional documentation required.