

Student Intake & Evaluation Policy (2.2)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Good Days Adolescent Special Needs Center (GDC) ensures that each student's admission and program participation are based on a comprehensive understanding of their unique needs, strengths, and goals. This policy outlines the procedures for student intake, evaluation, and placement to ensure alignment between the Center's services and each individual's developmental and therapeutic profile.

Purpose

The purpose of this policy is to establish a consistent and transparent process for evaluating and admitting students to GDC. Through structured intake assessments and professional review, the Center ensures that services are appropriate, individualized, and supportive of each student's progress toward independence.

Scope

This policy applies to all prospective students and families seeking enrollment at GDC and governs the procedures carried out by administrative staff, the Director, and licensed therapy professionals.

Intake Process

The intake process is designed to gather essential information about the student and family to determine program compatibility. Steps include:

1. **Initial Inquiry and Consultation:** Parents/guardians contact GDC to discuss program options and schedule an intake appointment.
2. **Application Submission:** Families complete the Student Intake Form and provide relevant documentation, including medical history, educational records, and prior evaluations.
3. **Interview and Observation:** The student and family meet with the Director or designee for a tour, interview, and preliminary observation of the student's needs and behavior.
4. **Assessment Scheduling:** If appropriate, the student is scheduled for an individualized skills and functional behavior assessment.

Evaluation and Eligibility Determination

GDC conducts comprehensive evaluations to determine suitability for program enrollment. Evaluations may include:

- Occupational therapy assessment
- Functional skills and life readiness assessment
- Behavioral or social-emotional screening
- Parent and staff input through structured questionnaires

Following evaluation, the Director, in consultation with the therapy team, determines whether the Center's programs and supports are appropriate for the student. Families are notified of the admission decision within ten (10) business days.

Placement and Individualized Planning

Upon acceptance, the student's strengths and needs are summarized in an initial report used to guide the creation of an Individualized Life Skills Plan (ILSP). This plan outlines short- and long-term goals tailored to promote independence, communication, and personal development.

Non-Discrimination Statement

GDC does not discriminate in admission or participation on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or family status. All applicants are evaluated solely on their compatibility with the Center's program and available resources.

Recordkeeping and Confidentiality

All records obtained during intake and evaluation are confidential and securely stored in compliance with HIPAA and FERPA regulations. Access is limited to authorized staff members involved in admissions, program planning, or direct student support.

Approved: December 2025

Next Review: December 2026