

Cedar Hill Preparatory Academy

1513 S. Highway 67 • Cedar Hill, Texas 75104

Phone: 972-293-9800 • www.thechpa.com

Information Packet

A Message to Prospective Clients

Please know that we would love to speak in-depth with everyone who contacts us seeking information about the services offered by CHPA. We are a unique establishment with a heart for helping individuals meet their potential, and we love sharing what we do; however, time simply does not permit this type of discussion with the volume of inquiries we receive. For this reason, we ask that all individuals seeking information about any of the services offered through CHPA start here by reading the information in this document. We realize this is a lot of information, but it is important to educate yourself so that you can make the best decision for your student and your family. In addition, it will allow you to have realistic expectations as to the services CHPA offers.

Information Packet: Testing

Testing Costs/Requirements

No matter the reason listed below, the cost of our testing is \$800.00. The CHPA test is a prerequisite for all CHPA programs. If previous testing done with schools or testing centers should be submitted, however, our program is based directly on the test results obtained through our in-house testing. Our testing is required.

Reasons for Testing

There are multiple reasons for an individual to seek testing through Cedar Hill Preparatory Academy Learning Center.

- ♦ For information regarding their student;
- ♦ To seek out tutoring services from CHPA's Learning Center;
- ♦ To enroll in CHPA, a fully accredited school serving 1st - 12th grades;
- ♦ To be placed on a Wait-List for CHPA;
- ♦ To seek a Home School plan and continued support services; or
- ♦ Any combination of the above.

The testing protocol is the same for each of these reasons.

Testing Protocol

♦ The following assessments/screenings are completed in a 4-5 hour scheduled appointment in a one-on-one testing scenario. *(Please note that due to the length of the session, it is advisable to send snack(s)/drinks. Parents may stay on campus in a waiting area and/or leave, and we will text you when your student is thirty minutes away from being ready to leave.)*

- ♦ Kaufman Brief Intelligence Test, 2nd Edition
- ♦ Irlen Screening *(performed by a Certified Irlen Screener)* + Reading Assessment *(Decoding/Fluency)*
- ♦ Integrated Practice Protocol Screening (I.P.P.) – *(Sensory Integration deficits, and Visual Focusing Skills deficits are screened for.)*
- ♦ Informal Academic Screening *(non-standardized)*:
 - ◇ Auditory Discrimination & Sequencing
 - ◇ Language Arts Skills (Reading/Handwriting/Spelling/Grammar)
 - ◇ Arithmetic/Mathematics skills
- ♦ The appropriate form or combination of the *Structure of Intellect Learning Abilities Tests*:
 - ◇ The K-3 Screening Kit (appropriate for K - 3rd grade)
 - ◇ Form L (appropriate for K-3rd grade)
 - ◇ Form CR (appropriate for 3rd grade - Adults)

Scheduled Test Dates

Test dates are only scheduled following a review of the students history form and a follow up conversation with a CHPA admissions agent. This is to ensure that a prospective student is a good fit for our program. A copy of the History Form can be found at the end of this document.

Results/Conference/Choices

- ♦ Results will be presented in a scheduled two-hour conference. Optional dates and times for the conference will be presented on test day.
- ♦ At the conference, we will review a Sequenced Individual Education Plan based on the student's test results. The following options will also be discussed:
 - ♦ Tutoring / After-Hours & Summer;
 - ♦ Cedar Hill Preparatory Academy / Day School and/or After-Hours;
 - ♦ A Home School Plan & additional private consultation sessions as needed.

In addition, if space is not immediately available, there are Wait-List Options related to all of the above.

“Wait-List” status

We only take the number of students each year that we can successfully accommodate due to personnel, space, and the intense amount of work required by our staff. Because of this, we frequently have a wait-list for our Day School hours. When possible, we offer an After-Hours School and/or our one-on-one Tutoring Program, both of which utilize our specialized Sequenced Individual Education Plan. Choosing one of these avenues, places a student at the top of the wait-list for enrollment during Day School hours when space becomes available.

Costs for Each Program

- ◆ **We do not offer financial aid.**
- ◆ Tutoring: \$75.00 set-up fee / \$60 per hour + consumable materials
- ◆ Cedar Hill Preparatory Academy: (Day School) CHPA is a private school that operates solely on tuition. We are not a public school or a charter school. Please see our current Tuition Options at the end of this document.
- ◆ A Sequenced IEP can be converted into a Home School plan* and the individual administering the Home School plan can schedule private consultation sessions as frequently as possible for \$60/hour. (Meeting for more than two hours at a time is not recommended.) In the past we have met with clients for one to two hours to help them get started. After that, it may be weeks or months before guidance is needed again, if at all.

*Please note that a Home School plan is just that; it is intended to help guide a parent in their home school journey. While we can help educate a parent as to how to keep a transcript, we do not keep a transcript for you. Your student is **not** attending Cedar Hill Preparatory Academy. A student must be enrolled in and physically attend CHPA in order to earn an accredited diploma/transcript from CHPA.

Details for each of the choices are listed below.

Tutoring: After-Hours Program / Summer Program

After-Hours Tutoring Program

- ◆ This tutoring program is based on the student’s Sequenced IEP; however, priorities will be set based on the area(s) the student is struggling with the most in their current school setting.
- ◆ Most tutoring sessions during the school year take place after hours to accommodate a student’s school schedule. Sessions can sometimes be scheduled during the school day if a student has a flexible schedule or is home schooled.

- ◆ The client determines the number of hours they commit to based on their schedule and budget, committing for a semester of work. Obviously, it is possible to move more quickly the more hours one is able to attend; however, progress can be made with as little as one hour per week if there is a commitment to continue for a longer period of time. Schedules can be increased at any time if there is time in our schedule with the right tutor.

Summer Tutoring Program

- ◆ This tutoring program is based on the student's Sequenced IEP. Priorities are determined based on each student's needs.
- ◆ Two three-week sessions are offered each summer – one in June and one in July.
- ◆ Students may choose to attend one or both three-week sessions.
- ◆ If one to four hours are scheduled each week, the cost is \$60 per hour. Discounts are given to students who schedule more than four hours. (Information regarding discounts will be found in the Summer Tutoring Program brochure.)

Cedar Hill Preparatory Academy: Day School / After-Hours School

CHPA exists for students with certain characteristics. We are not the right school for every individual. The following profile describes those students who have historically had the most success in CHPA's program.

A Profile of Potential Students

CHPA specializes in students with learning differences. A profile of our previous and current students includes those with the following education-related diagnoses: dyslexia, dysgraphia, dyscalculia, sensory-motor deficits, visual focusing skills deficits, undeveloped foundational learning abilities (including cognitive, convergent production, divergent production, evaluation, and memory), and auditory processing disorder. Other education-related diagnoses occur; these are most prevalent. Students do not have to be diagnosed prior to our admissions testing. They may have been having difficulty without a diagnosis which is why testing is sought out. Because of these diagnoses, the majority of our students have basic skills deficits that must be remediated; they are behind or struggling with their school work. We also have students who have as many gifts as they have deficits which are very frustrating for them and their families. Finally, while many of our students have extenuating psychological conditions, (i.e. anxiety, ADHD, depression, selective mutism, etc.) we are most successful when these problems are caused by their educational learning differences as opposed to the difficulty psychological. We do work with both categories of students; however, unless the psychological issues are

addressed, we will not be as successful. (We do refer out to medical professionals when we feel it is a necessity to the benefit of the student.) It is our policy to identify those students we can help in prior to enrollment.

A Picture of CHPA's School Day

- ♦ Our Day-School students attend three hours a day, four days a week (9-12 or 1-4). [This is possible because we have determined specific needs through our diagnostic testing, leading us to targeted intervention with one-on-one and small group (2-4 students) instruction.]
- ♦ Our After-Hours School students attend two hours a day (4:30 p.m. - 6:30 p.m.), four days a week. These students work one-on-one the entire time, thus the ability to reduce hours.
- ♦ We do not advocate homework, sending it home very seldom.
- ♦ We do not offer extracurricular activities.
- ♦ There is little time to socialize in our program.
- ♦ Day-School students are in classes of mixed ages and ability levels. / After-Hours School students do all work one-on-one.
- ♦ We move at the student's speed in L.A. / Math time. This creates the perception that the student is behind, which they probably are; however, we start where they are and do not move on until skills/concepts have been mastered. The one-on-one scenario also allows us to skip over things that have already been mastered. Ultimately, we can only move as fast as the student masters concepts, building a foundation to move forward successfully.
- ♦ We do not specialize in behavior modification. We address frustration with learning differences which can cause behavior issues.

What makes us different and a good fit for many students?

- ♦ The items listed above in "A Picture of CHPAs School Day" create a bad fit for some and a perfect fit for others.

In addition . . .

- ♦ We develop specialized individual plans for students that meet them where they are academically.
- ♦ We successfully identify foundational issues in many students that other testing overlooks. This allows us to provide the missing ingredient that finally allows a student to have success.
- ♦ We have a central person in charge of each student's plan/progress - a Director of Education with 45 years of experience – who makes all final academic decisions with input from other staff members, parents, and students themselves. In addition, there is no red tape process to slow down plan adjustments.
- ♦ Our class sizes for social studies/science/electives rarely exceed eight students.

- ♦ Students receive one-on-one instruction for every program/material/activity in their language arts and math plans that requires one-on-one to accomplish mastery.
- ♦ Because our school is in a historical house, many students feel more comfortable than in a traditional school setting.

Realities

- ♦ While we can make curriculum/strategy recommendations for an intellectually disabled student according to their needs, we may not be the right school for them.
- ♦ Because we are a small school, we may not have the personnel to work with students with certain medical needs.
- ♦ Due to our hours, we are not the right school for families with logistic problems.
- ♦ We may not be the right school for a high school student who has to make up multiple credits unless the family and student are willing to attend for an additional period of time at an additional cost (i.e. after hours, summer school, and/or additional school years).

A Request for a Walk-Through Visit

We encourage walk-through visits during school hours. It is sometimes difficult to understand how we operate, but “seeing” it in action puts everything into perspective. If, after reading through this entire document, you feel that CHPA is a possibility for your student and family situation, please arrange a walk-through visit. Although you do not have to visit during the hours that your student would be attending, it can be beneficial. Students in grades 1 - 8 traditionally attend from 9am - 12pm Monday - Thursday. Students in grades 9 - 12 traditionally attend from 1pm - 4pm Monday - Thursday. We can also schedule a walk through after work hours. You may bring your student with you, but we understand if, as a parent, you choose to visit by yourself first. Please email the Director of Student Services at info@thechpa.com and leave the following information:

- ♦ Your name
- ♦ Your email/telephone number
- ♦ Your student’s name, age & grade
- ♦ A good time for you to visit between the hours of 9:30 and 3:30 Monday - Thursday.

You will be contacted with a time to visit.

*Please do not simply show up. All walkthroughs must be scheduled in advance.

The Admission Process

If you would like to schedule testing please follow the instructions below.

Required Forms

The following forms and paperwork must be submitted and reviewed before a student will be scheduled for testing.

- ♦ Attached Form: “Interest in CHPA Services”
- ♦ Attached Form: “Information and History Form”
- ♦ If your student is in grades 9 - 12 and you are interested in enrollment at CHPA, we need a copy of their most current transcript (available from the school they are attending). This can be an unofficial copy at this time. Copies of all report cards can suffice temporarily. We need to determine credits earned and credits remaining. If you enroll your student, we will send for an official copy of the transcript. If a home schooled student does not yet have a transcript, a list of completed courses and courses in progress will suffice. If the answer is “no credits earned,” then please indicate on the History Form.
- ♦ If there are any previous test results (testing for special education services, psychological testing, etc.) available please send them. While it is understandable that you may feel that previous testing will cloud our judgment, it can actually help us verify or dispute the previous testing or hone in on an assessment that we do not normally do. It may lead us to refer you to a different individual if what we see is outside our realm of expertise.

All forms and/or documents listed above need to be filled out and submitted via email to info@thechpa.com.

Once the documents have been received, they will be reviewed and an initial recommendation will be made as to whether we recommend testing. These documents may generate additional questions or a request for a meeting to discuss them, but within two weeks of receiving them, we will contact you to proceed with our evaluation process or make other recommendations.

1. You will be contacted regarding available times and dates.
2. An \$75.00 deposit invoice must be paid to lock in your testing appointment. This deposit will be deducted from your total testing fee. The balance, \$725.00 will be paid on or before the day of testing.
3. A follow-up letter with additional information regarding the day of testing will be emailed.

Thank you so much for your interest in CHPA. We look forward to working with your family.

Sincerely,
CHPA Administration

Interest in CHPA Services

Contact Information

Parent/Guardian: _____

Student Name(s)/Grade Level(s): _____

Email: _____ Phone #: _____

- I am not interested in testing **unless** there is the possibility of attending school at CHPA. Please put me on a list to contact me if this occurs.
- I am interested in testing and following through with **tutoring** at CHPA Learning Center. Please contact me so that I can schedule a testing spot.
- I am interested in testing and the resulting **home school program**. Please contact me so that I can schedule a testing spot.
- I am interested in proceeding with testing now so that I can be put on the **waiting list for services at CHPA**. Please contact me so that I can schedule a testing spot.

Please note that a testing spot will not be secured until the following has occurred:

1. We have received the requested documents.
2. A \$75.00 non-refundable deposit has been paid. An invoice will be generated upon receipt of all documents. The deposit will be subtracted from the testing fee. (If you must cancel, your deposit can be applied to future test dates for up to a year.) Testing spots per date are limited – first come, first served.

Total fees:

Testing for school/tutoring/home school program	\$800.00
(Includes testing, test results, plan & 2 hour test results conference)	
Minus deposit submitted with" History Form"	<u>-75.00</u>
Due the day of testing	\$725.00

Statement of Non-Discrimination: Cedar Hill Preparatory Academy admits students of any race, color, national and ethnic origin to all 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 or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other school-administered programs.



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Information and History Form

Student Information

Name _____ Date: _____

Date of Birth _____ Age _____ Grade _____

School(s) Attended _____

Parent/Guardian Information

Mother/Guardian _____ Father/Guardian _____

Relation _____ Relation _____

Address _____ Address _____

Personal Number _____ Personal Number _____

Email _____ Email _____

Work Number _____ Work Number _____

Occupation _____ Occupation _____

Referred By:

Please be as detailed as possible when answering the following questions; the information is invaluable when making an individual educational plan which will be provided at the meeting set up to discuss test results.

Please list reasons for seeking assistance at Cedar Hill Preparatory Academy:

Developmental History of Student

Developmental Milestones (speech, crawling, sitting, walking, etc.):

Ears (infections, tubes, etc.):

Vision (vision exams, diagnosis, glasses, etc.):

Allergies (tonsillitis, seasonal, milk, sinus, etc.):

Emotional (social, domestic, trauma at school/home, etc.):

Medications (current, taken for an extended period):

Additional comments and/or previous testing information:

CHPA Tuition Options

Standard Tuition

	Standard	W/C Fee	Monthly Total/Payments	W/C Fee
1st - 6th Grade:	\$9,735.00	\$10,028.00	\$10,223.00 (\$852.00)	\$10,530.00 (\$878.00)
7th - 8th Grade:	\$9,847.00	\$10,144.00	\$10,341.00 (\$862.00)	\$10,651.00 (\$888.00)
9th - 12th Grade:	\$9,960.00	\$10,259.00	\$10,458.00 (\$872.00)	\$10,772.00 (\$898.00)

Multiple Student Discounts Tuition (For Addendum B)

(Does not apply to oldest student)

	Standard	W/C Fee	Monthly Total/Payments	W/C Fee
1st - 6th Grade:	\$9,542.00	\$9,829.00	\$10,020.00 (\$835.00)	\$10,320.00 (\$860.00)
7th - 8th Grade:	\$9,643.00	\$9,933.00	\$10,126.00 (\$844.00)	\$10,429.00 (\$870.00)
9th - 12th Grade:	\$9,744.00	\$10,037.00	\$10,232.00 (\$853.00)	\$10,539.00 (\$878.00)

Alternate One-on-One Only Options (for Addendum D)

Hours of 1-on-1	Standard Tuition / (monthly)	With Credit Card Convenience Fee
2	\$4,020.00 (\$335.00)	\$4,221.00 (\$351.75)
4	\$7,260.00 (\$605.00)	\$7,623.00 (\$635.25)
6	\$10,500.00 (\$875.00)	\$11,025.00 (\$918.75)
8	\$13,740.00 (\$1,145.00)	\$14,427.00 (\$1,202.25)
10	\$16,980.00 (\$1,415.00)	\$17,829.00 (\$1,485.75)
12	\$20,220.00 (\$1,685.00)	\$21,231.00 (\$1,769.25)

