

The Admissions Process

Residential & Day
School

Step 3
Enrollment



Heartspring

Hello!

We are very pleased you are moving forward with an enrollment at Heartspring. We understand the conflicting emotions that typically come at this stage in the process—from hope to anxiety to guilt and grief and back to hope and so on.

The Admissions Department will do our best to help you understand the additional steps you will be taking through this process, and we encourage you to set up a time to tour our campus if you haven't already done so.

In addition, here are some things to be looking for and reviewing:

1. Once the enrollment date is confirmed (meaning parents and the funding agency have accepted Heartspring's enrollment date offer), the Admissions Department will send parents:
 - The Admissions Checklist
 - The Parent Handbook; along with:
 - Enrollment Paperwork
 - Packing List and Inventory List
 - Policies to review
2. Intake Meeting - An Intake Meeting is scheduled and held.
 - This meeting is held at least **two weeks** prior to the enrollment day
 - Parents/guardians, the referring school/agency and anyone else who knows the student well should participate via conference call.
 - This meeting is approximately two hours long and helps guide the creation and implementation of the Behavior Intervention Plan and the Individualized Training Plan. We also draft the Reintegration Plan in this meeting, which defines the three main reasons for placement in addition to outlining related goals for the purpose of enabling a student to transition back to his or her home community.
3. Funding/Contract is secured and is in place for private pay, and/or school/agency funded students.
4. Complete and return as much of the Enrollment Paperwork as possible, **PRIOR** to the enrollment date.
 - This will make the enrollment day go more smoothly as less time will be spent completing forms and more time can be spent unpacking, decorating, and spending time with your child after school
5. **Enrollment Day Sample Itinerary**

Heartspring Enrollment Day - Sample Itinerary	
9 a.m.	Arrive at Heartspring School entrance. The child & parents may tour the campus together. Then the child will go to his/her classroom.
9:30 a.m.	Parents meet with an Admissions Department representative to complete/review all enrollment paperwork and do Parent Orientation.
10:30 a.m.	Parents meet with a nurse to go over medical paperwork, provide medications, discuss any other medical needs/questions, etc.
11 a.m.	Parents meet with a Behavioral Services team member to go over what the day will look like from a BCBA perspective, and discuss camera consent if applicable.
11:30 a.m.	Parents meet with the School Psychologist to discuss/sign IEP documentation.
12 p.m.	Parents have lunch with the Admissions Department and their child's Home Supervisor/Home Assistant Supervisors
1 p.m.	Parents unpack, organize, and decorate their child's bedroom
3 p.m.	Parents Attend a team meeting to discuss their child's first day
3:30 p.m.	Parents spend time with their child in the group home after school.
5 p.m.	Parents say "goodbye" to their child. We recommend you use dinner time as a natural transition.

6. **Final Thoughts** – While leaving your child at a residential placement may be a new experience for your family, please know that the staff at Heartspring have assisted many children, moms and dads, guardians, grandparents, siblings, and other loved ones through this process. The Heartspring staff and the other Heartspring families are ready to welcome and support you. If you'd like, we will match you with a Parent Mentor who may also be relatively new to Heartspring or who may be a veteran in this experience. Lastly, there is a private Heartspring Parents Facebook Group that the Admissions Department can tell you more about. The entire Heartspring family looks forward to building a positive, collaborative, and working relationship with you as we all work together to see your child learn to become safe, gain new skills, and make strides towards a more independent life.

Next Steps



Step 1

Inquiry Phase



Step 2

Submit Application

Provide Records

Tour our Campus (may do this in Step 1 if preferred)

Acceptance Letter

Enrollment Date Offer



Step 3 – CURRENT PHASE

Admissions Process Continues

Enrollment Date