



## Admission Process & Procedures

Dear Prospective Families,

We appreciate your interest in Heritage Academy of Learning Excellence and your consideration of our school for your child's educational journey. We understand that choosing the right school for your child is a significant decision, and we are honored that you are considering us as a potential option.

In this letter, we would like to outline the procedure for enrolling in our school, as well as the steps involved in the admissions process.

Heritage Academy strives to create an environment that accommodates learning differences, fosters academic excellence, personal growth, and a sense of community among students. We are committed to ensuring that our school is the right fit for your child, and we aim to provide a seamless and thorough admissions process to achieve this goal.

Should you have any questions or require further information during the application process, please do not hesitate to contact our admissions office.

We are here to assist you throughout the process and provide any necessary support or referrals.



## Admission Criteria

When evaluating students for admission to Heritage, we diligently consider the following criteria:

**Special Needs or Accommodations:** We evaluate whether students require special accommodations to thrive in our educational environment. We determine if additional support is needed to guide and assist the student throughout the day.

**Behavioral and Character Evaluation:** We evaluate students' behavior, conduct, and character using various methods, including report cards, assessments, and evaluations.

**Self-Regulation and Emotional Intelligence:** We evaluate the student's ability to manage emotions, handle stress, and collaborate effectively with others.

**Communication Skills:** We evaluate the student's verbal and non-verbal communication proficiency.

**Personal Skills:** We evaluate how well the student interacts with peers and faculty, along with their ability to perform essential tasks independently, such as dressing themselves, using the restroom, and navigating the school.

**Academic Proficiency:** We evaluate the student's current academic grade level and evaluate whether they have received accommodations or curriculum modifications.

To qualify for admission, students must have the ability to self-regulate their behaviour in and out of class, work well with their peers, work independently when required and be able to follow along with the curriculum without the need for significant additional support from an assistant. Most of our students require accommodations regarding assessments and instructional and learning procedures but do not require modified grade material.

Heritage Academy accepts students with high-functioning Autism or Level 1 ASD. Our environment, with smaller class sizes and less stimulus, is often advantageous to students with ASD.



## **Admission Process**

### **Submission of documents to the Administration Team:**

The first step in the enrollment process is to submit the necessary documentation for your child's application. These documents typically include the following:

- Academic transcripts, progress reports, and/or report cards from the last 2 years.
- The most recent educational, neurological or psychological assessments.
- The most Individual Educational Plan (I.E.P.), should one be in place.

### **Review by the Administration Team:**

Once we receive your child's documents, our administration team will carefully review the information provided. This review allows us to gain a better understanding of your child's educational background and needs. Administration will review the documents within 2-4 business days.

### **Follow-Up by Administration Team:**

We will invite you and your child to visit for a school tour after we determine that the student meets the admission requirements. During the school tour, you will have the opportunity to explore our facilities and learn more about our educational approach.

### **Student Trial Day:**

If prospective families express continued interest after a tour, the student will be invited for a trial day at school. The trial day will provide your child with an opportunity to experience our classes, meet potential peers, and interact with our educators.

The school day runs from 9:00am to 3:15pm.

- Please arrive by 8:45 a.m. through the front door and proceed to the office.
- Students can be picked up as of 3:15pm.
- Your student will receive a locker, meet their teacher and be welcomed to class.
- Our school is a nut, soy and sesame free facility.
- Please send your child with lunch/water bottle, appropriate clothing for the weather and indoor shoes to participate in gym activities.



### **Teacher Feedback and Evaluation:**

Following the trial day, our dedicated educators will promptly provide feedback to the administration, typically within 24 hours, regarding your child's performance and their insightful observations. This invaluable feedback plays a vital role in our comprehensive assessment of your child's readiness and suitability within our nurturing educational environment. Occasionally, we ask students to attend additional try out day(s) to help us to determine if our school is a good fit.

*We want to emphasize that Heritage Academy is a small school community, and as such, we have limited resources to accommodate significant modifications to the curriculum or address extensive behavioral issues. Our size allows us to provide a personalized and close-knit educational experience, but it also means that we may not have the capacity to implement substantial changes to our established Ontario Ministry of Education curriculum or provide extensive support for behavioral/emotional needs. We are committed to offering a supportive and inclusive environment for all students, but it's important to consider our size and its impact on the scope of services we can provide.*

### **Final Assessment and Decision:**

The administration team will carefully consider all information gathered throughout the process. Our decision will be based on our ability to provide the necessary support for your child's educational and personal growth, as well as your child's compatibility with our school community.

We understand that choosing the right school is a significant decision, and we aim to make this process as informative and personalized as possible. Our goal is to ensure that Heritage Academy of Learning Excellence is the best fit for your child's educational needs.



## Upon Acceptance

### Submission of Enrollment Forms and Registration Fee:

In order to secure your child's enrollment, the following forms must be submitted;

- Admission Application
- or  Admission Application (International)
- Enrollment Registration Form (Full Time)
- or  Enrollment Registration Form (Part Time)
- Payment Plan Agreement

The registration fee can be submitted by cheque or e-transfer.

Thank you for considering Heritage Academy for your child's education.  
We look forward to the possibility of welcoming your family into our school community.

Sincerely,

*Cheryl Ward*

**PRINCIPAL**

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Phone: 613-722-0133  
[Heritage Academy Website](#)

Families can submit their child's documents for review to the following email address;  
**[admission@heritage-academy.com](mailto:admission@heritage-academy.com)**