

CONDUCTIVE LEARNING CENTER

Student Selection, Admission and Retention Guidelines

Mission: To provide opportunities for preschool and school age children with motor challenges to achieve optimal physical, cognitive and social independence through the application and promotion of conductive education principles.

Student Selection Policy

The Student Selection Policy establishes prioritization guidelines for accepting children to any given Conductive Learning Center session. This policy recognizes that when more applications are received than openings are available those applicants with the highest potential to benefit will be given priority.

The following general considerations will be used when selecting students.

1. Priority will be given to those children assessed to have the highest potential to benefit from conductive education with prerequisites of being cognitively capable of meaningful participation and having physical challenges that can be improved.
2. Priority will be given to those whose placement is appropriate to the groups that are available.
3. If other factors are equal priority will be given to those children who are re-applying over those who are new applicants.
4. Children will be admitted for no more than a three-year period or up to entry into kindergarten class whichever occurs first. At that time the child must reapply to continue.
5. A Student Acceptance/Completion Committee will assist in making selection determinations. It will be composed of the Executive Director, Program Director, medical representation and educator representation.

Admission Policy

The Conductive Learning Center (CLC) admits students of any race, color, and national or ethnic origin. In order to successfully meet the needs of the students for whom the CLC is organized, the following criteria for admission will apply:

1. Medical or educational diagnosis of a motor challenge, usually caused by cerebral palsy or spina bifida.
2. Intellectual, physical, emotional and social compatibility with established program capability and success predictors.
3. Commitment of parents to support the success of their child in the classroom and at home.
4. Any other factor that the CLC, at its discretion, deems relevant for the best interest of the CLC and other attending students.

Prior to the admission of a child to the Conductive Learning Center, the following steps will apply:

1. CLC receives a completed application form with a \$25 non-refundable application fee.
2. CLC receives copies of pertinent medical and educational records.
3. Participation in a scheduled assessment on site with the Program Director or her designee, or a mailed video following the Video Assessment Guidelines, either of which requires payment of a \$100 non-refundable fee.
4. The conductor staff will decide, in their sole discretion based on the factors outlined above, if the Conductive Education program holds promise of functional progress for the child. Parent(s) will be notified of a decision within one week of the assessment.

Provisional acceptance will be followed by a trial enrollment period. A subsequent evaluation will be conducted by the conductor staff to determine if continuation in the program will benefit the child. If the child does not continue, the unused portion of the tuition will be refunded.

Withdrawal Procedures

If parents decide to withdraw their child from the Conductive Learning Center, the following procedures apply:

1. A written notice of intent to withdraw should be made at least two weeks prior to the date of withdrawal.
2. Tuition payments and any other fees are due by the end of the first week of the scheduled class. There will be no refunds if a withdrawal occurs at any time during a scheduled class.

Completion

Children will be deemed completers of conductive education classes offered at the Conductive Learning Center when (1) a trial enrollment period has expired, (2) a plateau in developmental progress has been reached, (3) a class or program for a specific age or ability group was/is not available, and/or (4) the goals of a scheduled follow-up program have been reached.

A child will be terminated from the program if it is determined that the safety of the student or other students is threatened by continuance of the child in the program. Such determination will be at the sole discretion of CLC. Tuition will not be refunded.

Parents may apply for reconsideration of admission to the program if significant changes have occurred in a child's capability.