

# Renaissance Learning Center

## Philosophical Statement

It is the goal of RLC to provide an opportunity for educational and treatment programming for children diagnosed with autism. RLC accepts FAMILIES, not students. Parents/guardians, at the time of intake, must demonstrate a willingness and ability to be active participants in their child's educational and treatment programs.

## Admissions Policy

- The Renaissance Learning Center, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.
- Prospective parents/guardians will be clearly informed regarding the purposes and objectives of the school, the educational program and methodology of the school, the qualifications of the staff, and the requirements/expectations of the students and families.
- The school will meet all applicable state and local health, safety, and civil rights requirements. It will not violate the anti-discrimination provisions of S.228.2001, Florida Statutes.

## Admissions Procedure

1. Interested parents/guardians complete an application. Forms remain on file at RLC.
2. The Principal will notify the board of directors that an opening has become available, intakes are being scheduled, and when a candidate has been selected.
3. When an opening becomes available, the Principal/Educational Director will review the application to determine appropriate candidates for the opening. Appropriate candidates will be selected using the following criteria:
  - IEP (Individual Education Plan) indicating the eligibility for services for autism
  - Age of prospective student
  - Skill level of prospective student
  - Student's potential benefit from RLC's program
  - Peer match with RLC's current student population (if the student is age 6 or older)
4. Parents/guardians will be contacted to determine if there remains an interest in placement at RLC. If the party is still interested, current records, including medical and educational evaluations, will be requested. Student evaluation files will be reviewed by the Principal/Educational Director.
5. If the records meet the criteria for the opening, an interview will be scheduled. Parents/guardians must accompany the candidate to the interview. The Principal/Educational Director will conduct an intake at that time.
6. Applicants will be notified by telephone as to their status.
7. All materials (evaluation forms, videotapes, etc.) will be returned to those families whose children have not been accepted into the program.

Applicants who are not accepted may request that the intake form be kept on file for future consideration.

**Special Notes With Regard to Admission:**

- Prospective families should not be solicited nor encouraged by RLC staff, participating families, or board members to raise funds for RLC.
- If a prospective family wishes to make a donation, they will be explicitly told that their support of RLC would be appreciated, but a donation of any sort does not guarantee a placement.
- At no time will prospective family members serve on RLC committees.
- Prospective families may attend fund-raising events at their discretion, but at no time are prospective families to be solicited to purchase tickets either through mailings, or by parents, staff, or board members.
- If at any time a family makes an offer of a contribution in exchange for placement, it should be stated that RLC discourages such practices and that interested parties may contact the RLC office for an application.
- If donations are forwarded to the agency from prospective parents, the standard “thank-you” note will be sent.
- Unsolicited materials (videotapes, evaluations, etc.) regarding prospective students will be returned to sender.
- Members of the Board of Directors should direct prospective families to the RLC office for information regarding admissions.