



Application Procedure

1) Schedule A Consultation

- If you are interested in any of our program, please contact us and we will schedule an initial meeting so we can learn about your child and you can learn about our services and program options.
- The appointment will be 45 – 60 minutes long. We will spend the first 20 minutes interacting with your child and meet with you in private following the meeting.
- Please bring along an additional person to supervise your child while we have the meeting in private.

2) Our Initial Consultation Session

- Please fill in the application form in advanced or do so when you arrived our center with your child.
- Please bring us a copy of or send us in advance all the relevant documents such as standardized assessment results, school report, progress reports from other educational activities.
- We will ask you to wait at the waiting area while meeting with your child. During the screening, we will be interacting with your child to observe his / her attention, language skills, social responsiveness, and cognitive skills through some fun games and interesting tasks.
- In our private meeting following the interaction with your child, we will provide you with our initial case analysis and recommend the appropriate program for your child.

3) Confirmation of Application

- All the applications will be reviewed on a first-come, first – served basis. We will email you about the application status within 1 – 2 weeks.
- We will send out the Service Agreement and the invoice following the acceptance notification.
- The placement is only secured after we received the signed Service Agreement and first invoice.
- We will plan to transition your child into our service and schedule the start date for your child's program.

4) First Day of Program

- Please bring in the following on your first day of the program:
 - 6 passport / student photos of your child
 - Water and snack
 - A set of extra clothes and a pair of indoor shoes to be left here

5) Ongoing Program

- We will conduct thorough assessment of your child to learn about his/her learning profile, strengths and areas of needs at the beginning of the program. We will then be developed the Individualized Clinical Plan.
- We will adopt evidence – based practice and strategies and monitor your child's progress through data collection and analysis on a regular basis.
- You can expect us to keep you informed and updated about how each session went.

6) First Clinical Meeting

- We will conduct a formal meeting to meet with you to review your child's progress and his/her Individualized Clinical Plan. We will go through the short – term and long – term learning goals for your child.

Tel: 2871 2631 / 2871 2636

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